

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE:	Battalion Chief	FLSA: Non-Exempt
DIVISION:	Operations	
REPORTS TO:	Deputy Fire Chief/Operations	DATE: August 9, 2022

POSITION SUMMARY:

Responsible for technical, supervisory and administrative work in directing a major section of the District, a fire battalion on an assigned shift, or in serving on a specialized staff assignment.

ESSENTIAL FUNCTIONS:

- Supervises and directs the overall fire-fighting, rescue, overhaul, and salvage operations in assigned area; calls for additional personnel and equipment as needed, and returns units not needed at an incident to their normal duties.
- Ensure adequate staffing of assigned operations.
- Coordinates the in service drills and classes within area and conducts special drills, classes, or multi-company drills that may be necessary in addition to the training programs conducted by the Training Division.
- Supervises, directs, and coordinates the routine activities by units in assigned area/shift such as pre-fire planning inspections, hydrant testing, care and maintenance of apparatus, equipment, and stations.
- Reviews all incident reports prepared by Captains in assigned area for accuracy, neatness, completeness, etc.; responsible for the proper completion of master reports on multi-unit incidents.
- Inspects stations, equipment, personnel, uniforms, etc., to insure that they meet the required standards of the department.
- Researches and develops training manuals, class outlines, training devices and training methods.
- Command and manage multi-alarm fires
- Evaluates and counsels assigned staff and reviews evaluation of all personnel assigned to section.
- Serves as a member of accident investigation committees and interview boards for employment or promotion.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing and recommending improved policies and procedures.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire

agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma AND 36 months of experience at the rank of Fire Captain.

Required Knowledge and Skills

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of fire-fighting, rescue, and emergency medical services.
- Operation and maintenance of various types of fire apparatus and equipment and the ability to supervise or teach the effective use of such apparatus and equipment.
- Principles, practices, and techniques involved in instructing and training members of the fire-fighting service.
- District policy and procedures and the current Contractual Binding Agreements.
- Target hazards, the District water system, streets and topography of the District affecting fire-fighting operations.
- Correct business English, including spelling, grammar and punctuation.
- Computer applications involving word processing, data entry and/or standard report generation.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Commanding and directing several fire units at fire-fighting or rescue operations.
- Preparing and composing comprehensive reports on incidents, investigations, and other Fire District related subjects.
- Develop and composing procedures, regulations, policies, specifications, memos, letters, and other written communication as may be required.
- Communicating effectively in oral and written forms.
- Speaking in public, instruct and effectively teach fire related subjects to a variety of audiences.
- Planning, organizing, directing and supervising the effective operation of an area or section of the Fire District.

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- Using good judgment, maintaining operational efficiency, conducting command duties in a fair and impartial manner.
- Training others in policies and procedures related to the work.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Preparing clear and concise reports, correspondence and other written materials.
- Taking effective action in emergency situations.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class B driver’s license with “F” endorsement.
- Nevada Fire Officer II certification.
- Certified EMT-I or Paramedic certification.
- Fire Instructor II certification.
- NWCG Wild land Red Card certification.
- Level V Hazardous Material Incident Commander certification.

Note: Effective 12/31/2015 EMT-I will become Advanced EMT.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to climb ladders and work at considerable heights; fight fires wearing an air pack and protective equipment weighing 58 pounds; use power driven tools; standing for extended periods of time, stooping, kneeling and walking on uneven terrain at fire scenes and uneven terrain, climbing ladders, scaffolding and stairs; stamina to serve as emergency incident commander; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone; hear fire alarms, speakers, horns, and bells; regularly lift and carry up to 100 pounds.

Work is subject to performance under adverse environmental conditions in life threatening environments; exposure to bodily fluids, solvents, chemicals, fumes, smoke, electrical current and other hazardous substances.

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CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____