

UKIAH VALLEY FIRE AUTHORITY

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JOB DESCRIPTION:

FIRE BATTALION CHIEF (Open)

For Additional Information about the Ukiah Valley Fire Authority, please visit our website at www.cityofukiah.com/uvfa-who-we-are/

DEFINITION:

This mid-management level, confidential fire officer is charged with the command of an assigned fire suppression shift. Under general direction of the Fire Chief, provides supervision and management in directing the readiness, response, and activities of multiple fire companies during routine and emergency duties. Typically works a 48/96 schedule, but may be required to respond to emergencies from the incumbent's residence outside normal duty hours. Develops, plans, implements, and supervises various programs and activities associated with modern fire protection and emergency medical service delivery. Incumbent may be assigned with the oversight of specific Fire Department staff programs such as firefighter training, public education, fire prevention, EMS, and equipment maintenance.

EXAMPLES OF DUTIES:

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

(E=Essential Duty; M=Major Portion of Time)

- Provide management assistance in areas of emergency medical services, training, operations, fire prevention, administration, or other responsibilities within the Department. (E)
- Perform research and prepare written policies, procedures, and manuals of operation. May perform work to assist other City departments. (E)
- Develop goals, objectives, policies, and priorities. (E-M)
- Work as directed by superior to evaluate and update Department policies and procedures on an ongoing basis.
- Direct and supervise fire-fighting forces as required; ascertain the need for and type of additional equipment necessary to counteract the emergency; make technical decisions as to the best methods of handling emergencies after observing the situation and receiving oral reports from subordinate officers. (E-M)
- Perform in a management role and assume command of field operations as well as direct assigned personnel at the scene of emergencies involving fire, all types of accidents, gas leaks, hazardous materials, and lifesaving rescue work. (E)
- Make decisions on the utilization and practical application of Department resources to ensure proper emergency coverage is maintained.
- Assist in the City's Disaster Preparedness program; may serve in a management capacity in the City's Emergency Operations Center during a disaster.

EXAMPLES OF DUTIES (Continued):

- Assure overall Department safety and exercise discretion to ensure a safe working environment is maintained.
- Participate with Shift Captains in the training of personnel and serve as an instructor for specialized in-service training courses. (E)
- Participate in the Department-wide training program. (E)
- Attend conferences, schools, and various meetings to keep abreast of new developments in firefighting, fire prevention, EMS, training, and administration. (E)
- Assist in the preparation of the Department budget. (E)
- Analyze, interpret, and enforce Federal, State, and local fire and life safety codes and standards. (E-M)
- Prepare reports and evaluations; train, coordinate, and supervise personnel. (E)
- Take command of and make technical decisions in the best handling of hazardous materials accidents. (E)
- Investigate to determine cause and origin of fires and assist in the prosecution of arsonists. (E)
- Regularly operate the following: Fire Department staff and command vehicles; fire apparatus; radio-telephone equipment; computers; personal protective equipment; flashlights and miscellaneous hand tools related to the command and management of Fire Department activities.
- Coordinate public fire safety training programs. (E)
- Present programs to civic groups and participate in the Fire Department and Citywide public relations programs.
- Represent the City in the community and at professional meetings as required. (E)
- Confer with other jurisdictions, insurance service offices, fire prevention bureaus, and with the office of the State Fire Marshal. (E)
- Assist in selection of Fire Department personnel; supervise, train, and evaluate the performance of subordinates. (E-M)
- Prepare and maintain accurate reports, letters, proposals, and records.
- Serve as Duty Officer on a rotational basis.
- Carry, lift, and use heavy fire equipment such as hoses, ladders, and related rescue equipment.
- Participate in fire watches.
- Serve as Acting Fire Chief or assume the duties of a superior Chief Officer in their absence.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of organization, administration, budget, and personnel management; modern firefighting and rescue principles, practices, techniques, and procedures, including the operation requirements of the various types of fire apparatus and equipment; mechanical, chemical, and related characteristics of a wide variety of flammable and explosive material and objects; fire prevention principles, practices, and procedures; Federal, State, and local laws and regulations pertaining to fire suppression and prevention; and implementation of Incident Command System and its functions when on major emergencies.

This position includes incident command responsibilities. The Battalion Chief must be qualified to assume a command role at all types of emergency incidents. Decision-making and analytical skills and the ability to use good common sense are paramount.

The incumbent must be capable of embracing innovative management principals and enjoy the challenge of blending traditional fire service values with modern business practices. A strong understanding of local government and the ability to develop cooperative relationships with other City departments and cooperating fire and EMS providers is crucial in fulfilling the responsibilities of this position.

Ability to:

Maintain discipline, stimulate interest, and command respect of subordinates; perform general firefighting, rescue, and emergency activities; conduct a thorough fact-finding investigation and enforce regulations firmly, tactfully, and impartially; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; make effective use of personnel, equipment, and apparatus in emergency situations, which may include, on an occasional basis, wearing protective gear weighing between 50 – 60 pounds; standing for extended periods of time; climbing ladders; walking over rough, uneven, slippery, or rocky surfaces, and for extended periods of time; lifting up to 100 pounds; pulling 150 pounds of dead weight for a distance of 50 feet; and withstanding up to 60 pounds of nozzle pressure for periods up to an hour while staffing working lines.

Experience and Education:

Any combination equivalent to experience and education that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience - Six years of progressively responsible firefighting experience with an organized fire agency, including a minimum of two years at the level of fire officer.

Education - The following are highly desirable: completion of California State Fire Marshal Fire Officer Program or equivalent, as approved by the Fire Chief; any combination of Associate and/or Bachelor's Degree-level courses; Certified Chief Officer.

Special Requirements:

Must be in good physical condition and able to pass the Fire Authority's Physical Ability Test; a person employed in this classification after June 1, 1985, as a condition of employment, must be a non-user of tobacco products in any form and shall refrain from smoking tobacco or any other substances.

Licenses and Certificates

- Possession of, or ability to obtain, valid class C California Driver's License with Firefighter endorsement.
- Possession of a State Board of Fire Services Company Officer Certificate or equivalent.
- Possession of IFSAC/Pro Board Fire Officer Certification or equivalent.
- Certification as a California or NREMT EMT Basic or Paramedic.
- ICS 300 or greater.

Desirable Qualifications

- Possession of Firefighter Class B California Driver's License.
- California State Certified Hazardous Materials Incident Commander or equivalent.
- California Chief Officer Certification or equivalent.
- S-290.
- Strike Team Leader (engines).

Physical, Environmental, and Communication Demands:

Essential functions are performed in and affected by the following physical, environmental, and communication factors:

- Performance in a management and supervisory role in areas where the surface may be slippery, such as stairwells and roofs.

- Spend limited time outside exposed to the elements, including heat, humidity, cold, noise, fumes, and odors.
- Make rapid transition from an office environment to a command and management role at emergency incidents.
- Face exposure through inhalation or skin contact to carcinogenic dusts (such as asbestos) and toxic substances (such as hydrocarbons, carbon monoxide, or organic solvents). Face potential exposure to infectious agents (such as hepatitis B, tuberculosis or HIV).
- Perform in a management and supervisory role while wearing self-contained breathing apparatus.
- Make complex emergency calculations and life or death decisions during life-threatening emergencies.
- Rely on speech as well as sense of sight, hearing, smell, and touch to help determine the management decisions necessary to handle an emergency.
- Maintain personnel safety and make critical decisions in a confused, chaotic, and potentially life-threatening environment.
- Work for long periods of time, requiring sustained concentration and decision-making ability.
- Exposure to grotesque sights and smells associated with major trauma and burn victims.
- Operate in environments of high noise, poor visibility, and limited mobility at heights and in confined spaces.