

# HIGHLANDS FIRE DISTRICT

## EXECUTIVE DIRECTIVES

CODE/TITLE: **103 Battalion Chief**  
SECTION: 100 Classification/Job Descriptions  
REFERENCE: HR Policy 30.03 & 30.04  
ORIGINATED BY: Dirch Foreman, Deputy Fire Chief  
APPROVED BY: Mike Bradley, Fire Chief  
EFFECTIVE DATE: 05/01/14

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### **Battalion Chief**

FLSA: Exempt (Management)

Operations Division

Full-time

PSPRS Retirement

Safety-sensitive position

Supervisor: Fire Chief and/or Deputy Fire Chief

Supervises: Fire Captains, Program Managers, may supervise any number/type personnel under the Incident Command System

### **JOB SUMMARY**

Under the general direction of the Fire Chief or Deputy, organize, control, and direct the activities of assigned personnel/battalion including Operations, Support Services, Training and Employee Development. This is a professional managerial position. The incumbent serves at the discretion of the Fire Chief. The incumbent exercises independent judgment and discretion; manages and directs employees; formulates administrative policies for the effective use of personnel; supports and implements policy and direction formulated by the Board and the Fire Chief.

### **HOURS OF WORK**

The normal work schedule of this position is a 40 hour week. Employees in this position may be required to work 24 hour shifts, multiple 24 hours shifts, all days of the week and normally scheduled holidays. Regular work hours may be adjusted at the discretion of the Fire Chief to meet the demands of the Fire Department. At the discretion of the Fire Chief a Battalion Chief may be placed on a special assignment (i.e. Division) and work an altered schedule.

### **ESSENTIAL FUNCTIONS**

- ◆ Responds to incidents and assumes any role required within the Command and General Staff functions of the Incident Command System.
- ◆ May also be required to perform at the Supervisor or Unit Leader level within the ICS.
- ◆ Develops strategy and tactics, implements action plans, and evaluates results in the management of complex emergency incidents.

- ◆ Develops plans and budgets for major departmental programs; implements action plans to accomplish objectives; monitors and evaluates the effectiveness of those efforts.
- ◆ Supervises, coaches, and evaluates the performance of subordinates. Responsible for the professional development and performance of all subordinates under their command.
- ◆ Analyzes and synthesizes data, develops and implements procedures to improve operations, decrease turnaround times and rework, streamline work processes, and reduce costs.
- ◆ Develops complex written reports and plans for the management team and District Board.
- ◆ Makes oral presentations to the management team, District Board, and the public.
- ◆ Specific duties, tasks and responsibilities are outlined in the Position Duty Statement for each assignment.
- ◆ Provide highly responsible and complex administrative support to the Fire Chief
- ◆ Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery.
- ◆ Plan, direct, coordinate and review staff work plans, assign work activity, projects and programs

The essential functions listed above are intended only as illustrations of the various types of work that may be performed. For further guidance, standards of medical requirements for fire fighters may be referenced in the most current edition of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the District as the needs of the District and requirements of the job change.

### **MINIMUM QUALIFICATIONS**

- ◆ Bachelor's Degree in Fire Science or related discipline; an equivalent combination of documented education, training, and experience which provides the required knowledge, skills, and abilities for this job, may be considered at the discretion of the Fire District.
- ◆ HFD personnel must have successfully completed three years as a rated Captain (Acting Captains with equivalent time in service may be considered).
- ◆ External candidates must have five years experience with a Career or Combination Fire Department with 3 years experience as a Company Officer

### **DESIRED QUALIFICATIONS**

- ◆ NIMS IS-700, IS-800
- ◆ NWCG I-100, I-200, I-300, I-400
- ◆ NWCG STLD or above
- ◆ NWCG ICT4 or above
- ◆ Fire Officer Qualification; FO, CFO, EFO, or equivalents
- ◆ Instructor Qualification
- ◆ National Fire Academy Coursework

## **SPECIAL REQUIREMENTS**

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid, unrestricted Arizona driver's license.
- ◆ Must meet insurability requirements of the Department's insurance carrier.
- ◆ Must maintain good health and pass annual fitness/medical examination(s).
- ◆ Must have satisfactory results on drug and alcohol testing.
- ◆ Must have satisfactory results on background screening.
- ◆ Must reside within 30 minute travel time to District Headquarters.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- ◆ Modern organizational management practices.
- ◆ Current leadership practices and principles.
- ◆ All-risk emergency management practices.
- ◆ Effective oral and written communication skills.
- ◆ Applicable laws, departmental policies and procedures.
- ◆ Work without supervision.
- ◆ Establish good discipline and develop subordinates.
- ◆ Maintain managerial control and a command presence under extremely stressful conditions.
- ◆ Be an effective team member, to lead the team when appropriate, to follow the team when required.
- ◆ Produce clear and organized written documents, reports, and plans that deal with complex subject matter.
- ◆ Provide excellent customer service, both internal and external.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Must possess the mental ability to reason and make judgments

Must possess the ability to understand and follow oral instructions

Must be able to understand and follow written instructions

Possess the ability to guide and/or give instructions

Must possess the ability to make decisions in accordance with established procedures and policies

Must be able to speak and understand English in order to answer telephones and radios. Must be able to able to communicate verbally with county officials, the general public, vendors, supervisors and other employees

Hearing must be adequate to communicate with county officials, the public, vendors, supervisors, and other employees

Ability to read and understand text

Ability to perform simple arithmetic operations quickly and accurately and to perform more complex operations utilizing a calculator, adding machine or other measuring devices

Ability to visualize objects of two or three dimensions, or to think visually of geometric forms

Must have manual dexterity to use telephone, radio, calculator, copy machine, fax machine, manipulate computer keyboard and mouse, use hand tools, use power tools and to manipulate small objects with fingers rapidly and/or accurately

Frequently must lift, push/pull, carry/hold materials or equipment in excess of 50 pounds from ground to waist, at waist level, waist to shoulder, and above shoulder level  
Routinely climb ladders, stairways, and steps  
Ability to stand for 8+ hours per day  
Ability to sit for 8+ hours per day  
Ability to run and/or walk for 3+ hour per day  
Walking and running may occur over both flat and rough terrain  
Must be able to frequently stoop, kneel, crouch, and crawl  
Frequently must reach, handle, manipulate, and feel  
Essential job function vision includes peripheral vision, night vision, focus, color perception, and depth perception  
Must be able to drive motor vehicles (cars, sport utility vehicles, medium/large/heavy trucks) with automatic and standard transmissions

### **WORKING CONDITIONS**

Duties take place primarily at an assigned fire station, however movement/travel to all fire stations and emergency scenes is required. Work takes place indoors and outdoors in a variety of settings and all weather conditions. Wears personal protective equipment weighing approximately 70 pounds. Works in high humidity, and environments with extreme temperature fluctuations. Relies on self-contained breathing apparatus. Performs tasks in environments that may be immediately dangerous to life and health. Subject to exposure to high stress situations and environments. Subject to extreme noise levels in the work environment.

The physical demands, work environment characteristics, and working conditions described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.