



CENTRAL COUNTY FIRE DEPARTMENT BATTALION CHIEF

Department: Fire
FLSA Status: Exempt

Bargaining Unit: Fire Administrators
Revision Date: 10/01/08

DEFINITION

Reporting to the Deputy Fire Chief, and exercising supervision over Fire Captains, perform responsible supervisory, technical and administrative work in commanding and supervising fire suppression, emergency medical and rescue activities on an assigned 24-hour shift.

ESSENTIAL DUTIES

- Assist in the development and implementation of goals, objectives, policies and procedures for the various divisions of the Fire Department
- Assume command in a leadership role for fires or other significant incidents
- Ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers
- Assist in coordinating the department's fire inspection program
- Assist in the investigation of fires to determine cause and origin
- Assist in the preparation of the department budget and budget implementation
- Assist in coordinating Fire Department activities with other City and Town departments and divisions
- Serve on committees to update and revise the disaster plans and emergency operations for Burlingame and Hillsborough
- Supervise, train, evaluate and maintain personnel records of assigned staff
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies and implement discipline procedures.
- Participate in related training classes; conduct multi-company training exercises and assess readiness needs of fire personnel
- Assist in coordinating public fire safety training programs
- Assist in coordinating the development of specifications and acquisition of specialized firefighting support equipment
- Supervise the annual testing of fire apparatus
- Supervise the acquisition, testing, maintenance, inventory and records of fire hose
- Perform related duties as assigned

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures of modern firefighting including uses, operations, fire investigation methods, programs and equipment
- Principles of supervision and departmental management
- Local geography of the City and Town including the locations of major fire hazards
- Principles of fire administration including personnel, purchasing, training, safety and report writing
- Laws, ordinances and regulations affecting the work of the department including city, county, state and national fire protection and prevention codes, laws and rules
- Microsoft Office and other software programs used in fire administration

Ability to:

- Assume command of the department in the absence of the Fire Chief
- Prepare clear, concise and complete oral and written reports and maintain accurate and complete records
- Supervise subordinates under normal and emergency conditions
- Do pre-fire planning
- Apply the principles, practices and procedures of firefighting to specific situations
- Gain cooperation from the public in observing fire prevention laws and regulations

License:

- Possession of a valid Class C driver's license issued by DMV

Education & Experience:

- At least 5-year's experience as a Fire Captain plus completion of 60 units of college level courses in Fire Science, Fire Administration or closely related field.
- Candidates must be Certified Fire Officer and complete the Chief Officer Certification program within two years of appointment.
- Bachelors degree, ICS 300, S-290 and S-334 are highly desirable

SPECIAL REQUIREMENTS

Ability to exercise good judgment in emergency situations; establish and maintain cooperative working relationships with all those encountered in the course of work; communicate clearly and concisely on the phone, in person and in writing; deal calmly with citizens; enforce necessary regulations with firmness and tact; analyze facts and exercise independent judgment. Physical requirements include ability to twist upper body, lift up to 75- pounds and drag up to 150-pounds. Possess the necessary visual and aural abilities as well as physical stamina and endurance required to perform aforementioned duties.

Human Resources Director

Date

Department Head Approval

Date