

Eastside Fire & Rescue Job Description

Position Title: **Battalion Chief**
Division: **Operations**
Reports To: **Deputy Chief Operations**

FLSA Status: **Non-Exempt**
Revised: **November 2016**

General Summary: The Battalion Chief (BC) serves as the Shift Commander or Chief of Logistics, Training, or Community Services and is responsible for the professional leadership, administration, management, and operations of the assigned area. Monitors and oversees routine functions of the assigned area. The BC is supervised by, and reports directly to the respective Deputy Chief.

Essential Job Functions – Shift Battalion Chief:

1. Immediate supervisor of the assigned or on-duty Company Officers.
2. Authority and responsibility to commend, discipline, and recommend suspension and termination of subordinate personnel.
3. Carries out the vision and direction of the Agency, and the Fire Chief.
4. Administers discipline per Policy 2005.
5. Assigned to a work shift per the Collective Bargaining Agreement.
6. Recognizes and respects some aspects of the job are confidential in nature, and shall be kept in confidence by the employee.
7. Performs complex assignments or specialized functions under supervision.
8. Develops and organizes workflow within the assigned project and provides written document on procedures and processes as needed.
9. Obtains information from other employees as necessary and authorized in order to complete assigned tasks.
10. Attends meetings and training as required.
11. Requires ability to exercise good judgment at all times and under stress.

Essential Job Functions – Battalion Chief of Training:

1. The Battalion Chief of Training is responsible for managing, developing, and evaluating the Agency's training program. The Battalion Chief of Training is a three year appointed position. The Battalion Chief of Training shall be supervised by the assigned Deputy Chief.
2. Responsible for managing, developing, and evaluating the Agency's training programs.
3. Qualified as an Incident Safety Officer under NFPA Standard 1521.
4. Supervision of personnel assigned to the training division to include work assignments and personnel evaluation.
5. May assist in the evaluation of Agency personnel in their performance of skills (e.g., JATC, etc.).
6. Screens and approves applications for educational events.

7. Responsible for the review and maintenance of all individual training records ensuring documentation accuracy, compliance with the training program, and skill competency.
8. Responsible for the evaluation of instructors used in the delivery of classes to the Agency.
9. Assists in the preparation and implementation of the annual operational budget for the Training Division.
10. May be subject to additional assignments by the Fire Chief, Deputy Chiefs', and/or designee.
11. May cover the shift BC's short term absence (during 24-hour shift), and may also be assigned as an additional suppression BC.
12. The Battalion Chief of Training is allowed to work suppression replacement overtime.
13. The Battalion Chief of Training may be assigned to work suppression shifts in order to cover scheduled absences for the shift BC.

Essential Job Functions – Battalion Chief of Logistics:

1. The Battalion Chief of Logistics is a three year appointed position that is supervised by the assigned Deputy Chief.
2. Supervises, directs, evaluates, disciplines, and provides assistance to assigned personnel.
3. Assesses needs and provides appropriate training to personnel of the Logistics Division.
4. Participates in the preparation, implementation, and management of the Logistics Division's budget.
5. Participates in Agency decisions relevant to the Logistics Division.
6. Assists in oversight and/or manages construction and major facility repair projects as assigned by the Deputy Chief.
7. Serves as an adviser to the Deputy Chief in risk management related areas.
8. Responds to emergency incidents upon request or using discretion.
9. May cover the shift BC's short term absence (during 24-hour shift), and may also be assigned as an additional suppression BC.
10. The Battalion Chief of Logistics is allowed to work suppression replacement overtime.
11. The Battalion Chief of Logistics may be assigned to work suppression shifts in order to cover scheduled absences for the shift BC.

Essential Job Functions – Battalion Chief of Community Services:

1. The Battalion Chief of Community Services is a three year appointed position that is supervised by the assigned Deputy Chief.
2. Prepare and present various monthly reports as directed by the Deputy Chief of Operations.
3. Maintain an effective working relationship with Agency personnel.
4. Lead the Agency in the recruiting and retention of volunteers.
5. Assist the Human Resources Division as needed in the pre-acceptance processing of volunteer applicants.

6. Participate in approved training to remain proficient with the management of the Volunteer Program.
7. Perform and report an ongoing audit of all volunteer personnel.
8. Create and maintain a volunteer hiring process outlining the hiring procedures and responsibilities of all involved personnel.
9. Coordinate with the Agency to create and maintain an awareness and marketing campaign to recruit volunteers.
10. Collect and organize data in order to measure the performance and return on investment of volunteer activities, and present this data to the Fire Administration.
11. Provide information and advice to the Fire Administration regarding volunteer programs including strategic plans, policy impact, and communications.
12. Produce and manage all volunteer recognition events; provide an effective program for volunteer retention.
13. Communicate frequently with Agency personnel to advise of program changes and updates, and to solicit comments and suggestions.
14. Maintain supervision over the Volunteers as part of the coordinated Agency chain of command.
15. May be assigned to supervise the Community Liaison Officer and the tasks assigned to that position.
16. May be assigned to coordinate the Emergency Management role for the Agency.
17. May cover the shift BC's short term absence (during 24-hour shift), and may also be assigned as an additional suppression BC.
18. The Battalion Chief of Community Services is allowed to work suppression replacement overtime.
19. The Battalion Chief of Community Services may be assigned to work suppression shifts in order to cover scheduled absences for the shift BC.

Knowledge, Skills, and Abilities:

1. Ensures the daily staffing plan for the assigned shift is prepared in advance and maintained for accuracy; ensures next day/on-coming shift staffing plan is confirmed accurate.
2. Adjusts staffing to accommodate special individual and/or company training needs and tasks (e.g., JATC ratios), or other needs that may arise.
3. Responds on all dispatched alarms; may cancel with discretion.
4. Monitors alarms/radio and makes appropriate resource adjustments as needed, including specialized resources (e.g., hazardous materials, wildland, technical rescue, and other specialized rescue situations, etc.).
5. Utilizes appropriate strategy, tactics, and IMS for all significant incidents.
6. Ensures disaster manuals are utilized when appropriate.
7. Requests outside agencies when appropriate (e.g., DOE, EPA, PSAPCA, law enforcement, King County fire investigators, US forest service, DNR, etc.).
8. Generates staff notifications
9. Interacts with crews and mentors company officers.

10. Completes company officer, or other supervised employee/s quarterly and annual performance evaluations.
11. Monitors special individual annual tasks and routine company tasks (i.e., response times, training, pre-fires, maps, inspections, and maintenance).
12. Maintains computer skills to include time management system, Word documents, RMS reporting.
13. Shall maintain a current and valid Washington State driver's license and a good driving record as identified in Agency policy.
14. Shall have and maintain a current and valid EMT certification.
15. Requires ability to communicate effectively, both verbally and in writing; ability to follow verbal and written instructions.
16. Establishes and maintains effective and professional working relationships with supervisor, other employees both within and external to the Agency, and the public in general.
17. Operates standard office equipment; possesses proficiency in Agency software.
18. Works under pressure and to meet deadlines; works with frequent interruptions.
19. Serves employees and the public in a manner conducive to positive customer relations, and in situations which may be stressful.
20. Commands emergency incidents.
21. Develops employees in the work environment; demonstrates highest ethical behavior for self and to others; maintains confidentiality.
22. Leads employees, maintains discipline, and handles personnel-related problems.
23. Provides guidance and direction to personnel, while assisting them to achieve personal and organizational goals.
24. Knowledge of the principles and practices of supervision and management with an ability to prioritize, assign, monitor, and evaluate the work of assigned staff.
25. Maintains confidentiality
26. Carries out the prescribed and assigned duties in a manner which fulfills the purpose and needs of the Agency.
27. May deliver training and assist the Training Division as needed/upon request.

Education and Experience:

1. Associate's degree in a Fire Science program required, as per Policy 2407.
2. Minimum two years' experience as a career captain or equivalent.
3. Participating in or a graduate of the National Fire Academy's Executive Fire Officer Program is desired.
4. Complete NIMS 400.

Physical Requirements:

1. Shall successfully pass the physical capability test and annual SCBA/HEPA mask fit test.

2. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
3. Shall be able to see and comprehend the totality of an operation or incident; must be able to read a computer screen, and various reports, letters, documents, and training materials; must be able to drive personal and Agency vehicles.
4. Shall be able to frequently communicate, express one's self, convey, converse, and exchange information with others either in person, telephone, or through radio; must be able to remain in a stationary position for long periods.
5. Frequent movement is necessary in an office setting, in meetings, at conferences, etc., for long periods.
6. Occasionally ascends/descends stairs; occasionally positions self to reach high/low work spaces; occasionally kneels; stoops, crouches, or crawls.
7. Capable of frequently lifting and/or moving up to 10 pounds and occasionally lifting or moving weight in excess of 100 pounds.
8. Frequently operates a computer and standard office equipment.
9. Frequently works in an indoor and outdoor setting; occasionally required to work for prolonged periods without rest during disasters or in inclement weather.
10. Shall successfully pass the Agency's pre-hire background investigation, medical physical to include a drug screen, and psychological testing.

Working Conditions: The normal working hours are defined in a separate Collective Bargaining Agreement between the employer and the employee. The work schedule may be adjusted to meet the needs of the Agency. Attendance at meetings, standby at incidents, and responses to certain alarms during evening hours, weekends, and holidays is an essential component of the position. The employee may be exposed to adverse weather conditions, and hazardous chemicals, heat, cold, light, dark, and immediate dangers to life and health (IDLH). Work performed both in office and fields environments. Work utilizes standard office software, hardware, and equipment.

Emergency/Alternate Work Schedule: To ensure the Agency workforce is protected and to ensure the continuity of operations, the employee may be required to work an alternate work schedule in the case of an emergency (i.e., epidemic, severe weather conditions, or other emergency situations).

General Sign-Off: The employee is required to adhere to all Agency policies, regulations, and procedures. The statements herein are intended to describe the general nature and level of work performed by the employee, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment, and are subject to change at the discretion of the Agency.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: _____ Date: _____ Emp# _____