

## **CITY OF LINCOLN**

### **FIRE BATTALION CHIEF**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION**

The Battalion Chief receives general direction from the Fire Chief or designee. The position will enhance communications, effectively allocate resources, manage various organizational programs, ensure that the Department's mission and goals are conveyed, implemented and completed, apply effective situational leadership, perform fire suppression, emergency medical services, disaster plans, hazardous materials response and prevention duties, conduct training, debriefings, post incident reviews, and act in the capacity of duty chief. The position is responsible for performing general administrative tasks related to the assigned program area such as budget preparation, monitoring, and report development; personnel management including conducting safety training, developing performance evaluations; formulation of departmental policies and new program development; attending training, and implementing training standards in specific program areas. The position provides highly responsible and technical staff assistance to the Fire Chief or designee; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is a supervisory-management level non-FLSA exempt sworn classification. Incumbents will primarily serve in a suppression capacity, but may serve in an administrative capacity, if needed. Administrative assignments may include, but are not limited to: Training, Emergency Medical Services (EMS), and Fire Apparatus & Equipment. The Battalion Chief exercises considerable independent judgment subject to departmental regulations and general administrative review. This classification is distinguished from the lower classification of Fire Captain in that the Battalion Chief primarily supervises a group of companies on an assigned shift, while the Fire Captain is assigned to a company and may supervise the firefighting activities at the scene of a fire until relieved of command by a chief officer.

#### **EXAMPLES OF DUTIES**

Note: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Serves as shift commander directing and commanding emergency scenes.
- As shift supervisor, coordinates with other shift supervisors and station supervisors all daily duties, special duties, vacations, staffing, training, and assignments.

- Supervises, manages, evaluates, develops and motivates personnel as assigned. Reviews the performance appraisals of subordinate personnel. Responsible for counseling and discipline in accordance with City Rules and Regulations and Department Policy/Procedures.
- Plans and coordinates training, operational tasks, and prevention activities with other personnel. Enforces policies, procedures, regulations, ordinances, and resolutions adopted by the City.
- Participates in the State's Mutual Aid program when called upon.
- Assist in the planning, development, and implementation of policies, goals, and directives.
- Develop and upgrade Department procedures as necessary.
- Effectively communicate, interpret and enforce City policies and Fire Department procedures and directives.
- Plans, directs, and participates with Department management in research and development, personnel management, budget development, and general administrative activities.
- Prepares clear and concise correspondence including memoranda, records, reports, orders, and administrative directives as assigned.
- Makes public appearances and speaks on public safety and awareness and emergency response and prevention topics.
- Represents the City and Fire Department in relationships with the public, community groups, and professional organizations as well as coordinates department activities with external agencies.
- Performs other duties as assigned.

## **WORKING CONDITIONS**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, crouching, and lifting more than 50 pounds in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in creating reports, and using a computer keyboard. Additionally, the position requires near, far, night, and color vision in situations where there is viewing of maps and fire scenes. When providing emergency services, the position may be required to walk or run on uneven and slippery surfaces and climb ladders. Position may be required to work outdoors in all weather conditions; around loud siren noise; and moving vehicles. This position's responsibilities will work around fires, chemicals, pesticides, blood, and other potentially toxic exposures. Position may be subject to stressful situations and work unusual and prolonged hours during emergencies, including multi-week mutual aid assignments. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions.

## **QUALIFICATIONS**

The following are minimal qualifications necessary for entry into the classification.

### **Education and/or Experience:**

Five (5) years of command/supervisory experience at the level of Fire Captain with the Lincoln Fire Department or equivalent level position in another Fire Department/Agency/District and an Associate's degree from an accredited college with major course work in fire science or a closely related field (Bachelor's degree, in any relevant discipline, is highly desirable).

### **License or Certificate Requirements:**

#### **Required:**

- State of California Certified Firefighter I & II Certificate or equivalent
- Possession of Class A or B State of California driver's license or Class C State of California driver's license with a Firefighter endorsement
- Possession of a State of California Certified Fire Officer or Company Officer Certificate
- ICS 100, 200,300, 700 & 800
- Current EMT I Certificate (Paramedic License is highly desirable)
- Hazardous Materials IC within 12 months
- State Fire Training (SFM) Chief Officer Certificate (old) or Certified Chief Fire Officer (new)
- Or all coursework completed for the State of California Chief Fire Officer Certificate (new curriculum).
- State Fire Training (SFM) Chief Fire Officer Task book completed within 12 months
- S-290 (Intermediate Wildland Fire Behavior) within 12 months
- AH-330 (Task Force/Strike Team Leader All Hazard) within 12 months
- Lincoln Fire Department Position Task Book for Fire Battalion Chief within 12 months

#### **Desirable:**

- ICS-400
- S-404 Incident Safety Officer

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Principles, practices and technique of progressive fire administration including organization, administration, budgetary preparation and controls, program planning, implementation, and administration, and staff management training; modern firefighting and rescue principles, practices, techniques, and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment; modern fire prevention and investigation principles, practices, techniques, and procedures; mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects; modern organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; rules, regulations, and operational procedures of the Fire Department and the California Fire Code; Federal, State, and local laws and regulations pertaining to fire suppression, EMS, hazardous material handling, rescue operations, training, etc.; principles and techniques of supervision, training, motivation, staff development, corrective action, and performance evaluation; EMS, CPR, and

other basic medical assistance techniques; principles and practices of management necessary to plan, analyze, develop, direct, and evaluate fire programs, fire control problems, and administrative policies.

**Ability to:**

Assume command level responsibilities, make life and safety decision; make effective use of staff, equipment, and apparatus in emergency situations; direct, and coordinate fire emergency operations, training, and prevention activities; handle multiple work projects simultaneously and exercise good judgment in prioritizing work assignments; perform research, analyze findings, and prepare administrative and technical reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with subordinates, other Departments or Divisions of the City, City officials, outside organizations, and the public; know and understand all aspects of the job and departmental operations; observe and follow safety rules; analyze and determine solutions to various department or operational problems; know, understand, interpret, and explain laws, rules, regulations, codes, and operational procedures/processes, especially when responding to emergency situations/incidents.

**Salary Range:** Refer to Police/Fire Mid-Management Salary Schedule  
**FLSA:** Non-exempt  
**Employee Group:** Police/Fire Mid-Management  
**Adopted:**