



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Battalion Chief	LAST UPDATED:	10/26/2015
DEPARTMENT:	Fire Department	JOB CLASS:	
REPORTS TO:	Deputy Chief of Operations	FLSA DESIGNATION:	Non-Exempt

Summary: Supervises and performs a variety of highly technical and specialized tasks involving and/or related to fire suppression, emergency medical services, rescue, hazardous materials incidents, fire prevention, fire inspections, administration, and other special assignments as required. Supervises and controls emergency medical scenes until relieved by a higher ranking officer. Supervises emergency and non-emergency incident scenes unless relieved by a higher ranking officer. Supervises assigned Fire Department staff and volunteers.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Oversees the daily operation of assigned administrative/and or operational unit
- Assigns and prioritizes duties for assigned administrative/and or operational unit
- Develops strategic plans, goals and action plans to implement the anticipated growth of the assigned administrative/and or operational unit.
- Responds to emergency and non-emergency calls for service
- Directly supervises and participates in fire suppression and shift operations
- Supervises and monitors shift activities
- Schedules staff and allocates apparatus to provide the highest level of service for emergency and non-emergency calls
- Monitors and reassigns staff to meet operational demands
- Acts as commanding fire and/or medical officer in absence of higher ranking officer and supervises fire and/or medical incident scenes unless relieved by a higher-ranking officer
- Supervises first aid and emergency medical care to injured/ill persons consistent with established medical protocols and standard operating procedures
- Critiques calls for ways to improve services and responses
- Makes recommendations for ways to improve department readiness and response
- Secures safety of the incident scene
- Supervises the identification and inspection of hazardous areas including inspections of high occupancy and commercial businesses as well as any Early Warning Systems
- Trains, tests, assigns, evaluates and motivates subordinate staff
- Schedules, tracks and oversees coordination of fire and emergency medical services training for shift personnel
- Participates in daily training exercises and instruction to increase performance
- Conducts on the job and formal training of assigned Firefighters, Paramedics and Volunteers
- Responds to requests and inquiries from the general public, other Department personnel, and other City Departments
- Interprets and explains City and Department policies and procedures to the public and Department members
- Completes administrative duties including but not limited to:

- Reviewing records and reports of all incident responses on assigned shift
- Approving recurring documentation such as timesheets for personnel and monthly reports
- Maintains records and documentation of all activities for assigned shift
- Completes assigned special projects in area of expertise or as assigned
- Administers all activities that are handled at the shift level in coordination with station officers

Other Important Duties:

- May be required to work day or shift and non-shift schedules including weekends, holidays, on-call and extended hours in emergency, disaster, or other situations influenced by heavy workloads or other staffing difficulties.
- Participates on department committees and attends staff meetings as required
- Conducts public education activities that may include, but are not limited to: Citizen's Fire Academy, children's birthday parties, block parties, station tours, Fire Prevention week and patient care.
- Assists in developing and presenting a variety of training programs related to medical care and EMS
- Must learn streets and routes within the city and surrounding areas to include the location of medical facilities to ensure expeditious response times
- Attend scheduled training necessary to maintain EMS certification and minimum continuing education credit as required by the Texas Department of State Health Services and/or Medical Control Physician.
- May be assigned to a step-up for one rank above their current position or any Acting Assignment as deemed necessary by the Fire Chief
- When assigned to a step-up or acting position, performs all duties and responsibilities of the role assigned
- Performs related duties as assigned
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of administration and supervision of assigned shift
- Knowledge of emergency medical services
- Knowledge of ambulance operation principles and practices
- Knowledge of fire prevention, suppression, and education methods, practices and procedures for a variety of fire, hazardous materials responses, emergency management systems and rescue operations
- Knowledge and skill associated with operating specialized communication equipment
- Proficiency in the use of computers and related hardware and software for development and maintenance of safety and health inspections, annual reviews, and other documentation
- Knowledge of safe work practices and procedures
- Knowledge of pertinent Federal, State and local laws, codes and regulations
- Ability to exercise sound judgment and rational thinking under stressful and/or dangerous circumstances
- Ability to evaluate various options and alternatives and choose an appropriate and reasonable course of action
- Skill in effective oral and written communications
- Skill in implementing assigned Fire Station procedures and objectives
- Skill in effectively supervising and delegating duties to assigned staff
- Skill in resolving customer complaints and concerns
- Skill in planning, developing and implementing multiple fire station(s) procedures
- Skill in effectively supervising and delegating assignments to assigned staff

Required Education, Experience, and Certifications:

- Must possess the minimum requirements for Frisco Fire Captain.
- Associates Degree in Business Administration, Public Administration, Fire Science, or related degree and must be obtained by June 2019 or 60 hours from an accredited institute of higher learning.

Preference may be given to individuals who have additional education including a Bachelor's degree in Business Administration, Public Administration, Fire Science or related degree.

- Must possess the following certifications OR able to possess through the Texas Commission on Fire Protection (TCFP) within 1 year from date of hire:
 1. TCFP Fire Officer IV Certification*
 2. TCFP Firefighter Intermediate Certification
 *Pro-Board Fire Officer IV or National Fire Academy Executive Fire Officer program completion may satisfy the TCFP Fire Officer IV requirement

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and field environments
- May be subject to repetitive motion such as typing, data entry, and vision to monitor
- May be subject to exposure to extreme temperatures, extreme weather conditions, hazardous chemicals, toxic fumes, unstable buildings and structures, infectious diseases, body fluids, air and water borne pathogens
- May be subject to wearing full protective clothing and self-contained breathing apparatus for extended periods of time
- May be subject to extended periods of bending, reaching, kneeling, climbing and standing on ladders and lifts, walking over unstable surfaces and terrain, lifting and carrying up to 70 pounds unassisted, dragging up to 160 pounds unassisted, and handling and operating high pressure water hoses
- May be exposed to hostile, angry or emotional citizens, patients and business owners

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine, mobile data computers, various specialized fire, rescue and emergency medical response equipment.

Approved By:

Signed by Mark Piland, Fire Chief

 Mark Piland, Fire Chief

10/26/2015

 Date



 Shannon Allyn, Human Resources Generalist

10/26/2015

 Date