

BATTALION CHIEF

Code No: 6-06-018
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position in a fire district responsible for planning, organizing, and managing the personnel, stations, equipment and emergencies for their assigned battalions and shifts. Duties include commanding and directing emergency scenes either independently or until arrival of superior officers, assisting in determining long-range goals and objectives, preparing and monitoring service area budgets, and directing or conducting special studies and projects. Work is performed in accordance with the policies and objectives outlined by the Board of Fire Commissioners and/or Fire Chief. This position differs from Fire Captain by virtue of having a broader scope of managerial, fiscal, policy and decision-making responsibility and acting as the commanding officer at fire scenes. This position differs from Assistant Fire Chief by virtue of performing more technical duties versus administrative and assuming responsibility for directing the operation of emergency service delivery at fire/emergency incidents for a particular shift. The employee reports directly to, and works under the general supervision of a Fire Chief with wide leeway allowed for independent judgment while responding to emergency situations. General supervision is exercised over Fire Captains. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Responds to fire incidents, emergency medical scenes and other emergency requests;

Assumes charge of operations at the scene of a fire, emergency or at the fire station by directing firefighting tactics, rescue and salvage operations;

Advises Fire Captains on corrective action and discipline for employees in their battalions and coordinates and oversees the disciplinary process; monitors and manages morale;

Monitors and coordinates coverage for emergency responses including sufficient coverage of firefighters and officers;

Supervises and trains subordinates; conducts post incident reviews;

Assigns administrative duties to officers including fire inspections, pre-plans, smoke alarm details, and station and apparatus readiness;

Reviews reports submitted by officers for accuracy, completeness and timeliness of submission;

Provides information and responds to inquiries and complaints from the public;

Makes effective presentations to the public and firefighter personnel;

Develops special written administrative, investigative and other reports as assigned;

Prepares and reviews budget recommendations on personnel, supplies and equipment needs for an assigned area, operating procedures, statistics and reports on activities, performance evaluations and recommendations on disciplinary actions, time sheets, daily schedule logs, and on-scene plans;

Administers first aid and other emergency medical services;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of National Fire Protection Association Codes; good

knowledge of effective methods of firefighting; good knowledge of fire prevention measures and precautions; good knowledge of effective safety techniques when responding to fires and emergencies; good knowledge of the geography of the community; good knowledge of first aid and emergency medical practices; good knowledge of equipment functions and operation; ability to respond quickly and effectively in emergency situations and provide leadership and coordination of activities; ability to supervise firefighting staff; organizational ability; ability to analyze needs and assign administrative work to officers; ability to maintain discipline; ability to recognize fire hazards; ability to develop and deliver training to lower level staff; ability to establish and maintain effective working relationships with civic groups, the public, unions and volunteer and paid firefighting staff; ability to write narrative reports and maintain records; ability to plan and direct the preparation of technical and administrative reports; ability to develop and present technical reports orally and in writing; ability to assist with administrative work such as budget implementation and operational planning; ability to communicate effectively orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full-time or its part-time equivalent experience in a fire district as a Fire Captain or higher rank; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years volunteer* experience as a Fire Chief, Assistant Fire Chief or similar rank; OR,
- (C) An equivalent combination of experience defined by the limits of (A), and (B) above.

*Volunteer experience, for the purposes of these minimum qualifications, must be documented by submission of a signed letter from the chief/director of the participating district or department stating the title(s) of the positions and months and years of volunteer service.

SPECIAL REQUIREMENTS: Possession of a certification as an Emergency Medical Technician (EMT) at any level* issued by the New York State Department of Health, Bureau of Emergency Medical Services at the time of appointment.

*EMT, EMT-Intermediate (AEMT-1), EMT-Critical Care (AEMT-CC), EMT-Paramedic (AEMT-P)

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Commission

ADOPTED: June 6, 2019