

BATTALION CHIEF



Description:

Under general direction, performs complex fire service activities and difficult managerial and administrative work at a senior command level with responsibility for a broad range of administrative and technical activities; performs related work as required.

Distinguishing Characteristics:

Positions in this class are characterized by the assignment of managerial and administrative responsibilities in overseeing a geographical battalion or a functional administrative work assignment. Incumbents exercise considerable independent judgment, decision-making, and initiative in directing and coordinating the operational, fiscal, fire prevention, training, and paramedic functions of a geographical battalion in the County Fire Department. The Battalion Chief reports directly to their assigned Division Chief.

Duties may include, but are not limited to:

1. Directs, coordinates and supervises the activities of a Battalion to include; budget preparation and oversight, public relations, personnel management, training, safety programs, physical fitness, emergency situations, fire prevention, paramedic activities, facility maintenance, vehicle maintenance, and inventory control; analyzes problems and makes independent decisions affecting Battalion operations; implements and oversees operational changes.
2. Provides direct supervision over subordinate fire service, technical, and clerical personnel; recommends and implements disciplinary actions; helps resolve difficult personnel issues; completes work performance evaluations for subordinate employees.
3. Ability to develop and present complex reports orally and in writing; prepares and completes other documents, reports and correspondence as required.
4. Assists in the preparation of Battalion budgets; monitors the expenditure of funds; orders supplies and equipment.
5. Coordinates Battalion activities with other departments and agencies; represents the Department at city council meetings and other local community and County meetings; maintains effective public relations through contacts with the public. Is required to attend meetings throughout the county including nights and weekends.
6. Oversees various employee/volunteer programs, such as Paid-Call Firefighters, Limited Term Firefighters, and the Explorer program.
7. Supervises and coordinates the tactical methodology used in resolving emergency and other situations; provides oversight and coordination of scheduling, selection and deployment of Fire and Rescue personnel; formulates plans and procedures; has thorough knowledge of geographic, climatic and structural characteristics of the assigned Battalion response area may command fire scene.
8. Responsible for the application and compliance of all applicable laws, codes, policies, procedures, rules, regulations, and standards; may recommend changes to improve efficiency.
9. May participate in drafting of specifications for emergency equipment and apparatus.

10. Assumes the on-call emergency response activities of the Battalion; may act as a Division Chief in his/her absence.
11. May require 24 hour on call for Division coverage, Battalion duty, EOC coverage, County wide coverage, and/or operational area and region 6 coverage (if applicable).
12. May be required to respond to emergencies in and out-of-county for extended periods of time.
13. Provides vacation and temporary relief as required.
14. Provides other duties as required.

Typical Qualifications:

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code: 44806

Salary Range: E59

Representation Unit: Exempt Group

Last Updated: 5/20/10