



CLASS SPECIFICATION
BATTALION CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

To manage a suppression shift within the Fire Department; to plan, train, organize, and coordinate the activities of assigned personnel and equipment; to assume command of all or part of the department emergency functions; and, to perform some administrative duties.

IDENTIFYING CHARACTERISTICS

This management position performs a wide range of duties associated with one suppression shift and oversees a portion of the Fire Department operations. The incumbent(s) are expected to exercise independent judgment in making decisions, represent the Deputy Fire Chief, as appropriate, and may act in the capacity of the Deputy Fire Chief in his/her absence. This classification is a management level distinct from the Fire Captain classification, which focuses on supervision of engine crew during an assigned shift. It is distinct from the Deputy Fire Chief classification, which is responsible for administrative and managerial duties of the Operations Division.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Fire Chief and/or Fire Chief. May exercise direct supervision over assigned supervisory, professional, technical, and administrative personnel.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices:

1. Perform management and administrative duties related to emergency and non-emergency activities of assigned shift.
2. Plan, prepare and direct the following programs as assigned: emergency operations; volunteers; emergency preparedness; training; maintenance and purchase of Personal Protective Equipment; maintenance and purchase of vehicles; buildings and grounds; safety; maintenance and purchase of communication equipment; policies and procedures; and public education.
3. Develop, implement and interpret Department policies and procedures.
4. Participate in the selection of staff; participate in employee relations issues; evaluate employee job performance.
5. Conduct drills and training in all phases of emergency response.
6. Work with other City departments to resolve community issues; ensure quality customer services.
7. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Fire Suppression and rescue principles.
- Apparatus and equipment.



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- The operation and maintenance of fire and rescue apparatus and equipment
- Fire prevention, inspections, rules of evidence, local, state, and federal safety laws, codes and laws affecting fire prevention and department operation.
- Pre-hospital care.
- Education and instruction principles.
- Principles and practices of supervision.
- Training practices and techniques.
- Principles of hydraulics, chemistry, and physics as related to fire service.
- Fire Investigation.
- Modern administrative, project management and budgetary principles and techniques
- Hazardous and flammable materials.
- Effective methods of crowd control, building evacuation techniques and traffic rules
- State and Federal mutual aid systems.

Ability to:

- Plan and direct the activities of subordinates.
- Establish and maintain cooperative and effective working relations with other departments, agencies, and the public.
- Prepare clear, concise, and comprehensive verbal and written reports.
- Make public presentations.
- Think and act quickly and effectively in emergencies.
- Function as the Incident Commander or any Section position within the Incident Command System.
- Reside within 120 minutes (2 hours) driving time (under normal conditions) from Station.
- Effectively convey Department philosophy, messages, and rationale to employees.
- Direct and train subordinates.
- Prepare clear and concise reports.
- Communicate effectively both orally and in writing.
- Recognize and appraise fire hazards.
- Manage time in an effective manner.
- Establish and maintain effective working relationships with other employees and the public.
- Plan, organize, and implement effectively.
- Perform analysis and problem solving.
- Exercise sound judgment and make decisions.
- Demonstrate management control.
- Demonstrate flexibility.
- Adapt to stress.
- Work effectively with a diverse population.
- Demonstrate interpersonal sensitivity.

EDUCATION, EXPERIENCE AND LICENSE/CERTIFICATION REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:



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Education/Training: High School diploma or equivalent supplement by a college level course work in fire service, business administrative, or related courses. Associates degree or higher from an accredited College or University with a Fire Technology emphasis highly desired.

Experience: The equivalent of two years of full-time paid experience or four years volunteer experience as a Fire Captain in the City of Suisun City, or four years supervisory experience as a Fire Captain or Battalion Chief or Higher with a full-service public fire agency is required.

License/Certificates:

Possession of a valid California Class C Driver's License, with a Firefighter Endorsement.

Possession of Firefighter I is required, and Firefighter II is desired

Possession of California State Fire Officer certification is required

Possession of valid EMT and CPR certifications is required. Paramedic certification is preferred.

Possession of, or ability to obtain California State Chief Fire Officer within 12 months of appointment is required.

Paramedic certification is desirable depending on assignment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective fire suppression apparel and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in both an office setting and in a reactive emergency or disaster environment; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

OTHER CHARACTERISTICS

This classification is at a management level distinct from the Fire Captain classification, which



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focuses on supervision of engine crew during an assigned shift. It is distinct from the Deputy Fire Chief classification, which is responsible for administrative and managerial duties of Fire Department Operations.

FLSA Status: Non-Exempt

Work Hours: Work 24-hour shifts averaging 106 hours per pay period.

Established, April 2022