

## **JOB DESCRIPTION**

### **BATTALION CHIEF**

Shall be appointed annually by the Chief of the Department.

Shall be next lower in rank to the Assistant Chief and shall exercise authority over all subordinate officers and members under their supervision at all time.

Shall assume duties of the Chief or Assistant Chief in their absence, if so directed.

Shall be responsible for supervision and overall operation of a station.

Shall perform and carry out all duties and orders of the Chief.

### **ADMINISTRATIVE**

1. They shall have a thorough knowledge of, promote, and enforce all Rules, Regulations, Policies, and Procedures of the Department and orders and instructions of the Chief.
2. They shall administer their assigned duties to conform to the policies and practices of the Department and shall coordinate the duties of all subordinate officers to effect unity and good will among members.
3. They shall supervise and counsel personnel to maintain effective organization, and settle grievances and complaints.
4. They shall have a thorough knowledge of, be proficient in, and be responsible for educating junior officers in the correct use of appropriate records, reports and computer software necessary to complete required documentation of incidents as well as other such records and reports as required for operation of their Station and the Department.
5. They shall examine all reports and communications originating within their area of responsibility and record their approval or disapproval as appropriate. When necessary, they shall conduct investigation and forward a supplementary report to the Assistant Chief.
6. They shall assure all personnel records, identification cards, accountability tags, etc., for new members under their direction are in place.
7. They shall cause to be made, continuous inspections of all buildings and premises in their area of responsibility. Recommendations for alterations or repairs shall be submitted to the Assistant Chief.
8. They shall be responsible for inspections of all apparatus and equipment within their Station to assure it is clean, serviceable, and ready for use. Recommendations for repairs or replacement of missing or damaged equipment and/or tools shall be submitted to the Apparatus Officer.
9. They shall assist in the preparation of the budget and controlling expenditures.
10. They shall coordinate with the Training Department to assure newly appointed members, probationary members, and regular members attend appropriate training and that records of the training are maintained.
11. They must attend and participate in scheduled work details.
12. They must attend and participate in all on going Department training.
13. They shall attend training sessions, seminars, organizational meetings, etc. to stay abreast of changes and updates within the fire service.
14. They shall be responsible for the economic use of station supplies, electricity, water, oil, gas and other fuel furnished to the Department.
15. They shall require strict observance of state, city and township laws and ordinances, and department rules governing the operation of all motor vehicles belonging to the Department.

### **EMERGENCY SCENE OPERATIONS**

1. They shall respond to alarms of fire and other emergencies as assigned by the Chief.
2. Upon their arrival at the scene of an alarm or other emergency they shall report to the Fire Officer in charge. If in their opinion, they believe the Fire Officer is in command of the situation, they shall so notify the Fire Officer who shall remain in command. They may

relieve subordinate officers of command upon arrival at an emergency scene. When relieving a subordinate officer of command, there must be just cause, the subordinate officer must be advised of this decision, and the base or Central Dispatch must be notified and have it entered in the log, that he is assuming command.

3. Shall assist junior officers in operation of incidents in an effort to further educate them in managing emergency scene operations.
4. They shall require that any member of the department injured while on duty, or in any way connected with their duty as firefighters are immediately examined by a physician or taken to a Hospital Emergency Room for examination and treatment. Under no circumstances shall an officer determine the seriousness of an injury, but shall leave this determination to a qualified physician or medical personnel. As soon as practical, the Chief shall be notified of all injuries to department personnel, and a detailed report forwarded through the Chief to the Fire Authority Board.
5. If at any time, the officer in command determines that adequate personnel did not respond to an alarm, they shall immediately call for additional alarms to bring additional stations and/or resources as required to abate the incident.
6. Shall assist in determining the cause of the fire or incident.
7. Shall implement the Incident Command System to the extent warranted by the nature of the incident.

#### QUALIFICATIONS

Must have demonstrated ability to plan, coordinate and direct the work of members.

Must have demonstrated ability to supervise and deal effectively with subordinates, peers, supervisors, and administrative personnel.

Must have the ability to accurately prepare all reports and records.

Must have the ability to meet the physical requirements of the position.

Shall have a minimum of five (5) years' experience in the fire service.

Shall have a minimum of two (2) years' experience as an officer or other management position..

Shall have a working knowledge of the Incident Command System.

A Fire Science Degree, National Fire Academy Fire Officer Training Classes, management/leadership training programs and/or previous management experience is desired and will be given consideration at time of interview.