



JOB DESCRIPTION

Fire Battalion Chief

Date Prepared: Sept 2015

Class Code: 5025

SUMMARY: Under general supervision, serves as Vernon Fire Department (VFD) Operations Chief; commands and coordinates emergency responses, and assures that personnel are properly trained and ready to provide an effective response to protect the lives and property of the City residents and businesses; directs core VFD programs, including training, fire prevention, public education, disaster preparedness, facility and equipment evaluation and maintenance, administrative functions, and special projects.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Directs and manages VFD operations, programs, and projects; manages emergency response, fire suppression, emergency medical activities, and rescue operations on an assigned shift; also manages a variety of special projects and assignments, including training, vehicle and equipment maintenance and repair, public education, inspections, pre-fire planning, fire prevention programs, and administrative and budget functions; duties may vary according to area of assignment.
- Manages daily staffing to assure adequate personnel for emergency response needs; assures consistency of training, management of emergencies, and adherence to policies, procedures, and nationally recognized standards and guidelines; evaluates performance of Captains, and reviews and approves VFD evaluations.
- Manages VFD response to emergency alarms and calls for service; assumes emergency incident scene command according to VFD guidelines; determines the proper course of action, and coordinates response.
- Inspects and evaluates VFD facilities, vehicles, and equipment; assures that all vehicles, apparatus, and equipment is functional and available for immediate use; evaluates Firefighters, and assures that they are properly trained and equipped, and are held accountable for duties and responsibilities assigned.
- Manages VFD work plans for staff activities and training; prioritizes and assigns tasks and projects; monitors work, and reviews and evaluates outcomes and methods; meets with staff to discuss and resolve problems, policies, workload, special projects, and technical issues.
- Coordinates operations and training, evaluates team performance, identifies training needs, and coordinates training with other VFD shifts and outside agencies; assures effective communication of VFD directives and changes in protocols; maintains discipline, and assures compliance to policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates work load, administrative support systems, internal reporting relationships, and inter-agency issues; identifies opportunities for improvement, and develops recommendations.
- Provides professional administrative support to Fire Chief on a variety of complex issues, including planning, policies, procedures, budget, goals, priorities, equipment, and purchasing; coordinates community relations activities, and resolves sensitive and complex citizen inquiries and complaints.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Must have an A.A. or A.S.s Degree in Fire Science or a B.A. or B.S. Degree with 24 units of Fire science; AND seven years of experience as a certified Firefighter, including three years of experience at a rank of Fire Captain, preferably with the City of Vernon.

Knowledge of:

- City and VFD policies and procedures.
- State and federal regulations, practices, and procedures governing fire safety and emergency services.
- Modern emergency services management principles for efficient and effective management of allocated resources, including deployment strategies, reactive tactics, and coordination with outside agencies.
- Tactics for deployment of personnel and equipment at fire and emergency scenes.
- Methods, practices and procedures for fire prevention, fire suppression, hazardous material responses, emergency medical services, rescue operations, and fire investigations.
- Procedures and equipment used in modern firefighting and emergency medical response.
- National Fire Protection Association (NFPA) and International Fire Service Training Association (IFSTA) training and safety standards.
- City geography, traffic patterns, and the location of all streets, landmarks, buildings, and water mains.

Skill in:

- Assuming VFD command level responsibilities and making appropriate decisions.
- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with VFD goals and objectives.
- Assuming incident command responsibilities, making risk assessment decisions on deployment of staff, and coordinating firefighting, rescue, and emergency medical services.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Reading pre-fire plans and recognizing the construction, contents, and occupancy of buildings in order to apply appropriate firefighting techniques.
- Effectively managing and leading staff, and delegating tasks and authority.
- Evaluating the maintenance and repair of firefighting vehicles, facilities, and equipment.
- Monitoring emergency medical treatments and hydraulic conditions at emergency scenes.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating and maintaining specialized computer and communications equipment.
- Establishing and maintaining cooperative working relationships with co-workers and representatives from other local, state and federal agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Class C with Firefighter Endorsement or Commercial Driver's License is required. California State Certifications for Firefighter I & II, Fire Officer, Appropriate course completion for California State USAR Certification, HazMat Specialist and Emergency Medical Technician from appropriate California agency are required. Must obtain a California Chief Officer Certification within two years of appointment to the position; Additional technical training and certifications are preferred and may be required, including California Incident Command Certification System (CICCS).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, in fire department facilities, and in the field for evaluation of emergency situations; may be exposed to the same work hazards as Fire Department Captains. Must maintain a level of physical fitness to meet VFD standards.