

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Fire Battalion Chief	BAND/LEVEL:	Mgmt IV
DEPARTMENT:	Fire Department	JOB NO:	5000
DIVISION:	Operations	DATE:	3/25/12
REPORTS TO:	Deputy Fire Chief	FLSA STATUS:	EX
FULL-TIME:xxx _____	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 282

REPLACES: Fire Battalion Chief

DATE: 7/7/2008

JOB SUMMARY STATEMENT:

Coordinates the organization, staffing and operational activities of a battalion. Places equipment and directs officers and personnel at the scene of fire, medical or other emergency incidents; plans strategic and tactical operations so as to keep fire and life loss to a minimum, and manages the fire suppression, medical emergencies, hazardous materials and/or rescue operations.

DUTIES AND RESPONSIBILITIES:

1. Coordinates the organization, staffing and operational activities of a battalion.
2. Assists in the development and implementation of comprehensive fire prevention and suppression, emergency medical services, inspection, training and public education programs.
3. Responds to fire and rescue alarms. Makes high level strategic and tactical decisions as to methods of fighting fires and performing rescues, directing the work of all units in all matters concerning fire mitigation, the saving of human life, and the protection of property until relieved by a superior chief officer.
4. Manages the daily provision of emergency medical services and rescue operations; instructs and drills fire department companies in fire fighting methods, and related subjects; confers with and counsels subordinate supervisors.
5. Participates in the development and implementation of goals, objectives, policies and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies procedures.
6. Assists in the development of the annual operating budget, and planning for future service requirements; conduct research and prepare reports on a variety of topics related to operations; make recommendations for improvements in procedures and general operations to the Fire Chief.
7. Facilitates the ordering of station supplies, truck maintenance, building maintenance and other shift related purchases according to departmental purchasing policy.
8. Trains, motivates and evaluates assigned personnel; provides or coordinates company level staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
9. Directs, coordinates and reviews the work plan for assigned programs; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures.
10. Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements.
11. Coordinates assigned activities with those of other divisions, outside agencies and organizations; provides staff assistance to the Fire Chief; prepares and presents staff reports and other necessary correspondence.
12. Attends and participates in professional group meetings, OPS Chiefs, Johnson County Fire Chiefs, ECC, etc., and stays abreast of new trends and innovations in the field of operation and emergency medical services.
13. Participates in conducting fire drills in various schools and strategic buildings in the city. Conducts plan checks for various buildings, fire protection systems and fire alarm systems to ensure compliance with applicable fire codes.

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14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
15. Develops and maintains a variety of records and reports. Supervises Q&A of all Firehouse reports from assigned battalion.
16. Assists in preparing specifications for fire fighting apparatus and equipment, emergency medical services and hazardous material apparatus and equipment.
17. Reviews and assess training needs and available programs; oversees and coordinates the attendance of departmental staff at training programs and seminars; researches policies and procedures related to training activities.
18. Participates in fire and injury prevention programs and other public education activities by speaking to businesses, schools, clubs, and a variety of citizen groups in order to promote public awareness and the interest in fire and injury safety.
19. Reviews reports and rosters submitted by personnel for accuracy, completeness and quality assurance.
20. Talks to residents, business owners, students, and community groups, performing public education fire prevention programs, demonstrations, and presentations in conjunction with the Prevention Division.
21. Furnishes input to the Fire Chief on the development and quality assurance of performance appraisals for the personnel on his/her shift.
22. Provides coverage as Duty Chief as requested.
23. Assumes command of the department when assigned in the absence of the Fire Chief.
24. Performs other duties as directed or required.
25. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
26. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Must have a Bachelors Degree with a major in Fire Science, Public Administration or Business Administration, or a related field. Must possess a valid driver's license and maintain an insurable driving record.

Successfully completed required courses in fire administration, leadership, instruction and supervision based on, or equivalent to NFPA 1021 Fire Officer Level III, NFPA 1041 Fire Instructor Level III, and NFPA 472 Hazardous Materials Competencies for First Responder at the Operational Levels. Must be EMT and AED certified by the Kansas Board of EMS. Enroll and complete the Executive Fire Officer Program of the National Fire Academy. Those possessing MICT certification must maintain certification.

EXPERIENCE:

Requires eight years of experience; including three years supervisory experience.

SKILLS:

1. Good verbal and written communication skills.
2. Organizational skills
3. Quick decision making skills

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MENTAL REQUIREMENTS:

1. Ability to read, understand and adhere to departmental guidelines, bulletins, directives, memorandums and policies.
2. Advanced knowledge of modern fire fighting and rescue principles, practices, and methods of fire fighting.
3. Ability to organize and implement effective emergency operations utilizing the standard Incident Management System.
4. Ability to write clear and concise reports.
5. Ability to observe, document, and to fairly appraise the activity and performance of his/her assigned battalion.
6. Ability to establish and maintain positive effective working relationships with the Fire Chief, the command staff, company officers, personnel of the department, other city officials, outside public safety agencies, business leaders and the public.

PHYSICAL REQUIREMENTS:

1. Maintain a good level of overall fitness and is physically capable of leading and directing interior combat fire fighting activity.
2. Must pass Overland Park Fire Department physical requirements with a minimum result of good.
3. Ability to sit or stand for long period of time, but also have the mobility to respond immediately for emergency incidents.
4. Ability to bend, run, climb, crawl, crouch, stoop, reach, twist, contort, and lift up to 160 lbs. while wearing 50 lbs. of equipment in all kinds of environment.
5. Ability to work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids, noise, potentially hazardous materials, dangerous animals; hazards of emergency driving; hazards associated with traffic control and working in and near traffic, natural and man-made disasters; and hazardous materials incidents.
6. Ability to work 100' above grade and in confined spaces.
7. Exposure to extreme temperatures and adverse weather conditions.
8. Ability to operate a City vehicle.

SAFETY REQUIREMENTS:

1. Must not pose a direct threat or significant risk of substantive harm to the safety or health of himself/herself or others.
2. Must be committed to a high standard of safety and be willing and able to comply with all of the Department's safety policies and rules. Must be willing to report safety violations and potential safety violations to the Fire Chief and/or to discipline for such violations.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct:

Fire Captain

Indirect:

Fire Lieutenant

EMS Lieutenant

Firefighters

Paramedics

Fire Medics

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.