



Fire Battalion Chief (Part-time)

| | |
|------------------------|---|
| Department/Division: | Fire/Suppression and Paramedic Services |
| Reports To: | Fire Chief |
| Provides Direction To: | Fire Captain/Paramedics |
| Bargaining Unit: | Unrepresented |
| Exemption Status: | Non-exempt |
| Date Prepared: | April 23, 2018 |
| Date Revised: | |

GENERAL PURPOSE

Under administrative direction, plans, manages, and coordinates fire suppression, emergency medical services, support services, facilities, vehicles and other necessary programs as determined by the Fire Chief.

CLASS CHARACTERISTICS

Work for this classification involves the responsibility for planning, coordinating, and directing activities on an assigned shift for the fire companies throughout the City. Incumbents have considerable responsibility for making decisions regarding actions to be taken, interpreting rules, regulations and general policies and the application of pertinent laws and ordinances. Responsibilities also include planning, supervising and participating in the development of the Fire Department's training and employee development program. Supervision is exercised through subordinate supervisors over all subordinate employees. Work is performed with considerable independence under the general direction of the Fire Chief and is reviewed through conferences, reports and evaluations.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans, organizes, and manages fire fighting, emergency medical services, operations, training, support services and directs activities on an assigned shift.
2. Coordinates assignments and staffing coverage and schedules overtime in accordance with contractual agreements, including special events.
3. Trains, supervises, and evaluates the work of staff; recommends development programs and disciplinary actions, as needed.

ESSENTIAL FUNCTIONS (continued)

4. Develops training programs, standards, and procedures for fire suppression and emergency medical services in concert with other fire management personnel; conducts class and field training, drills, and mutual aid responses.
5. Interprets, develops, and enforces departmental rules, regulations, policies, and standard operating guidelines.
6. Reviews equipment and supply needs and participates in developing specifications for equipment upgrades and acquisitions; assures proper maintenance of facilities, equipment, and apparatus.
7. Prepares, reviews, and maintains departmental reports and records, including incident reports, paramedic and emergency medical services reports, payroll records, and training, inspection, and personnel related data.
8. Represents the Fire Department at internal meetings and public functions and may provide approved media releases; prepares reports and recommendations for City Council agenda items.
9. Acts as department liaison with internal and external teams, community representatives, and other agencies related to fire planning, training, and services.
10. Stays abreast and reports upon current legislative development, industry trends, and standards affecting shift and department operations.
11. Performs varied administrative assignments in support of the Fire Chief such as preparing and monitoring departmental budgetary expenditures, coordinating emergency preparedness functions, serving as liaison for dispatch services, acting as terrorism liaison, tracking strategic plans, coordinating paramedic billing services, and serving as Public Information Officer for the department when necessary.

QUALIFICATIONS GUIDELINES

Knowledge of:

Incident Command Systems and procedures and State Mutual Aid System; California Department of Motor Vehicles codes and regulations; emergency preparedness and terrorism prevention; Fire Safety, Emergency Medical Services, and Hazardous Materials codes, ordinances, and regulations; risk management, Fire Records Management System; and personnel practices; facilities and fleet management systems; principles, practices, and procedures of modern firefighting ground tactics, fire prevention inspections, rescue operations and procedures, and protection of lives and property; Emergency Medical Services (EMS) procedures and equipment; fire safety principles and practices; City geography, streets, and water hydrant locations, and surrounding response areas; report writing methods; English usage, spelling, grammar, and punctuation; supervisory principles and leadership techniques; budgeting practices; customer service practices.

Ability to:

Plan, coordinate, assign, manage, and evaluate fire operations and multiple fire crews; serve as commander given major incidents; ensure proper operation and use of fire apparatus safety equipment; read and understand departmental policies, rules, regulations, instructions; administer program and operating budgets; prepare, review and present reports and budgets for assigned operations; read plans and maps; conduct thorough fact finding investigations and enforce regulations firmly, tactfully and impartially; express ideas clearly and concisely, verbally and in writing; establish and maintain effective working relationships with subordinates, other City employees and officials, including residents and the public; operate modern office equipment and computer hardware and use word processing, spreadsheet, and specialized software; communicate effectively orally and in writing; act effectively in emergency and stressful situations; apply proper medical treatment and make proper fire safety decisions in life-threatening or hazardous conditions.

Education/Training/Experience:

Associates Degree from an accredited college in fire science or a related field is required. Bachelor's Degree is highly desirable.

Must possess three (3) years of full-time sworn experience in a municipal or county fire department or fire district at the rank of Chief Officer or above.

Licenses; Certificates; Special Requirements:

Federal Emergency Management Agency (FEMA) ICS 100, 200, 700, and 800 training are required.

Valid Class C California driver's license with acceptable driving record and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards is required.

Be available to work extended hours and shifts and be available for call-back status for and during emergencies.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are frequently required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to frequently climb, stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run, while wearing personal protective gear weighing approximately 75 pounds. Employees must meet strength, stamina and endurance standards for strenuous and hazardous tasks in emergency situations or during departmental training and qualification programs; operate emergency equipment.

Sensory demands include seeing, talking, hearing, touching, and using smell. These positions must be able to pull and carry persons in emergency situations, administer emergency medical care, and push or pull gurneys to and from emergency vehicles. Employees are expected to grasp and carry power and hand tools and lift, carry, and move persons, equipment, and push, pull or drag objects weighing up to 100 pounds or more.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret documents and follow safety standards; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; and interact with City staff, other organizations, fire safety personnel, school representatives, residents and business representatives, and the public.

WORK ENVIRONMENT

The employees work frequently both indoors and in field settings.

In the field, employees operate a motor vehicle in traffic, and are subject to variable temperatures and weather conditions as well as hazardous conditions and materials. The employee is subject to noise levels exceeding 80 decibels in fire incidents and rescue operations due to sirens, alarms, diesel engines, pumps, power saws, and hydraulic tools.

During fires and hazardous materials incidents, employees are exposed to extreme heat, smoke, risk of electrocution, incineration, and explosion, and exposure to dust, fumes, potential burns, caustic chemicals, solvents, grease and oils, falling objects, vibration, and water. Employees are required to use turnout gear, breath apparatus, safety helmet, and other specialized duty equipment. Employees may be required to climb ladders and work at elevated heights above ground. Employees are subject to the threat of injury or death as part of fire safety operations.

When performing duties, the employee may be exposed to human blood, bodily fluids, and other infectious materials and the employee is required to use gloves, masks with face shields, and take other safety precautions.

Employees will be required to work in harsh working environments.