

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Fire Battalion Chief

Pay Class: 24 Fire Mid Management

FLSA Exempt

DEFINITION

Under the general direction of the Fire Chief, The Battalion Chief (BC) directs, manages, supervises, and coordinates the activities and operations of assigned shifts to assist in the development and implementation of the Fire Department's goals and objectives; plans, organizes and supervises Fire Department personnel and resources during emergency responses and administrative operations; and provides administration assistance for overall department operations.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represent but are not necessarily exhaustive or descriptive of duties assigned to this position. Everyone in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.

- Plans, organizes, coordinates, administers, and evaluates the work of staff on assigned shift.
- Plan, organize and direct suppression activities including emergency response, training, and public education programs.
- Direct, oversee and participate in the development of the suppression division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Provide administrative assistance to the Fire Chief in the form of special projects, analytical studies, and policy input and development.
- Develop and implement new programs to enhance the Fire Department's organizational objectives; facilitate public education programs; create public service announcements.
- Develop, organize, and present training curriculum and activities; create testing and evaluation tools.
- Inspects new and existing commercial occupancies and may issue citations for fire code violation.
- Monitors changes in equipment and methods and recommends their incorporation into department activities; develops specific proposals for action on current and future City needs; conducts analytical and operational studies and prepares recommendations and findings.

- Evaluates public complaints pertaining to activities or individuals in the Department and may direct investigations within the Department.
- Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; fact-finding and recommendations for discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Acts as Fire Department liaison in various City, County and State committees; interacts with other City departments on fire protection matters; performs a variety of public relations and public education duties.
- Assists Fire Chief with the City Safety Committee and City employee injury and illness prevention programs.
- Responds to major alarms as necessary, operates effectively at appropriate level in the Incident Command System (ICS) used by the Coalinga Fire Department (CFD).
- Work closely with the Fire Chief to prepare the Department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies to support daily operations; administer the approved budget.
- Assist with emergency planning and emergency operations center functions during emergencies and Emergency Operations Center (EOC) activation.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Education: Associate degree from an accredited college or university with major course work in fire science, fire administration, business, or public administration, or a related field.

Experience: Six years (6) full-time paid experience in an organized fire department with two (2) of those years of increasingly responsible command and supervisory experience at the level of Engineer or above.

Licenses: Valid California Drivers License, Class C; with Firefighter endorsement, or Class B. Must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Certifications: Emergency Medical Technician (EMT 1-A) or Paramedic Certification; Firefighter I

Certification.

Intermediate Incident Command System (I-300)

California State Fire Training (CFSTES), Fire Officer or Company Officer Certification.

California State Fire Training (CFSTES), Chief Fire Officer Certification (within 24 months of appointment).

Other: Must be a U.S. citizen or legal resident alien; and pass a thorough background investigation, psychological evaluation, a physical examination with drug test and twelve-month probation.

NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.

KNOWLEDGE, SKILLS, AND ABILITIES

NOTE: The following is a representative sample of the KSA's necessary to perform essential tasks of the position.

Knowledge of: The organizational structure of the fire department; geographical configurations and characteristics of response districts; department operating procedures for administration, emergency operations, incident management systems and safety; department budget process; information management and recordkeeping; fire prevention and building safety codes and ordinances applicable to the City of Coalinga; cultural diversity; methods used by supervisors to obtain cooperation and teamwork within a group of subordinates; the rights of management and members; agreements in force between the City and members; generally acceptable ethical practices, including a professional code of ethics; and policies and procedures regarding the operation of the department as they involve supervisors and members.

Skill and Ability to: Follow detailed verbal and written instructions with a minimum of supervision; effectively communicate in writing using technology provided by the department; write reports, letters and memos using word processing and spreadsheet programs; operate an information management system; effectively operate at appropriate level in the Incident Command System (ICS) as used by the Coalinga Fire Department. The candidate should have the ability to work independently and as a team player, possess outstanding communication skills with the ability to positively interact in a professional manner with excellent public relations, conflict resolution and problem-solving skills. Express ideas clearly both orally and in writing in the English language; maintain strict confidentiality; and establish and maintain effective working relationships with supervisors, peers, subordinates, and the general public.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Perform work within the fire station and office environment and outdoors in the inspection of various land uses and other matters requiring the incumbent to drive a motor vehicle, operate and respond by mobile or portable radio, stand, walk, talk, hear, use hands to finger, handle, feel and operate objects, tools, and controls, reach with hands and arms; sit, climb, balance, stoop, kneel, crouch and crawl. Occasionally may work in high, precarious places, be exposed to hot, cold, wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibrations; and may lift and/or move up to 30 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must have sufficient mobility to work in a typical office setting and to use personal computers and other standard office equipment, vision to read printed materials and a computer monitor; and hearing and speech to communicate in person or over the telephone. Mental application uses memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individuals must exercise good judgment and be flexible and sensitive in response to changing situations and needs.

Approved by: CM Trejo 8/24/23
Marissa Trejo, City Manager Date