

**BATTALION CHIEF****SUMMARY:**

Under general direction, supervises and directs the activities of fire companies on an assigned shift; administers departmental policy, practices, procedures, rules and regulations; provides input for budget development; monitors contractual agreements; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Directs and supervises the activities of all fire and EMS companies on an assigned shift. Evaluates performance of personnel directly supervised and reviews all evaluations from their assigned shifts.
2. Responds to building fires and other emergencies of a serious nature. At emergency scenes, supervises the placement of engine, rescue, and ladder companies. Directs operations on the scene of emergency responses.
3. Prepares work schedules and assigns work activities daily. Maintains and enforces department policy.
4. Coordinates physicals, manages accrued employee leave, develops performance evaluations and performance improvement plans, mentors employees.
5. Coordinates fire prevention and training activities for all shift personnel.
6. Inspects personnel, equipment and station facilities.
7. Reviews and processes paperwork, reports and records. Coordinates testing activities including pump test, hose test and fire hydrant test.
8. Attends staff meetings and serves on promotion and interview boards and other committees as assigned.
9. Advises department head regarding policy. Assists in planning and directing department goals and objectives and budget.
10. Assesses need for mutual aid or requests for department assistance outside of city limits.
11. Investigates complaints and conducts Administrative Proceedings.
12. May act as Assistant Chief on a temporary basis.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of principles, practices and procedures of modern fire fighting.
- Thorough knowledge of supervisory principles and practices.
- Thorough knowledge of the Incident Command System and Personnel Accountability System.
- Knowledge of laws and ordinances related to fire prevention, public safety, hazardous materials, and Emergency Medical Service.
- Knowledge of Uniform Fire Code and Uniform Building Code.
- Knowledge of fire investigation and prevention, civil defense, and hazardous materials.
- Knowledge of principles and practices of emergency medical procedures such as advanced first aid, CPR and other medical assistance techniques.
- Extensive knowledge of city geography, hydrant locations, water supply, and major hazards.
- Thorough Knowledge of the City Comprehensive Emergency Management Plan.
- Thorough knowledge of Fire Rescue Department rules and regulations and labor agreement.
- Skill in organizing, planning, directing and coordinating the activities of a fire battalion.
- Skill in modern fire fighting techniques.
- Skill in directing a fire or emergency scene.
- Skill in verbal and written communication.
- Skill in operating fire equipment and apparatus.
- Skill in operating and maintain fire department equipment and tools, including minor repairs.
- Skill in selecting and applying appropriate emergency treatment and using specialized equipment and apparatus.

**BATTALION CHIEF**

- Ability to take command, size up, and analyze situations correctly and quickly, adopt effective courses of action in planning, assigning, and directing the work of a number of subordinate units under emergency conditions, and to issue orders clearly and concisely.
- Ability to analyze fire and emergency situations and provide an effective course of action.
- Ability to effectively deal with people under stress.
- Ability to lead workers effectively, maintains discipline, accept lines of authority, promote harmony and cooperate with other officers and workers.
- Ability to continue to learn new management techniques to improve effectiveness.
- Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves potentially extreme work setting. There is frequent need to stand, walk, sit, talk or hear, use hands to finger, handle or feel and perform other similar actions during the course of the workday. There is also the risk of exposure to blood borne pathogens, chemicals, mechanical parts and other hazards. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of random drug and alcohol testing and mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Currently employed as a West Palm Beach Fire Rescue firefighter with twelve (12) years of fire operations experience including four (4) years supervisor experience, and two (2) years as a West Palm Beach Fire Rescue Department Captain in the Operations Division. Bachelor's degree from an accredited college with a major in Fire Science, Emergency Services, or related field, or any equivalent combination of training and experience. This position requires State of Florida firefighter, State of Florida EMT and CPR certification. Employee must not have been suspended, for disciplinary reasons, within the last two (2) years A valid Florida driver's license is required, and must have completed an approved emergency vehicle operator's course (EVOC). Must not, within the last three years, have been convicted of reckless driving or driving under the influence of alcohol or controlled substances and have not had a driver's license suspended under the point system provided for in Chapter 322, Florida Statutes.