



HR-JD-102 – BATTALION CHIEF

REPORTS TO: FIRE CHIEF
FLSA STATUS: NON-EXEMPT
CLASSIFICATION: HR-JD-101 BATTALION CHIEF
WORK SCHEDULE: 48/96 (56-hour shift schedule) 2990
SALARY: Hourly \$25.18 - \$38.05 (\$75,288-\$113,769)

GENERAL SUMMARY:

Under general direction, assists the Fire Chief in planning, organizing, coordinating and managing the staff and operations of the Fire District including suppression and prevention operations, safety and training, emergency medical services, quality control, and fleet management; The Battalion Chief supervises all districts companies and or personnel assigned to one of the Districts three platoons and coordinates with the Captains to establish daily operation priorities; manages the effective use of resources to improve organizational productivity and customer service; provides highly responsible and complex professional assistance to the Fire Chief in areas of expertise; and performs other duties as required.

Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to the community's fire and EMS operations and services. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SPECIFIC POSITION SUMMARY:

The Battalion Chief reports directly to the Fire Chief upon the completion of a rigorous hiring process. The Battalion Chief may consult with the Fire Chief on issues relating to policy and planning, but works independently in supervising the overall technical operations. The Battalion Chief also serves as a member of the NIMS Unified Command System in the event of any catastrophic incident within the community and/or surrounding area. In addition, incumbents must be able to perform all essential functions including but not limited to participating in physical fitness programs and complying with district medical and fitness requirements. The Battalion Chief must be able to demonstrate proficient performance of essential functions including but not limited to supervision, pumping, driving, and firefighting duties.

SUPERVISION RECEIVED:

This employee receives general supervision from the Fire Chief, who reviews work on the basis of overall results achieved.

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2061 LUMBER VALLEY RD, OVERGAARD, ARIZONA 85933

SUPERVISES:

The Battalion Chief will directly supervise one of three platoons assigned, along with programs and projects as assigned.

PRIMARY DUTIES

- Assists in planning, organizing and administering the activities of the department. Supervises major section within the department to include EMS, Training, Operations, and logistics. Prepares working schedules.
- Maintains and enforces discipline. Participates in personnel selection, development and promotion; assist with the development of department's training program. Provides technical assistance and interprets policy matters.
- Assists in establishing the goals and objectives of the department. Organizes the departmental operations to meet these goals and objectives. Evaluates the organizational structure and methods of service delivery. Recommends changes as necessary.
- Performs research and development work in the area of uniform fire reporting systems, physical fitness training, day-to-day operations, safety, and other areas as needs indicate.
- Responds to emergent and non-emergent incidents as required. Assumes command as required. Coordinates with other State, County and local agencies at incident scenes.
- Reviews records and reports. Initiates changes, and submits reports.
- Assists the Fire Chief with a variety of special projects as assigned. Researches data essential for budget preparation. Makes presentations to groups and organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Management of our reserve program with the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.
- Assists the Fire Chief in planning, organizing, coordinating and managing the staff and operations of the Fire District including suppression and prevention operations, safety and training, emergency medical services, quality control, and fleet management.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the department budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

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2061 LUMBER VALLEY RD, OVERGAARD, ARIZONA 85933

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Participates in the development and implementation of the department's strategic and long-range planning efforts, goals and objectives that remain consistent with the District's Mission statement.
- Coordinates with Captains to establish daily priorities; evaluates daily activity locally, regionally, and statewide for impact on local resource distribution and concentration; allocates resources to ensure District coverage for emergency response, training, and fleet maintenance; receives reports from and provides direction and planning to the District's fleet mechanic to prioritize and schedule fleet repairs.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Serves as a liaison for assigned functions with other District or local departments, divisions and outside agencies; provides staff support to commissions, committees and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in comprehensive fire service operations; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; recommends policy and procedural changes, and manages implementation after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official department files.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Assumes role and responsibilities of Fire Chief in that individual's absence.
- Performs other duties as assigned.
- Shall operate a personal computer (PC) to complete: daily entries to work schedules, roster approval, personnel records, apparatus status reports, incident reports, and to handle electronic mail.
- Detects hazardous situations during emergency operations in order to save lives, prevent disasters, and avoid injuries to the public and HOFD personnel.
- Inspects and monitors emergency apparatus, equipment and facilities to determine compliance with safety standards and operational procedures relating to safety, infection control, and response readiness.
- Effectively deliver verbal and written presentations and speaks to public groups on the plans, programs, and goals of the Fire District.

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2061 LUMBER VALLEY RD, OVERGAARD, ARIZONA 85933

- Responds courteously and tactfully to a demanding and diverse public in answering questions, explaining district policies, and handling complaints.
- Attends various meetings and represents the Fire District.
- Organizes and directs the activities of staff engaged in providing fire and other life safety services.
- Cooperate and participate as a full partner in regional fire district consortiums, partnerships, purchasing groups, regional dispatch, training and SOG/SOP consistency.
- Plans, directs, and controls district activities such as:
 - the recruitment of personnel;
 - purchase of equipment;
 - assignment of personnel and equipment;
- Coordinates Fire District activities and plans, organizes, coordinates, prepares, administers, controls and monitors the District Operational budget.
- Analyzes and resolves operational and procedural problems and resolves complex problems involving diverse functional areas.
- Analyzes information, statistics, and reports on district activities.
- Develops plans designed to maintain district efficiency and responsiveness.
- Analyzes fire district needs, as well as the availability of resources, existing programs, and other related factors in developing district programs to meet the needs of the community.
- Provides direction on major projects or problem areas and develops and implements policies and procedures applicable to administrative functions, and provides policy guidance and leadership.

MINIMUM QUALIFICATIONS:

- Must have Seven (7) current, consecutive years firefighting or sworn experience, with five (5) years of experience as a Fire Captain or higher rank.
- Must be a Minimum 21 Years of Age
- Must hold an Arizona State Certified Emergency Medical Technician (EMT-B) or Paramedic (EMT-P)
- Must hold an Arizona Certification FF 1&2
- Must have attained initial Blue Card Incident Command Certification
- Must have a Wildland Red Card FF Type 1
- Must have graduation from an accredited college or university with an associate's degree with a major in Fire Science, Public Administration, Management, Business or a related field and/or a combination of experience and equivalent training which provides the required knowledge, skills, and abilities demanded by this Fire District to perform the general duties and responsibilities of this position as approved by the Fire Chief.
- Must meet insurability requirements of the district's insurance carrier

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2061 LUMBER VALLEY RD, OVERGAARD, ARIZONA 85933

PREFERED QUALIFICATIONS:

- Arizona State Certified Paramedic (EMT-P)
- Wildland Engine Boss (Able to obtain within three years)
- Wildland ICT 5 (Must obtain within one year)
- Graduation from an accredited college or university with a Bachelor's Degree with a major in Fire Science, Public Administration, Management, Business or a related field
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SPECIAL REQUIREMENTS:

- The Battalion Chief will operate fire vehicles (i.e., automobiles, fire apparatus, and heavy construction equipment), requiring a standard Arizona Driver's License to perform normal and emergency-level firefighting duties.
- Must maintain excellent health for rigorous firefighting activities
- Requires a high degree of mental alertness and concentration
- Must successfully meet the requirements if the Fire District through medical exams.
- Must satisfactorily complete drug and alcohol testing at any time as requested by the Fire District Board.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Fire District Board as the needs of the District and requirements of the job change.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of...
 - The theories, principles, and practices of effective public administration, with special reference to Fire District policies, personnel, and budget administration
 - Utilize modern management techniques, supervisory practices, and evaluation methods unique to a Government organization.
 - Understand the principles and practices of effective administration with particular attention to short- and long-range strategic planning as well as the principles and methods of budget preparation and monitoring.
 - Drives the Fire District activities, objectives, and ideals of fire and life safety services and operations; including maintenance of the facilities, equipment, and personnel needed to provide fire and life safety services and operations.
 - Reviews methods, equipment, and materials used in providing fire and life safety services; and develops progressive approaches to maximize District operations.
- Ability to...
 - Plan, organize, lead, and direct a progressive public agency with several functional areas.

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2061 LUMBER VALLEY RD, OVERGAARD, ARIZONA 85933

- Organize and direct the activities of staff in providing optimum Fire & EMS services.
- Plan, prepare, and administer an annual district budget and effectively analyze and resolve operational and procedural problems.
- Develop formal agreements and contracts with other agencies and communities for mutual-aid response criteria.
- Make effective oral and written presentations; and establish and maintain effective working relationships with staff, board members, community organizations, other agencies and surrounding districts, and the general public.

PHYSICAL DEMANDS:

- Must possess the mental ability to reason and make judgments
- Must possess the ability to understand and follow oral instructions
- Must be able to understand and follow written instructions
- Possess the ability to guide and/or give instructions
- Must possess the ability to make decisions in accordance with established procedures and policies
- Must be able to speak and understand English in order to answer telephones and radios. Must be able to able to communicate verbally with the general public, vendors, supervisors and other employees
- Hearing must be adequate to communicate with the public, vendors, supervisors, and other employees
- Ability to read and understand text
- Ability to perform simple arithmetic operations quickly and accurately and to perform more complex operations utilizing a calculator, adding machine or other measuring devices
- Ability to visualize objects of two or three dimensions, or to think visually of geometric forms
- Must have manual dexterity to use telephone, radio, calculator, copy machine, fax machine, manipulate computer keyboard and mouse
- Occasionally must lift, push/pull, carry/hold materials or equipment in excess of 50 pounds from ground to waist, at waist level, waist to shoulder, and above shoulder level
- Ability to stand for 1+ hour per day.
- Ability to sit for 7+ hours per day
- Ability to walk for 1+ hour per day
- Walking occurs over generally flat to extreme terrains
- Must be able to occasionally stoop, kneel, or crouch
- Must be able to frequently reach, handle, manipulate, and feel
- Essential job function vision includes peripheral vision, close vision, and focus
- Must be able to drive motor vehicles (cars, sport utility vehicles) with automatic transmissions

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

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2061 LUMBER VALLEY RD, OVERGAARD, ARIZONA 85933

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those, personnel will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the individual to meet NFPA and OSHA standards for the wearing of self-contained breathing apparatus. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 150 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in an office, station, vehicle or outdoor setting in all weather conditions, including temperature extremes at all times of day and night. Work is often performed in emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

EQUIPMENT USED:

The person in this role is expected to be proficient in the use of a wide variety of hand, portable powered and apparatus-based equipment and tools per NFPA 1001. In addition, basic and advanced life support equipment and tools per their scope of practice, defined by the Arizona District of Health Services. Also, this person is expected to be proficient in the use of personal computers connected to a network, printers, copier, fax machine, postage machines, multi-line phone with voicemail system, paging system, document binder, laminator, base radio, and other general office equipment.

The physical demands, work environment characteristics, and working conditions described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above 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 position. The job description does not constitute an employment

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2061 LUMBER VALLEY RD, OVERGAARD, ARIZONA 85933

agreement between the Fire Board and employee and is subject to change by the Fire Board as the needs of the District and requirements of the job change.

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2061 LUMBER VALLEY RD, OVERGAARD, ARIZONA 85933