

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: FIRE BATTALION CHIEF

DEPARTMENT: FIRE

BASIC FUNCTION:

Under direction, to perform responsible management, technical and administrative work in commanding and coordinating the fire emergency operations, inspection, prevention and training activities; to provide responsible and technical staff assistance; and to perform related duties as assigned.

KEY RESPONSIBILITIES:

Serve as a Shift Commander, to manage and to direct a combination of the following programs as assigned: maintenance of facilities, equipment, and fire hydrants; inventories; opticoms; vehicle specifications; training; promotional examinations; radio systems; Standard Operating Procedures; physical fitness; public education; pre-incident planning; recruiting; safety; disaster planning; mapping; computer applications; community relations; emergency medical services (EMS).

Supervise staff in all areas of personnel including, providing technical support; conducting multi-company drills; developing and implementing policies and procedures; conducting performance evaluations for officers; overseeing employee training; and investigating accidents and complaints.

Develop methods, techniques, and program improvements, including seeking problem solutions; monitoring all activities; participating with company officers and members in implementation of department emergency operations, physical fitness, training, maintenance, budget, fire company inspections, public education programs.

Provide information to and from assigned shift members to ensure that all companies on the assigned shift are kept informed and understand all department operations, programs, policies, and assignments.

Coordinate activities with other shift commanders, program managers, and senior staff.

Visit stations to keep informed on activities and share information; to inspect and verify capability to ensure that assigned shift personnel, facilities, equipment, and systems are fully prepared for all types of emergency response.

Verify that Standard Operating Procedures are up-to-date, understood by company members, and can be effectively applied by company officers.

Work with assigned companies on emergency plans for designated "target hazards," special and unusual situations, and complex areas requiring flexible and/or resource enhanced application of Standard Operating Procedures.

Conduct company officer workshops to consolidate inter-station activity coordination.

Establish and participate in city/department committees and/or chairs committee meetings.

Provide liaison with other agencies and Fire Service organizations.

Make public presentations before civic, business, and educational groups as assigned.

Perform administrative duties, such as, developing purchasing specifications; reviewing and administering contracts; and troubleshooting computer program and system problems.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles and practices of organization, administration, and personnel management.
- Principles, practices, techniques and procedures applied to firefighting/emergency operations and rescue, fire prevention and code inspection/enforcement processes, maintenance requirements of fire apparatus and equipment and hazardous materials program management.
- Applicable federal, state and local ordinances, laws, rules and regulations, codes and standards.
- City of Carlsbad fire department rules, regulations and local geography and emergency resources.
- Basic microcomputer systems and applications related to database management, spreadsheet analysis.
- Methods and techniques of research, statistical analysis and report presentation.

Ability to:

- Plan and develop effective goals, objectives, policies, and procedures.
- Interpret and administer departmental policy in the areas of fire protection planning, development related issues, code enforcement, emergency medical services, hazardous materials, Incident Command System application, city/county/local area interrelationships.
- Supervise the management of major fires and emergencies.
- Analyze fire protection and community problems.
- Establish and maintain effective public relations.
- Exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of department personnel in dealing with those contacted in the course of work.
- Make decisions in accordance with laws, ordinances, rules and regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Utilize computer systems for information retrieval, analyses, planning, and records management.
- Work well under pressure to meet deadlines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to an associate's degree from an accredited college or university with a major in fire science or fire administration, and five years of increasingly responsible experience in municipal fire protection and prevention with three years at a supervisory level.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid California Driver's License.

Penal Code 832 certification. State Board of Fire Services Chief Officer Certification is desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

See well enough to drive vehicles, read small print on documents and maps; detect subtle shades of color; hear and speak well enough to communicate over the telephone, radio and in person at distances up to 50 feet over the noise of machinery; voice clarity to command during emergency operations; bodily movement to swiftly climb ladders, and work in confined spaces; meet requirements for wearing safety equipment; use of fingers and hands to write, operate equipment, drive a vehicle, operate a computer keyboard; stamina to perform administrative functions and meet physical and mental demands during an extended emergency.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, the public and others encountered in the course of work.

Incumbents must be on-call and respond to emergencies; attend meetings, seminars, conferences, and schools during or after normal work hours; travel out of town or out of state for several days at a time; wear a uniform when appropriate; work under adverse conditions such as those inherent in emergency situations.

This is an at-will management classification.

DATE APPROVED: June 29, 1999