

## **Stratmoor Hills Fire Department Job Description**

**Job Title:** Battalion Chief  
**Reports To:** Fire Chief  
**Approved By:** Board of Directors  
**Approved Date:** October 16, 2019  
**Revision Date:**

### **SUMMARY**

The Battalion Chief will administer, plan, direct and control all operational aspects of the Fire Protection District (“District”) including fire suppression, fire prevention, hazmat mitigation, emergency medical services, equipment and facilities. The work of the position is performed under the direction of the Fire Chief.

**SPECIFIC DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

- Responds to all manner of fire, medical, hazmat and rescue incidents and performs any task necessary to mitigate the incident up to and including multi-agency command.
- Responds to after hour’s emergencies in a timely manner.
- Effectively address and responds to the media – especially during high profile incidents.
- Qualified in the operation of apparatus, tools, equipment, devices, facilities, and the proper utilization, maintenance, management, and requisition requirements related to the Fire Service.
- With the concurrence of the Fire Chief, sets goals and objectives for the department and implements such goals and objectives.
- Enforces the policies, procedures of the district and directives from the Fire Chief and Board of Directors as well as keeps the Fire Chief informed of any problems and concerns and recommends solutions for same.
- Assists and coordinates with the local area fire departments in the planning of disaster and emergency response programs.
- Establishes plans, develops appropriate policies for submission to the Fire Chief and Board of Directors, procedures, and SOGs for the operational functions for the fire department and ensures the completion of all projects.
- Appraises performance of subordinate employees.
- Plans, organizes, implements, directs and participates in:
  - The daily work of on-duty staff to include day-to-day scheduling and use of PTO and comp time.
  - The Department training program for all members.
  - The Department’s Wildland Firefighting and training program to include all certifications and reports.
  - The building, equipment and ground maintenance procedures and ensure all issues are resolved immediately and efficiently.
  - The Vehicle maintenance program.
  - EMS functions
  - The Fire District Business Inspection program in cooperation with the Fire Inspector.
- Makes, or causes to be made such reports regarding the operational functions of the department to Fire Chief.
- Any other duty as assigned by the Fire Chief.

### **Working in cooperation with the Fire Chief:**

- Investigates interviews and plans a course of action in the discipline of subordinate employees.
- Maintains liaison and cooperative relationships with citizens, community groups and organizations, cities, counties, the State and other governmental agencies
- Enforces all directives and policies of the District.
- Receives and acts upon complaints from the public.
- Advises citizens, property owners, contractors, and others on questions relating to the District policies.
- Prepares the operational needs for the annual budget for presentation to the Board of Directors.

### **SUPERVISORY RESPONSIBILITIES**

The Battalion Chief manages and supervises all career employees and volunteer members of the department. Is responsible for the overall direction, coordination, and evaluation of the operations of the Fire District. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and recommending the hiring of employees and recruiting of volunteers; training of employees and volunteers; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; rewarding and disciplining volunteers; addressing complaints and resolving problems; recommending the dismissing of employees and volunteers. Ability to plan, direct and organize fire prevention, suppression and support activities; establish and maintain cooperative-working relationships with those contacted in the course of work.

### **EDUCATION and/or EXPERIENCE**

An Associate's degree in fire science, fire service administration or related field is desired or equivalent education acceptable to the Board of Directors. Experience in a fire department in a supervisory capacity. History of working with volunteer firefighters is preferred.

### **KNOWLEDGE, SKILLS and ABILITIES**

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from citizens, regulatory agencies, or the business community. Ability to effectively present information to the fire chief, public groups, and/or Boards of Directors. Ability to communicate clearly and concisely, orally and in writing. Ability to work with financial information pertaining to the District. Ability to work with computers, including accessing the Internet and knowledge of common software packages. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

### **MINIMUM QUALIFICATIONS:**

Well-rounded knowledge and experience in Fire and EMS Services. A minimum of 5-years of supervisory experience in the fire service. Experience in the operations of fire protection, hazard materials control, and emergency medical and rescue services; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills. General knowledge through experience and/or training in prevention and public education. Must be able to successfully pass a comprehensive background investigation.

## **CERTIFICATES**

- CPR for the Professional Rescuer
- Must possess Colorado Driver's License in good standing
- Must be Colorado Certified EMT-B or higher and obtain Intravenous, (IV), certification at the earliest course opening
- Must be certified Firefighter II
- Recognized Fire Officer I or higher
- Must be certified as Driver/Operator Utility within 1 year of date of employment with the expectation of becoming certified Driver/Operator Pumper within 18-months of employment.
- ICS/NIMS 100, 200, 700, 800; ICS/NIMS 300 & 400 or ability achieve within one year of hire date
- NWCG 130/190

## **PHYSICAL DEMANDS**

While performing the duties of this job the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to stand, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, explosives, risk of radiation, and vibration. The noise level in the work environment is usually moderate but very loud.