

# FIRE DEPARTMENT SANTA CLARA COUNTY

## **BATTALION CHIEF**

### DEFINITION

This is the first administrative level in the Classified Service. Battalion Chiefs are primarily responsible for the coordination of activities during an assigned shift. An incumbent in this classification must exercise appropriate judgment and discretion. Responsibilities include, but are not limited to, managing fire suppression operations and emergency scenarios, planning department-wide activities, functions, and programs (e.g. resources allocation and budgets), and coordinating Department-wide personnel for the purposes of community service and fire protection activities. In addition, Battalion Chiefs are responsible for the personnel within their battalion. As such, Battalion Chiefs oversee safety and training, resolve conflicts between shifts or stations, and provide for any necessary disciplinary actions.

Work is performed under general direction of the Assistant Chief of Operations, and incumbents may temporarily assume the functions of higher administrative-level classifications.

At the discretion of the Fire Chief, incumbents may be assigned to 56-hour (Operations) or 40-hour (Administrative) schedules.

This classification is a Fair Labor Standards Act exempt, represented position in the Classified Service.

### DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from those in higher administrative classes in that the latter have policy-making responsibilities and, in addition, have overall responsibility for at least one primary Department division.

### EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Plan, direct, and coordinate the staffing and activities of all fire suppression personnel on an assigned shift or personnel assigned to the other fire services. Communicate and consult as necessary with subordinate officers regarding the activities of their units.
- Respond to fire and other emergency alarms, allocate appropriate personnel, resources and equipment, supervise fire control work unless relieved by a superior officer, and provide overall coordination, direction and detailed instruction to subordinate personnel.
- Assist in the work of extinguishing fires and in the performance of related lifesaving and property protection work as needed.
- Manage and oversee the safety of fire personnel and citizens.

EXAMPLES OF DUTIES (continued)

- Periodically inspect personnel, equipment, and facilities on an assigned shift.
- Maintain discipline, assure that rules are observed, and make recommendations or take action on personnel matters, including administering disciplinary action.
- Assist in the development of assigned responsibility area budget.
- Effectively plan, direct, and coordinate assigned program(s).
- Provide for the training of personnel at both individual and company-wide levels; provide appropriate feedback and guidance to personnel; attend training sessions and conferences.
- Study and become familiar with the Department's jurisdictions, e.g. streets, intersections, fire hydrants, water mains, and sprinkler systems.
- Confer with superior officers on policy and procedural matters.
- Maintain records, prepare, review and edit reports, and make public and/or committee presentations.
- Undertake or assist with special projects, reports, and studies.
- Maintain liaison with officials of neighboring fire departments and districts.
- Represent the Department on various inter-agency committees and community interaction.
- May assume on-call duty on a rotating basis.
- May temporarily assume the duties of higher administrative-level classifications.

EMPLOYMENT STANDARDS

Education and Experience: Four (4) years of experience\* as a Fire Captain with the Santa Clara County Fire Department and a bachelor's degree (4-year degree) from an accredited college or university.

\* Up to one (1) year of experience performing in an administrative Fire Captain assignment may count as a maximum of an additional one (1) year of experience as a Fire Captain.

AND, must possess the following certifications/qualifications/credentials:

- Strike Team Leader Engine (STEN) – Trainee or eligible/qualified to initiate a STEN Task Book
- Chief Fire Officer (CFO) 3A, 3B, 3C, and 3D, **or** Chief Officer certification dated pre-2017 (CSFM).

AND, must have completed the following classes/courses:

- I-300 Intermediate ICS
- S-404 Safety Officer
- IS-775 EOC Management and Operations (This course has been discontinued, but for those who already hold this certification – the certification will be accepted.) **or** IS-2200 Basic Emergency Operations Center Functions
- Haz Mat Incident Commander (CSTI) (This course must be completed by end of Battalion Chief probationary period.)

Highly Desirable: CPSE Fire Officer or Chief Fire Officer Designation

Knowledge Of:

- Principles, practices and procedures of modern fire suppression, prevention and emergency medical services/procedures, including water supplies, hazardous materials, and fireground tactics and strategies.
- Department and county policies (EMS, Mutual Aid, etc.), orders, rules, regulations, communications, and operational procedures.
- Applicable local, state, and federal laws and regulations.
- Operation and maintenance of fire apparatus and equipment.
- Local geography, including the location of water mains and hydrants, and major fire and traffic hazards of the Department's jurisdiction.
- Principles of administration and personnel management, including human relations, supervision, and training.
- Departmental resources, budgets and the competitive bid processes.

Skill In:

- Keeping and monitoring accurate documents, such as personnel records or department bulletins.
- Managing personnel toward accomplishing specific tasks.
- Setting goals for self and others and making progress toward accomplishing those goals; analyzing performance data and providing feedback to others.
- Persuading others; demonstrating command presence and leadership.
- Training and mentoring others.
- Investigating and preserving articles of evidence.
- Communicating verbally and in writing.
- Acquiring and utilizing Department resources for fireground and EMS activities.

Ability To:

- Work within a budget.
- Effectively plan, direct, and coordinate the staffing and activities of fire suppression units or other fire service units.
- Effectively manage personnel, including the maintenance of discipline and performance standards. Deal fairly, objectively and impartially with others.
- Accurately interpret and explain Department policies and regulations, and laws and regulations relating to fire suppression and prevention.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work irregular or protracted hours and respond promptly to call-backs.
- Perform periodic heavy and hazardous physical labor.
- Meet and maintain physical standards.
- Remain calm during stressful situations and critical incidents.
- Make fast and effective decisions.
- Prepare and present clear and concise reports as well as carefully review and edit reports prepared by others.
- Learn, understand and operate existing and new software applications pertinent to the position.

Required Licenses or Certificates: Possession of a valid, appropriate state of California driver's license and a valid CPR card.