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| <b>DATE</b>     | September 12, 2005 |
| <b>JOB CODE</b> | FIR00010           |
| <b>FLSA</b>     | NON-EXEMPT         |
| <b>EEO</b>      | 01                 |

JOB TITLE: Battalion Chief  
DEPARTMENT/DIVISION: Fire  
REPORTS TO: Assistant Chief

**SUMMARY:** Supervises, plans, and coordinates the activities and operations of all fire stations during a single shift. Coordinates assigned activities with other divisions, outside agencies and the general public. Provides staff assistance to the Fire Chief.

**ESSENTIAL JOB FUNCTIONS:**

- Directs the operations and activities at incident scenes throughout the city as Incident Commander
- Operates within standard operating procedures (SOPS) for incident management
- Assigns additional units and personnel to incidents as appropriate
- Coordinates fire suppression and emergency medical activities with those of other divisions and outside agencies and organizations
- Participates in a variety of fire suppression and prevention activities and programs including assisting with conducting inspections and a investigations, and preparing training materials and programs
- Supervises fire fighting operations including deploying and operating hoses, pumping apparatus, directing water streams or other chemicals and raising and climbing unsupported ladders including ground and aerial up to 100 feet
- Supervises search and rescue for trapped or injured persons to include swift water rescue work with and without use of boat.
- Administers first aid and emergency medical services to injured person to level authorized by Emergency Medical Technician (EMT) or Paramedic certification.
- Coordinates the organization, staffing and operational activities for all fire suppression and emergency medical services personnel during a single shift.
- Participates in the development and implementation of goals, objectives, and policies for the fire suppression, prevention, emergency medical services, and training functions
- Directs, coordinates and reviews the work plan for fire suppression personnel
- Identifies resource needs; recommends and implements policies and procedures
- Meets with administrative staff regularly to discuss future plans and progress toward goals and objectives.
- Trains, motivates and evaluates personnel to include completing efficiency reports as required by standard operating procedures (SOPs) and Chapter 143 of the State Civil Service Statute
- Provides and/or coordinates personnel training
- Responsible for conducting personnel-related internal investigations; implements disciplinary and recommends termination procedures as appropriate in accordance with standard operating procedures and City of Carrollton administrative directives

Fire Battalion Chief

- Assigns work activities and projects and monitors work flow
- Reviews and evaluates work methods and procedures
- Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management personnel and implements improvements
- Inspects equipment and stations regularly to ensure that maintenance and repair of all assigned equipment is completed.
- Ensures appropriate levels of supplies and materials are maintained
- Participates in the development and administration of the budget for assigned area of responsibility.
- Forecasts funds needed for staffing, equipment, materials, and supplies
- Responds to emergency incidents
- Communicates with dispatch and command personnel through the use of specialized communications equipment such as two way radio systems, data link in stations to administration and dispatch
- Provides staff assistance to the Fire Chief and Assistant Fire chief.
- Prepares and presents staff reports and other necessary correspondence and reviews all reports prepared by subordinate personnel
- Stays abreast of new trends and innovations in the field of fire suppression
- Reviews program and project progress and completion with assigned personnel
- Ensures that all subordinate personnel comply with departmental regulations and policies
- Assists with investigations regarding subordinate personnel conduct
- Monitors career development and training for all assigned personnel
- Listens for victims at fire and accident scenes, communications from other firefighters and superiors, etc.
- May perform duties of higher classification in an acting capacity as needed
- Uses departmental computer equipment to review records, inquire about activities and programs, and input various data
- Assists in reviewing and approving all purchase requisitions, personnel orders, leave requests, payroll and other administrative functions
- Interactive with and provides information to the media as necessary; may be assigned as public information officer
- Attends scheduled training to maintain minimum required certification through continuing education as required by the Texas State Fire Protection Commission
- Must learn streets and routes within the City of Carrollton and surrounding areas to include the location of medical facilities to ensure expeditious response times
- Performs related duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Assigned bureau within the Police Department Including Support Services, and Operations.

**WORKING CONDITIONS:**

- Runs, walks, stoops, bends, crawls, rolls, climbs, jumps, lifts, carries, drags, and operates assigned equipment and vehicles.

Fire Battalion Chief

- Wears full protective clothing and self-contained breathing apparatus, and must function fully in this limiting and heavy attire as necessary.
- Is exposed to harsh weather or no lighting, exposure to hazardous chemicals and smoke, extremes in temperature, electrical hazards, confined or high work places, dangerous animals, extreme noise, traffic, natural and manmade disasters, etc.
- Is exposed to human body fluids, infectious diseases, victims of fire and accident scenes, bodies recovered from fire and accident scenes, etc.
- May operate numerous types of rescue, salvage, emergency and fire suppression equipment, including vehicles, hydraulic powered spreaders, cutter, and rams, come a long, air chisel, air bags, ropes and pulleys.
- May operate firefighter hand tools including nozzle, axe, pry bars, fire hose, and ground ladders; common hand tools include wrenches, screwdrivers, and hammers.
- May operate power tools including exhaust fans, portable pump, chain saws, generators, and air compressors
- Operates specialized communications equipment
- Operates personal computer, including data input and extraction

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of specialized communications equipment
- Knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Knowledge of safe work practices and procedures
- Knowledge of basic principles and practices of municipal budget preparation and administration.
- Knowledge of personnel management policies and procedures including rules and regulations and civil service law
- Knowledge of principles of supervision, training and performance evaluation
- Knowledge of the geography of the city and the surrounding vicinity
- Knowledge of advanced fire suppression and prevention principles and emergency medical services
- Knowledge of the use of fire suppression and rescue equipment including a self-contained breathing apparatus
- Knowledge of operational characteristics, services and activities of a comprehensive fire suppression and emergency medical services program
- Knowledge of policies and procedures of the City of Carrollton Fire Department
- Knowledge of technical and administrative aspects of fire prevention and suppression including operation of fire hydrants, use of ladders, use of water and various chemicals to suppress fire, salvage and rescue operations.
- Knowledge of procedures and techniques involved in responding to and handling incidents involving hazardous materials
- Knowledge of pertinent federal, state, and local laws, codes and regulations
- Knowledge of modern office procedures, methods and computer equipment.
- Skill in written and oral communication to include advanced report writing
- Provides administrative and professional leadership and direction for the management of all fire suppression and emergency medical services personnel during a single shift

Fire Battalion Chief

- Interprets and explains city and department policies and procedures
- Works under stress and uses good judgment in emergency situations
- Tactfully responds to requests and inquiries from the general public, other department employees, and other city employees
- Identifies and responds to community issues, concerns, and needs and tactfully responds to requests and inquiries from the general public.
- Evaluates training needs for individuals and shift
- Resolves a variety of situations characterized by conflict or danger
- Develops, implements, and administers goals, objectives and procedures for providing efficient fire suppression and prevention and emergency medical services
- Analyzes problems and new service delivery methods, identifying alternative solutions, projects consequences of proposed actions and implements recommendations in support of goals.
- Delegates authority and responsibility as appropriate
- Supervises, trains and evaluates personnel
- Establishes and maintains cooperative working relationships with those contacted in the course of work including city and other government officials, community groups, the general public and media representatives.
- Interprets and applies federal, state and local policies, procedures, laws, and regulations
- Must maintain Cardio-Pulmonary Resuscitation Certification
- Must obtain any and all certifications for all possible assignments and subsequently perform all essential functions of an assignment when assigned.

**PREFERENCES:**

- None

**MINIMUM QUALIFICATIONS:**

- Two years experience in next lower position
- Must be on a certified and current eligibility list in accordance with Chapter 143 of the State Civil Service Statute and City of Carrollton Local Rules
- Must possess and maintain a valid Texas Class C Drivers license and meet all city policies regarding insurability; must pass MVR check

**CONDITIONS OF EMPLOYMENT:**

- Must pass physical examination prior to promotion into this rank
- Must maintain physical examination prior to promotion into this rank
- Must maintain necessary physical condition to carry out all essential functions of rank/assignment