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## Battalion Chief Job Description

### 1304.1 GENERAL PURPOSE

The Battalion Chief is a senior command level position responsible for the management of either a shift battalion, the Training Battalion, or emergency management. Work is performed under the broad supervision of the Operations Assistant Fire Chief, Risk Reduction and Readiness Assistant Fire Chief, or Fire Chief.

### 1304.2 ESSENTIAL JOB FUNCTIONS

- Ensures the response readiness and operating reliability of all assigned firefighting, communication and personal protective equipment.
- Oversees the care and operation of all assigned fire apparatus, fire stations, and equipment and facilities under their command.
- Monitors alarm assignments from Dispatch to all stations/companies to confirm the appropriate allocation of resources consistent with policies; assists Dispatch with immediate interpretations of alarm policies to make necessary determinations for response; makes the necessary adjustments to provide for adequate resource availability.
- Responds to emergencies such as but not limited to fires, emergency medical incidents, extrications, technical rescue, hazardous material spills, mutual aid and public assistance calls.
- Responds to significant incidents while off duty to function within the command system as a tactical supervisor, support officer, safety officer or senior advisor.
- Performs the duties of a safety officer, support officer or senior advisor.
- Coordinates initial actions of resources on scene, taking command of the incident or passing command to superior officers as appropriate.
- Responds for recall to duty in accordance within department operating policies.
- Operates, drives, positions and spots vehicles and apparatus in a safe, proficient and professional manner in emergency and non-emergency situations.
- Coordinates urgent apparatus repairs with the City of Loveland Fleet Services,
- Responsible for the general efficiency, conduct, effective performance and safety of all personnel assigned, as well as a professional and safe work environment; ensures all personnel conduct themselves in a manner consistent with polices and recognized standards.
- Coordinates and implements project/program management efforts.
- Writes and records information such as daily logs, training records, NFIRS, emergency management plans, status reports, performance reviews, etc.
- Maintains the Loveland Fire Rescue Authority (Authority)'s Center for Public Safety Accreditation compliance status.

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- Participates in professional development opportunities and department training exercises.
- Maintains health and fitness standards meeting all department physical capability testing requirements on an annual basis, and prior to resuming full firefighting duties from extended injury or illness.
- Maintains effective community relations with members of the community, reinforces the organizational values of the department relative to our customers, and extends our services to the public at every opportunity.
- Rotates assigned management function areas.
- During times of severe weather and/or Emergency Operations Center (EOC) activation, initiates the appropriate actions to reinforce on-duty resources through emergency recall of personnel. Confirms the activation and delegation of necessary positions, the EOC, and any emergency public notification system(s).
- When a local declaration of emergency or disaster is declared and/or the Emergency Operations Center (EOC) is activated, all Authority employees may be required to work as a Disaster Service Worker.

#### **When assigned to a Shift Battalion**

- Works on two consecutive 24-hour shifts and is prepared to respond at any time.
- Manages shift planning activities that assure the completion of shift training, fire equipment inspection and maintenance, and public education programs.
- Provides the daily assignment of all assigned personnel; rotates personnel as needed.
- Ensures completion of pre-plans assigned to the fire companies.
- Coordinates Fire Operations Division programs within the first-in district such as area familiarization, public relations, map/hydrant updates, community relations with businesses operating in the first-in district, target inspections and pre-fire planning.
- Maintains thorough knowledge of special and/or temporary risks in the Company's response area, confirms the availability of such information by the other Companies.
- Coordinates with the Dispatch Center relative to immediate emergency response policy interpretation and/or determination, activation of emergency public notification system(s), and activation of the Emergency Operations Center.
- Confirms that all personnel protective equipment is in proper condition, maintained consistent with Department standards, and properly worn when firefighters are involved in emergency operations.
- Coordinates activities with other Authority divisions and personnel.
- Implements training and drill scenarios and evaluates the response capability and readiness of assigned personnel and volunteers.

#### **When assigned to Training:**

- Works a non-shift schedule.

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- Manages and directs Training Battalion activities.
- Coordinates overall training efforts including all aspects of emergency response, fire academies, disaster planning and emergency management, fire prevention and education, and leadership and management.
- Oversees and monitors employee certification and training record management.
- Reviews and assesses training needs and available programs; oversees and coordinates the attendance of staff training programs and seminars.
- Researches policies and procedures related to training activities.
- Oversees, develops and monitors the training budget.
- Oversees, develops and monitors training manual and firefighter task books.
- Oversees Training Battalion capital improvement projects.
- Coordinates multi-agency training evolutions.
- Functions as a liaison between the Authority and the Front Range Fire Consortium (FRFC) Academy.
- Manages and coordinates assigned Temporary Modified Duty personnel..

#### **When assigned to Emergency Management:**

- Works a non-shift schedule.
- Develops and implements emergency management plans.
- Coordinates the planning efforts and activities of volunteer, private and public agencies in maintaining or restoring services in the event of a natural disaster.
- In cases of emergency, may serve as the department liaison for victim recovery services.
- Stays abreast of changes in federal and state plans and regulations and adapts program(s) to conform.
- Manages the City of Loveland Emergency Operations Center (EOC) including staff and volunteers.
- Coordinates and facilitates Large Scale/Disaster Hazard planning.
- Implements training and exercise programs related to emergency management.
- Coordinates, maintains, and updates the City of Loveland evacuation site and community evacuation plan.
- Directs the public relations program; ensures information is made available to the local media and other interested groups and organizations.
- Presents public education programs to promote emergency preparedness plan in the community.
- Researches and identifies grant funding opportunities and sources - federal, state, and local.

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- Develops, writes, and submits grant proposals, applications, and supporting documentation.
- Facilitates public and working group meetings toward positive outcomes and solicits input in planning processes on complex and/or controversial topics.

### **1304.3 OTHER JOB FUNCTIONS**

- Assumes the role of Assistant Fire Chief as necessary.
- Serves as project/program team member or coordinator as assigned.

### **1304.4 SUPERVISORY DUTIES**

- Responsible for the supervision of all assigned personnel.

### **1304.5 JOB QUALIFICATIONS**

#### **Knowledge, skills and abilities :**

- Expert knowledge and implementation of firefighting, fire protection, fire investigation and emergency response strategies, tactics, multi-company operations and incident management systems.
- Expert knowledge of fire behavior, chemistry of fire and fire dynamics.
- Fire protection and detection system design, operation and maintenance requirements.
- Current emergency medical care principles and techniques.
- Command of emergency incidents, develop appropriate responses and resources, organizational structure, and action plans.
- Incident command, strategic and tactical considerations essential to the safe and effective deployment of fire companies at the scene of aircraft, structure, wildland, hazardous material, transportation, extrication/rescue, and disaster incidents or operations.
- Expert knowledge of apparatus design, operation, emergency scene deployment, and maintenance standards, principles of hydraulics.
- Knowledge of building design, construction loading and reaction to fire and collapse potential.
- Advanced leadership, supervisory, management and motivational skills essential to effective and efficient development and utilization of human resources.
- Knowledge of Emergency Operations and General Operations procedures as well as the operational procedures contained within the Emergency Management System plan, and other applicable City and Authority policies.
- Communication techniques and equipment, operational familiarity with the Fire Resource Officer position; and the computer assisted dispatch system, as well as the management information system.

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- Solid knowledge of special and/or temporary risks in the Company's response area.
- Principles and practices of budget preparation and administration.
- Short and long term planning principles.
- Intermediate computer skills including Microsoft Office Suite, word processing, data management systems and specific and customized software applications (i.e. records management, time keeping system and scheduling system.)
- Effective time management skills.
- Work independently without direct supervision.
- Ability to act effectively in emergency and stressful situations.
- Ability to effectively communicate and follow verbal and written instructions in the English language.
- Excellent communication skills, including the ability to write reports related to incident response.
- Establish and maintain effective working relationships with internal and external stakeholders.
- Ability to learn and apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques.
- Ability to drive and operate fire apparatus in a safe, controlled manner in emergency and non-emergency environments, to include off-road driving; knowledge of applicable laws, codes, and regulations related to driving and operating these apparatus.
- Instructional techniques associated with the development of course outlines, job analysis, lesson plans, student/fire company assignment sheets, evaluation techniques/instruments, and the ability to teach associated skills to firefighting personnel and general public.
- Knowledge of progressive fire and rescue practices and standards being utilized in the fire and rescue services within the department and at the state and national level.
- Ability to safely operate in personal protective equipment and clothing in hazardous environments.
- Ability to arrive on time to each scheduled shift.
- When assigned to Emergency Management:
  - Advanced knowledge of emergency management planning and programs.
  - Knowledge of principles, practices, and objectives related to report writing, research methods, and data compilation.

### **Education :**

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- Bachelor's Degree in Fire Science, Fire Management, Public Administration or related field from an accredited university preferred; equivalent combinations of education and experience may substitute for education on a year-for-year basis

#### **Experience:**

Two (2) years of current and continuous service as a full time paid Authority Captain or higher

#### **LICENSING/CERTIFICATION REQUIREMENTS:**

##### **Required**

- Valid Driver's License with a safe driving record
- Colorado, DFPC, IFSAC State Fire Officer II
- Colorado, DFPC, IFSAC Fire Instructor I
- Colorado, DFPC, IFSAC Hazardous Materials Operations level certification
- Current Healthcare Provider CPR certification
- NWCG S131, L180, S290, S215
- NIMS ICS 100/200/300/400/700/703/800
- G-191 (EOC/ICS Interface) within 12 months of hire or promotion date
- Completion of an Emergency Vehicle Operations course (VFIS or equivalent)
- Hazardous Zone Management Blue Card certification
- Fire Officer (FO) Designation required within 12 months of hire or promotion date
- Emergency Management assignment requirement: Colorado Associate Emergency Manager (or within one year of assignment)
- Completion of NWCG Engine Boss (ENGB: S230/S231) within 36 months of hire/ promotion date (*required by December 31, 2027 for incumbents*)

##### **Preferred**

- Colorado, DFPC, IFSAC Incident Safety Officer
- L-280
- ICT-5
- S-200 (ICT-4)
- S-330 (STEN)
- G-2300 within 12 months of hire or promotional date
  - MGT 314, G/IS 2200, IS-29, IS-120, IS-230, IS-235, IS-240, IS-242, IS-244
- Emergency Management Basic Academy within 24 months of hire or promotion date
  - E/L0101, E/L0102, E/L0103, E/L/K0146, E/L0105

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### **1304.6 PHYSICAL REQUIREMENTS\***

Must be able to:

- Wear and operate SCBA, mask, and other protective equipment in hazardous and confined spaces independent of other members
- Wear a variety of uniforms, vests, and equipment weighing up to 45 lbs.
- Drive and get into and out of apparatus and vehicles repeatedly.
- Climb through small openings and crawl or maneuver in confined spaces
- Work in hazardous work areas and medical/trauma situations which may involve exposure to bodily fluids, infectious diseases, and hazardous materials
- Rapidly go from stationary to exertion
- Work holidays, weekends, and overtime as needed

**Strength** – Medium

#### **Movement**

- Occasionally - standing, climbing, balancing, crawling, fine finger manipulation, squatting, kneeling, stooping, trunk bending, backward bending
- Frequently - sitting; walking; uneven terrain; climbing; forward, horizontal, and overhead reaching; forceful gripping; trunk twisting; cervical flexion, extension, rotation, and lateral flexion
- Constantly - overhead reaching

**Auditory** – Not Limited

- Talking and hearing.

**Vision** – Required

- Near acuity, far acuity, depth perception, adjustment, color vision, field of vision.

**Environmental Conditions and Physical Surroundings** – Exposure

- Occasional – exposure to weather, extreme cold, wet and/or humid, vibration, hazards, confined/restricted working environment, platform for movement.
- Frequent – extreme heat/fire, noise, atmospheric conditions.

**Equipment Utilized**

- Office equipment, basic hand tools, firefighting equipment, heavy equipment, and vehicles.

**Hazards**

- Rare – proximity to moving, mechanical parts; exposure to electrical shock; working with explosives.

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- Occasional – working in high, exposed places; exposure to radiant energy; exposure to caustic chemicals; exposure to bloodborne pathogens; exposure to infectious diseases.
- Frequent - exposure to dust, fumes, gases or airborne particles; working in road ways or construction zones.

**Computer Use** – Frequent

**Driving** – Frequent