

SHAWNEE HEIGHTS FIRE DISTRICT POSITION DESCRIPTION

POSITION TITLE: Battalion Chief

REPORTS TO: Fire Chief/ Assistant Fire Chief

LAST REVISED: November 11, 2021

JOB SUMMARY STATEMENT:

The position of Battalion Chief with the Shawnee Heights Fire District is a senior line supervisor position (Shift Commander) responsible for managing and directing an entire shift of personnel. Responsible for ensuring proper distribution of District resources to provide fire/incident protection and safety; to coordinate and command the activities of a fire company, make duty assignments, and complete performance evaluations; supervises fire/incident operations with other company officers; actively participates in firefighting, rescue, and EMS activities. Must have extensive experience in incident command, training principles and practices, and personnel management.

DUTIES AND RESPONSIBILITIES:

- Serves as one (1) member of a team delivering fire protection, EMS, rescue/extrication, and hazardous materials response.
- Supervises the performance of duties and responsibilities of personnel on their assigned shift including fire suppression, emergency medical services, and hazardous material response; assigns work activities, projects and programs; monitors workflow, reviews and evaluates work products, methods and procedures.
- Required to assess conditions, layout appropriate operational strategies, and direct the deployment of personnel and equipment resources to effectively accomplish the mission.
- Serves as incident commander on still alarms, 1st Responder medical calls, and as first arriving company officer on any emergency response until relieved of command by a superior officer.
- Directs the activities of personnel, through the Incident Command System (ICS), at major incidents. Responsible for taking command of large-scale emergencies and major multi-alarm fires. Ensures the safety of personnel, victims, and the public at emergency scenes.
- Maintains thorough knowledge and skills in; hazardous materials identification, safety procedures, incident mitigation, building construction, fire fighting, ICS, EMS response and treatment, rescue/extrication response, fire origin and cause determination, and arson recognition.
- Provides administrative support to the Fire Chief and Assistant Fire Chief in areas such as policy development and implementation, and budget development.
- Provides for the transmission of information between administration and line personnel.
- Prepares daily staffing reports and adjusts assignments, providing for complete coverage for the district on assigned shift.
- Maintains and administers the district relief list and is authorized to approve overtime in accordance with District policy.
- Reviews, for accuracy and correction if necessary; incident reports, maintenance reports, loss damage reports, and accident reports.
- Ensures that routine training, station and equipment maintenance, and other required activities are carried out within the district on their shift.
- May be required to work hours other than regular 24 hour shifts and must be able to report to work, in the event of a major incident, within a reasonable time.
- May be required to attend meetings, seminars, conferences, symposia, as a department representative.
- Responds on alarms as outlined in District policy.
- Participates in regular scheduled drills as outlined in District policy.
- Performs other duties as required or assigned.

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATION(S):

- Associate degree in Fire Science, Public Administration, Business Administration, or a closely related field (prefer graduation from a four-year college or university). An equivalent combination of education, training and/or experience may be substituted for college degree.
- Must possess a valid State of Kansas non-commercial Class "B" driver's license.
- Must maintain a State of Kansas certification as an EMT.
- Must possess NIMS 100-200-700-800 300& 400 certificates
- Must possess the following certifications (Pro-Board is a recognized alternate to IFSAC):
 - IFSAC Firefighter I and II
 - IFSAC Hazardous Material Operations
 - IFSAC Driver Operator Fire Apparatus
 - IFSAC Instructor I and II
 - IFSAC Inspector I
 - IFSAC Fire Officer I and II

EXPERIENCE:

A minimum of seven (5) years as an SHFD Captain or ten (10) years' experience in a career Fire Department at the level of company officer or higher.

SKILLS:

- Competent in oral and written communications skills
- Ability to direct and motivate a company of firefighter personnel under routine and emergency conditions toward the accomplishment of a common goal.
- Ability to analyze and solve complex operational situations quickly and correctly.
- Ability to effectively instruct firefighter personnel on a wide range of fire service-related topics.
- Ability to operate PC computer and learn new computer software applications.

MENTAL REQUIREMENTS:

- Knowledge of modern fire fighting, rescue/extrication, EMS, and hazardous materials principles, practices, and methods.
- Knowledge of the operation and maintenance parameters and requirements of various types of fire apparatus and equipment used in fire fighting, rescue/extrication, and EMS activities.
- Ability to supervise the effective deployment of firefighting equipment and resources on the training field and at emergency scenes.
- Knowledge of training and instructional methodologies and their effective application.
- Knowledge of human resources management including hiring practices, disciplinary procedures, termination, etc.
- Ability to interpret and enforce rules and regulations, policies and procedures, and standard operating guidelines, and make sound decisions in accordance with departmental guidelines.
- Knowledge of supervisory principles and practices.
- Knowledge of building construction, fire codes, and inspection procedures.
- Knowledge of the geographical layout of the district, and the location of water supply sources and target hazards.
- Ability to prepare clear and concise reports and forms.
- Working knowledge of the computer system and software applications used by the district.
- Knowledge and ability to read, interpret, and learn new concepts in science and mathematics.

PHYSICAL REQUIREMENTS AND DESCRIPTIONS:

- Performing fire-fighting tasks (e.g., hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.
- Wearing an SCBA, which includes a demand valve–type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
- Depending on local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb or more and carrying equipment/tools weighing an additional 20 to 40 lb.
- Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F.
- Searching, finding, and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200 lb to safety despite hazardous conditions and low visibility.
- Advancing water-filled hose lines up to 2½ in. in diameter from fire apparatus to occupancy [approximately 150 ft], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
- Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
- Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
- Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
- Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
- Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

SUPERVISORY RESPONSIBILITY:

Direct: Captain(s), and fire/EMS personnel.

EMPLOYEE ACKNOWLEDGEMENT/SIGNATURE:

Signature _____ Date _____

Printed Name _____

SUPERVISOR ACKNOWLEDGEMENT/SIGNATURE:

Signature _____ Date _____

Printed Name _____ Title _____

FIRE CHIEF APPROVAL:

Signature _____ Date _____

Printed Name _____ Title _____