

BATTALION CHIEF

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position responsible for directing the extinguishing of fires and saving life and property, and the responsibility and charge of personnel, apparatus and houses in an assigned in a Fire District. Work is performed in accordance with policies and procedures prescribed by the Board of Fire Commissioners and/or the Fire Chief. This position differs from a Fire Captain by virtue of having a broader scope of supervisory and decision making responsibility. In the absence of or pending arrival of the Fire Chief or superior officer, a Battalion Chief, has complete charge of fire fighting operations and may be in charge during an assigned shift. Employee reports directly to and works under the general supervision of the Fire Chief with a wide leeway allowed for independent judgment. Direct and indirect supervision is exercised over a large force of subordinate fire personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in the title.

1. Supervises and coordinates the activities of fire personnel for assigned group, division and/or shift;
2. Responds to all fire and emergency alarms within district as required by established procedures;
3. Determines the necessity for additional firefighting companies and other resources, and requests for assistance as needed;
4. Takes command of subordinate officers upon arrival at incidents and directs all fire department activities, until relieved by a superior officer;
5. Makes decisions as to methods of combating fires; directs fire fighting and life saving operations until relieved by a superior officer;
6. Determines and directs the proper deployment of companies and apparatus to and at the emergency scene;
7. Secures all emergency scenes before leaving;
8. Routinely inspects fire stations to ensure the operational readiness of equipment, apparatus, and personnel, and the cleanliness of the stations;
9. Prepares written and oral reports on personnel and activities in assigned district;
10. Inspects property at scene of fire to prevent re-ignition;
11. Oversees the salvage operations during and immediately following a fire;
12. Investigates and reports causes of fires;
13. Makes reports on large-loss fires, unusual rescue incidents, vehicle accidents and person injuries;
14. Reviews reports submitted by company officers for accuracy, completeness, and timeliness of submission;
15. Monitors staffing in assigned districts, to ensure adequate coverage;
16. Manages and maintains discipline, and efficiency of company officers;
17. When ordered, and in the absence of a superior officer, assumes responsibilities of the Fire Chief.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern fire fighting and fire prevention methods; Thorough knowledge of local fire prevention laws and ordinances;

Thorough knowledge of State and County Mutual Aid Systems; good knowledge of the use of maintenance of fire fighting equipment;

Thorough knowledge of departmental rules and regulations;

Thorough knowledge of first aid methods; good knowledge of geography of the locality;

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Thorough knowledge of fire hazards and fire history of the locality;
Ability supervise the work of others and to maintain discipline at fires;
Ability to understand and follow written and verbal instructions;
Ability to react quickly and calmly in an emergency situation and to direct the response of others;
Ability to communicate effectively and clearly both orally and in writing;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Completion of sixty (60) college credits and six (6) years of progressive work experience which included direction and supervision over multiple subordinate levels or ranks in a career fire service;

OR: (B) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as listed above.

SPECIAL REQUIREMENTS:

Possession of a valid Driver's License to operate a motor vehicle in New York State required at time of appointment and to maintain position.

ADOPTED: 12/10/20