



CITY OF RICHLAND

CLASSIFICATION TITLE: FIRE BATTALION CHIEF (OPTION CLASS)	JOB #: 4000	AFFILIATION: Affiliated (IAFF-BC)
REPORTS TO: FIRE & EMERGENCY SERVICES DIRECTOR OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the general supervision of the Fire and Emergency Services Director or designee, performs skilled emergency and non-emergency work in the area of fire prevention, fire suppression, hazardous materials, emergency preparedness, and emergency medical services for the protection of life and property for municipalities, airports and private industry; supervises and evaluates the performance of assigned personnel. Serves as the Acting Director (Fire Chief) in his/her absence.

Additionally, Battalion Chiefs are managers responsible for an assigned division using communication and organizational skills to coordinate, supervise, delegate, manage, and train others to accomplish City and department goals.

ESSENTIAL JOB FUNCTIONS (ALL OPTION CLASSES):

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares incident action plans for emergency incidents involving multiple companies and agencies.
- Develops and conducts post-incident analysis for specific incidents.
- Manages incidents involving interior structural firefighting activities, including crew assignments, safety considerations, establishing incident priorities and incident resource management.
- Maintains positive working relationships with regional emergency services agencies, city divisions, local government agencies and community partners.
- Assesses nature and extent of fire, condition of building, danger to adjacent buildings, and water supply status to determine crew or company requirements. Develops an initial action plan, so that resources are deployed to control the emergency.

- Manages exterior structural firefighting activities, including incident command, coordination of defensive fire operations.
- Manages wildland firefighting activities commensurate with NWCG training and agency certification.
- Fills IMS positions commensurate with training, experience and incident needs.
- Assists EMS personnel with recording patient information, non-technical movement of patients and advanced First Aid skills.
- Completes accurate and timely patient care reports (if applicable to certification), incident reports, memo's and maintenance/repair requests.
- Manages special operations response within the Incident Management framework. Examples include hazardous materials, rope rescue, confined space rescue and water/shoreline rescue responses.
- Assigns tasks or responsibilities to crew members, given an assignment under emergency or non-emergency setting, so that the instructions are complete, clear, and concise; ensures all safety considerations are addressed; and the desired outcomes are conveyed.
- Performs non-emergency activities including, but not limited to, drills, training, building inspections and participates in fire prevention programs, public education and public relations activities.
- Directs unit members during training evolutions, so that the evolution is performed in accordance with safety plans, efficiently, and as directed.
- Evaluates and document the performance of assigned firefighting personnel. Compiles and maintains appropriate records on personnel, accidents, line of duty injuries, and employee time records.
- Initiates actions to maximize member performance and/or to correct unacceptable performance, so that member and/or crew performance improves.
- Executes routine shift-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with practices, policies and procedures.
- Creates professional development plans for members of the organization, so that the individual acquires the necessary knowledge, skills and abilities to be eligible for promotional examinations.
- Develops division, project or program budget, given schedules and guidelines concerning its preparation, so that capital, operating and personnel costs are determined and justified. Performs other duties as assigned.

OPERATIONS BATTALION CHIEF OPTION:

- Establishes shift and station assignments for personnel, including the coordination of employee leave schedules, vacation and Kelly day picks.
- Works with the Training Program Officer to ensure mandatory training is completed in accordance to department policy.
- Subject to 24 hour shifts, 24 hour on call and mandatory overtime as required.

IRR BATTALION CHIEF OPTION:

- Operates as the department Health and Safety Officer.
- Supports department personnel with career path development, education and training needs.
- Works with the EMS and Training Program Officer's to evaluate training requests against annual employee goals and the needs of the department.
- Assists the EMS and Training Program Officer's with budget and purchasing.
- Assists with budgeting for Facilities, Expert Services and Fleet, in collaboration with department project and program managers.
- Provides logistical support for various projects and programs.
- Acts as liaison with outside agencies.
- Assists Human Resources with recruiting, hiring and promotional testing.
- Coordinates the maintenance, repairs and replacement for facilities, equipment and fleet.
- 4-10 or 5-8 hour work days per week for a total of 40 hours worked per week, with occasional emergency call-back, 24 hour shift work, and mandatory overtime as required.

ERR BATTALION CHIEF OPTION:

- Operates as the City's Fire Marshal.
- Works with policy-makers to develop and adopt life safety codes.
- Manages activities related to fire plans review, public education programs, fire protection systems, fire investigation and juvenile fire setter interventions.
- 4-10 or 5-8 hour work days per week for a total of 40 hours worked per week, with occasional emergency call-back, 24 hour shift work, and mandatory overtime as required.

EMT/AEMT OPTION:

- Performs EMS work as a Washington State EMT or AEMT per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information, assists with patient care and transport of ALS patients, provides patient care and transport of BLS patients, triages and treats patients suffering illness or trauma and transport them to the appropriate medical facility.
- Performs all functions of Battalion Chief.

PARAMEDIC OPTION:

- Performs EMS work as a Washington State Paramedic per state and local protocols, lifts patients to backboard, moves patients on stretcher, gathers patient information.
- Coordinates the patient care activities of other EMS crew members as lead paramedic on various EMS calls and provides patient care, triages and treats patients suffering illness or trauma and transports them to the appropriate medical facility.
- Performs all functions of Battalion Chief/EMT.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills and abilities typically necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities and directly pertaining to emergency services delivery and operation.
- Government structure and key leaders within the City, region and community agencies.
- Benton/Franklin counties Mass Casualty Incident plan and Pre-Hospital BLS Patient Care Guidelines.
- Modern office practices, methods, procedures and techniques.
- Record-keeping principles, procedures and techniques.
- Health and safety laws, regulations and policies applicable to assigned tasks.
- Education and training related to industry standards, state requirements and career development.
- Mechanical systems and reasoning, machines and tools, including their designs, uses, repair and maintenance.
- Building construction relating to fire behavior and operational safety.
- Administration and management as it relates to the organizational structure and operation of the fire department, business and management principles involved in strategic planning, resource allocation, leadership technique, production methods and coordination of people and resources.
- Transportation as it relates to traffic flow, street layouts, response routes, transportation industry hazards, and emergency response
- Geography relating to wildland fire behavior, hazardous materials exposures, and distribution of community infrastructure and resources.
- Mentoring, coaching, counseling, and progressive discipline principles and practices.
- Program assessment and planning.
- Current life safety codes (ERR option only).

Skills and Abilities to:

- Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- Research, use evaluative methods and analyze data.
- Prepare community awareness programs to enhance the quality of life by developing nontraditional services that provide for increased safety, injury prevention and convenient public services.
- Follow oral and written instructions.
- Observe legal and defensive driving practices.
- Understand and work within scope of authority.
- Apply safety standards and regulations at the shift level, so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.
- Demonstrate situational awareness, think critically, and monitor operations and crew needs in emergency and non-emergency settings.

- Demonstrate service orientation, by ensuring customer needs are the primary focus of actions taken.
- Follow health and safety regulations.
- Demonstrate complex problem solving under pressure, use sound judgment and decision making, and deductive reasoning,
- Analyze situation accurately and adopt an effective course of action.
- React to complex and changing work environments in a timely manner.
- Troubleshoot, operate and maintain assigned equipment to perform specific tasks.
- Be an active learner, understand the implications of new information for both current and future problem-solving and decision-making.
- Manage personnel resources through motivation, and development and assist department members with career development.
- Facilitate and encourage members to participate in professional development to achieve their full potential.
- Use judgment and decision making by considering the relative cost and benefit of potential actions and choosing the most appropriate one.
- Utilize employee performance management processes to resolve issues at the lowest possible level, assist employees in career development, and address problems in a timely and effective manner.
- Keep up-to-date with technical and adaptive aspects of the job based on local, state and industry changes, apply new knowledge and ongoing experience to improve department operations and services.
- Develop and operate within project or program budgets.
- Interact effectively with the media and act as a PIO.
- Supervise, manage and develop outlines for projects and programs.
- Carry his/her fair share of the daily work load; ensure workload equity among crew members, be pro-active and take corrective action on issues before being asked, and when appropriate.
- Develop and maintain key relationships in and out of the department, network with other fire officers and stakeholders, locally, regionally and nationally.
- Demonstrate the City's shared values of Teamwork, Integrity and in accordance with Richland's Fire & Emergency Services Expectation Document.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers in a windows based computing environment, using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.

- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Two (2) years of experience as a Richland Fire and Emergency Services Fire Captain.
- Completion of key sections (highlighted tasks) of Operations Battalion Chief task book.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license.
- Certified to wear a respirator at SCBA level.
- I-300 Intermediate ICS upon application date.
- Incident Safety Officer within one (1) year of promotion.
- Washington State Hazardous Materials Incident Commander within one (1) year of promotion.
- Facilities Management training within one (1) year of appointment (IRR option only).
- IAAI Fire Investigation Technician (FIT) within one (1) year of appointment (ERR option only).
- ICC Fire Plans Reviewer certification within one (1) year of appointment (ERR option only).
- ICC Fire Code Inspector II or higher qualification, or obtain within 6 months of appointment (ERR option only).

WORKING CONDITIONS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically, work time is spent outside a building and exposed to the sun, wind, rain or snow and occasionally under wet and muddy conditions or slippery surfaces.
- Exposed to extreme fluctuations of temperature.
- Frequently work on or around moving machinery or equipment or in the vicinity of vehicles in motion (e.g. chain saws, fire and EMS apparatus, hydraulic tools, vent fans).
- Occasionally exposed to noise levels over 90 dba when operating equipment and working at emergency incidents.
- Occasionally exposed to the possibility of burn injuries caused by heat, fire, chemicals or electricity.

- Radiation hazards may be encountered (isotopes in hospitals, laboratories)
- Potential exposure to respiratory irritants, sensitizers, dust, noxious odors, toxic substances and smoke.
- Occasional contact with un-insulated or unshielded electrical equipment.
- Frequent exposure to infectious agents (such as Hepatitis, MRSA, HIV, AIDS).
- Often exposed to high stress environments including life and death situations, acutely injured people, emotionally charged environments, competing daily priorities, with frequent interruptions.

Physical Demands:



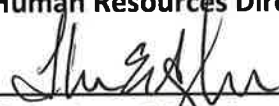


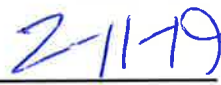
- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Lift, carry, push and pull materials and equipment weighing up to 50 lbs. using proper lifting techniques.
- Move heavy objects and people, which may include morbidly obese patients who weigh in excess of 350 and up to 900 lbs, with the assistance of others and using proper lifting techniques.
- Bend, stoop, squat, crawl, walk, use manual dexterity, fine manipulation skills and forceful reaching and grasping.
- Ability to crouch, kneel, crawl, sit, climb stairs, run, twist, reach at chest height, above shoulder height, or below waist height, and use foot dexterity/control.
- Wear and work in Personal Protective Equipment (PPE) required for the job including: Self-contained breathing apparatus, helmets, safety shoes, glasses and hearing protection, heat resistant clothing (bunker gear), and other special protective clothing (wildland, tyvec, etc.)
- Walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Hear and speak to communicate in person, before a group, and over the telephone.
- Corrected vision to read print and a computer screen.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Director	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date