

Scott County Government

Position Description Form

Position: Job Title: Battalion Chief
Department Name: Fire
Supervisor Title: Assistant Chief and/or Chief

Position Summary

The Battalion Chief supervises all personnel assigned to one of the department's three shifts. This position provides management and leadership for all subordinate shift personnel in suppression of fires, technical rescue services, emergency medical services, fire prevention, public education activities, and hazard mitigation. The Battalion Chief supervises maintenance of fire stations, equipment, apparatus, and related work as required. The position coordinates the effective and efficient use of emergency services resources to carry out the mission of the department. The Battalion Chief acts as the Chief's representative in matters related to policy and procedure for the assigned work shift. Any occupant of this position must complete tasks as required or assigned by the Chief or the Chief's designee.

Duties and Responsibilities

- Responsible for all operational and administrative matters for the assigned work shift
- Supervise assigned personnel and ensure assigned equipment, apparatus, and stations are maintained and in working order
- Commands fire, rescue, hazardous materials, and medical operations for assigned work shift in absence of Assistant Chief and/or Chief
- Performs functions of Assistant Chief or Chief in their absence as required
- Handles personnel concerns and problems, counseling, and discipline as necessary, requested and/or required
- Perform Emergency Medical services as Emergency Medical Technician
- Evaluates the work performance of Fire Captains, Lieutenants, and subordinate shift personnel and provides feedback for professional growth and/or direction for corrective action where appropriate
- Facilitates communication process with peers, subordinates, citizens and outside agencies to assure organizational effectiveness and responsiveness
- Coordinates, oversees, and/or conducts daily training activities in cooperation with the department's Training Coordinator
- Assists with coordination and supervision of public education, fire prevention and inspection activities

- Performs Public Information Officer duties as needed
- Schedules subordinate officer meetings as directed or needed
- Interprets administrative policy to subordinate personnel
- Provides input and suggests change to departmental policy, planning, and objectives, as well as participates in short and long-range planning
- Effectively shares information to and from operations personnel to improve effectiveness of planning
- Plans, evaluates, assigns, and coordinates multiple tasks, projects, or assigned area(s) of program responsibility
- Completes purchase orders for daily expenditures, as well as recommending budget and expenditures from subordinate personnel
- Prepare and maintain accurate payroll records in the departments reporting software (including sick and vacation time) for personnel assigned to shift, staffing reports, etc.
- Ensure adequate staffing levels are maintained on each fire apparatus
- May be assigned additional duties and responsibilities at the discretion of the Fire Chief or Chief's designee, as may be necessary to meet the fire department mission, policies and operational objectives

Position Dimensions

Education and Experience:

- Seven years of experience with Scott County Fire Department (SCFD)
- Four years of total experience in a supervisory or leadership role, at or above the level of Lieutenant with the SCFD
- Emergency Medical Technician (EMT) (must maintain throughout employment)
- Level One Instructors certification (must maintain throughout employment)
- High school graduate or GED equivalent
- Valid driver's license

Knowledge, Skills and Abilities:

- Considerable knowledge of fire behavior, and the principles, practices and procedures of modern firefighting and fire prevention including highly technical rescue operations and emergency medical services work
- Knowledge of fire prevention codes, standards and inspection techniques
- Knowledge of the geography of Scott County, including the location of streets and fire hydrants
- Knowledge and understanding of all policies and procedures of Scott County Fire Department and Scott County Government
- Ability to effectively function as a middle-manager and supervise the activities of subordinate personnel, including paid staff and part-time staff

- Demonstrated knowledge, skills, and ability to have a positive impact on the performance of employees through positive actions as a role model, displaying a positive attitude, and leading by example
- Demonstrated knowledge, skill, and ability to counsel, motivate, and guide employees as necessary, including attempting to solve issues, including grievances at the lowest level
- Ability to quickly analyze complex emergency situations and take appropriate actions
- Ability to command and control emergency operations involving multiple personnel, multiple fire companies and multiple outside agencies
- Ability and training to recognize and handle hazardous material emergencies
- Ability to use a computer to perform the essential functions of the position
- Demonstrated commitment to diversity and sustainability, and the ability to promote diversity and sustainability principles with employees in daily operations
- Demonstrated ability building teams, coalition building, and administering customer relations programs both interior and exterior to the organization
- Ability to provide the leadership required for organizational effectiveness and success

Supervisory Responsibility:

- This is a management level position involving the coordination and administration of activities of an entire shift and provides direct supervision to assigned Lieutenants and Captains

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.