



## Rio Verde Fire District

(Battalion Chief/Deputy Chief)

### Job Description

#### Classification Responsibilities:

##### *Battalion Chief Assignments:*

The Battalion Chief is responsible for planning, organizing, managing, and supervising the personnel, stations, equipment, and emergencies and directly supervises Fire Captains. Battalion Chief's command and direct emergency scenes and assist in determining Rio Verde Fire District long-range goals and objectives, assist in preparing and monitoring the budget, and direct or conduct special studies or projects. This class is responsible for performing other related duties as required. The Battalion Chief reports to the Fire Chief.

##### *Deputy Chief Assignments:*

The Battalion Chief may be placed on day assignments (40-hour weeks) to direct or support administrative and program areas within the Rio Verde Fire District. An administrative Battalion Chief is referred to as a Deputy Chief. The Deputy Chief directs or supports functional areas as assigned by the Fire Chief, including: Operations, Public Information Office (PIO); Emergency Medical Services (EMS); Emergency Management; Personnel, Safety; Prevention; Special Operations; Technical Services; Training, etc. The Deputy Chief reports to the Fire Chief.

**Distinguishing Features:** The Battalion Chief class is distinguished from the Fire Captain class by requiring a much broader scope of managerial, fiscal, and policy and decision-making responsibility. Battalion Chiefs are responsible for managing personnel, stations, equipment, and emergencies on an assigned shift (56-hourweek). Special assignments are made from the Battalion Chief class to the Deputy Chief assignment (day, 40-hour week assignments), and incumbents in the Battalion Chief/ Deputy Chief assignment can be reassigned by the Fire Chief as needed. The Battalion Chief class and the Deputy Chief class are FLSA exempt-executive, and incumbents are expected to perform additional administrative work outside of their assigned

shift. However, Battalion Chiefs and Deputy Chiefs are eligible, with Fire Chief Approval, for straight time overtime for additional hours worked in addition the established schedule. Incumbents must be able to perform all essential functions of the Battalion Chief class, and participate in all requirements of this class, including but not limited to participating in physical fitness programs and complying with district medical and fitness requirements. Incumbents in the Battalion Chief class must be able to demonstrate proficient performance in pumping, driving, and firefighting duties; and will be required to possess and maintain required certifications including but not limited to current Arizona Emergency Medical Technician (EMT/EMT-P) certification, and valid Arizona Driver's License, and Driver Operator Certification.

## **Qualifications**

### **Minimum Qualification(s) Required.**

Eight current and consecutive years firefighting experience and a minimum of 2 years in the position of Fire Captain. Bachelor's Degree in Fire Science, Business Administration, Public Administration or closely related field (as approved by the Fire Chief) from a regionally accredited college or university.

### **OR**

Eight current and consecutive years firefighting experience and a minimum of 5 years in the position of Fire Captain. Associate's Degree in Fire Science or Fire Science Technology from a regionally accredited college/university.

**Special Requirement(s).** Must possess a valid Arizona Driver's License.

## **Essential Functions**

**Communication:** Communicates with the general public, District employees, and other agency personnel in order to: direct emergency scenes; supervise and train subordinates; conduct training and post incident reviews; provide information and respond to inquiries and complaints; coordinate special events; and explain actions of the Rio Verde Fire District and its policies and procedures. Makes effective presentations. Prepares special written administrative, investigative, or other reports as assigned. Prepares and reviews the following: budget recommendations on personnel, supplies, and equipment needs; district operating procedures; statistics and reports on district activities; performance evaluations and recommendations on disciplinary actions; and time sheets, daily schedule logs, and on scene plans.

**Manual/Physical:** Responds to emergencies and directs firefighting tactics, rescue, and salvage operations. Wears self-contained breathing apparatus during hazardous incidents. Operates an emergency radio, Code 3 equipment, and mobile computer equipment for responding to and directing emergency scenes. Operates a light-duty emergency response vehicle requiring a standard Arizona Driver's License to respond to emergency incidents and to conduct District business. Operates a personal computer (PC) to complete: daily entries to work schedules, roster approval, personnel records, apparatus status reports, exceptional incident reports, and to handle electronic mail. Detects hazardous situations during emergency operations in order to save lives, prevent disasters, and avoid injuries to the public and Rio Verde Fire District personnel.

Observes and monitors the behavior of office or field personnel to determine and maintain compliance with district policies, procedures, and safety standards. Inspects and monitors emergency apparatus, equipment and facilities to determine compliance with safety standards and operational procedures relating to safety, infection control, and response readiness. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements.

**Mental:** Comprehends and makes inferences from written material including: District administrative and operating procedures, management policies, emergency scene reports, daily work schedules, etc., in order to supervise and evaluate the work of subordinate personnel. Analyzes data such as dispatch time, turnout time, track crew response times, and tactical control times to make recommendations to management regarding the reaction time of emergency crews and operational control tactics. Comprehends verbal direction including commands, information from other districts, and other communication.

### **Knowledge and Abilities:**

**Knowledge of:** Firefighting tactics and strategy including: management skills in fire ground factors, building construction, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fire ground safety, communications, fire stream management, hazardous materials, and major medical operations; the operation and capability of the types of apparatus and equipment used by the Rio Verde Fire District and other departments, and the management of their effective use; Rio Verde Fire District policies and procedures and fire prevention codes and methods; the geography of the Rio Verde Fire District and other surrounding communities, including the location of streets, target hazards, and hydrants; supervisory and training practices and techniques; and the methods of conducting special studies or administrative investigations.

**Ability to:** analyze and react to emergency situations quickly and calmly to adopt effective courses of action, giving due regard to hazards and circumstances; organize proper staffing on a continuous basis and assign personnel in a manner which provides the most effective level of fire protection and emergency medical services for the District; interpret administrative policies and assist in formulating District long-range goals and objectives; comprehend material to stay informed on global, national, state, and local fire service issues; participate in physical fitness programs and comply with district medical and fitness requirements; act in the capacity of the Fire Chief, represent the district on special committees as assigned, and make effective public presentations; and establish and maintain effective working relationships with Board commissioners, coworkers, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.