

FIRE DEPARTMENT BATTALION CHIEF

Job Description

BASIC FUNCTION:

Battalion Chiefs are responsible for assisting the Chief in the management and administration of the Village of Caledonia fire department. Work is performed with considerable independence in accordance with accepted administrative, firefighting and EMS practices under the direction of the Fire Chief, who reviews work through reports and conferences. Direct firefighting and EMS responsibilities involve the exercise of independent initiative and judgments in directing operations and making decisions affecting life and property.

Battalion Chiefs also serve in the capacity of senior line officers, are charged with providing leadership and supervision to all shift personnel and oversee divisions as assigned by the Chief.

MAJOR DUTIES AND RESPONSIBILITIES:

LINE OFFICER – FIRE SUPPRESSION

Duties:

- a. Lead fire suppression teams. Make assessment of situation and determine level of response.
- b. Manage fire scene in capacity of Incident Commander until relieved or emergency is terminated.
- c. Coordinate between various agencies required to mitigate emergency.
- d. Have knowledge of both engine and truck company operations and ability to lead and perform either function.

LINE OFFICER – EMERGENCY MEDICAL SERVICES (EMS)

Duties:

- a. Lead EMS team. Make assessment of situation and determine level of response.
- b. Coordinate medical evaluation of patients at emergency scene and assign duties to on-scene and incoming personnel.
- c. Act as Incident Commander at scene of vehicle accidents and other major medical emergencies until relieved or emergency is terminated.
- d. Coordinate all agencies and equipment needed to mitigate emergency.
- e. Complete documentation of incident.

STATION OFFICER

Duties:

- a. Maintain responsibility for station records including EMS reports, fire incident reports, non-emergency reports and station summations as required.
- b. Responsible for the cleanliness and maintenance of stations, grounds, apparatus, tools and other property assigned or stored in the station.
- c. Prepare all required monthly reports.
- d. Manage personnel at a level to ensure their mental and physical readiness.
- e. Supervise manpower trades and work schedules.
- f. Prepare evaluations of all personnel assigned to shift as required.
- g. Assist the Chief to create and implement station policy.
- h. Conduct shift training.
- i. Counsel employees and implement disciplinary actions when necessary.
- j. Initiate and maintain high morale among personnel.
- k. Attend monthly officers meetings.

ADMINISTRATION OFFICER

Duties:

- a. Assist Chief in the maintenance of department work schedules.
- b. Design forms suitable for record maintenance.
- c. Assist Chief in preparation and publication of Standard Operating Guidelines.
- d. Assist Chief in payroll processing as needed.
- e. Complete special projects and reports assigned by the Chief.
- f. Assist Chief in preparation of letters, general orders, memos and special notices.

FIRE INSPECTIONS

Duties:

- a. Maintain daily operations of Fire Inspection Division.
- b. Review plans for compliance with State fire codes and County and Village ordinances. Review ordinances and recommend changes or additional ordinances.
- c. Coordinate with building inspector on building projects and code violations.
- d. Coordinate inspection schedules with fire inspectors.
- e. Determine code violations and follow up with inspectors to ensure code compliance.
- f. Attend outside training and provide access to training sessions for fire inspectors.

TRAINING OFFICER

Duties:

- a. Provide department wide training (hands on and classroom) in areas of fire suppression, EMS and haz-mat.
- b. Maintain a training record for each firefighter and EMT, indicating dates, subjects covered and certification received.
- c. Conduct recruit classes. Meet minimum requirements of Firefighter I, prepare lessons to be instructed, develop both written and oral tests to evaluate recruits.
- d. Prepare promotional tests and evaluations.
- e. Prepare and instruct a monthly in-service training subject, either written or physical.
- f. Prepare and instruct a monthly drill subject.
- g. Construct live fire training in accordance with Wisconsin ILHR 30 and NFPA 1403.
- h. Attend classes to stay current of instruction materials.
- i. Prepare and instruct certification for MPO's and aerial operations.

PUBLIC EDUCATION OFFICER

Duties:

- a. Develop and implement a fire education program for all ages in the community.
- b. Administer and conduct grade school programs.
- c. Instruct other members of Public Education in proper instructional techniques. Evaluate and monitor their performance.
- d. Preview new teaching materials.
- e. Conduct adult fire safety classes, fire extinguisher training and home fire safety.
- f. Work with businesses, nursing homes, factories, etc. to develop escape plans and safety procedures.
- g. Work with area fire departments in developing fire safety programs.
- h. Maintain accurate records showing dates, number of students and subjects.

SUPERVISION EXERCISED:

Supervision is exercised directly and through all subordinates in the fire department, within the scope of duties and responsibilities of the position, both at and/or on emergency incidents, training operations or other department related jobs and tasks.

SUPERVISION RECEIVED:

Receives general direction and orders from the Chief.

QUALIFICATIONS:

Minimum qualification includes graduation or equivalent from high school. Progressively responsible experience in fire department management, fire suppression, EMS work, fire prevention/inspection in a municipality including ten (10) years of firefighting, EMS experience or any equivalent combination of experience and training that would provide advance knowledge, abilities and skills in the above subjects. Minimum of four (4) years at the rank of Lieutenant or higher at time of application. An Associate Degree in Fire Science or equivalent fire training required. Bachelor's degree in related field (Fire Protection/Science/Medic, Business Management/Administration, Public Administration/Management must be obtained within 4 years of appointment.

WI State Fire Officer 1, Fire Officer 2 and COLA (Company Officer Leadership Academy), ICS 300 and ICS 400 are required within 2 years of appointment.

State certified as an EMT Basic/Paramedic.

Thorough knowledge of modern strategy, tactics, procedures, equipment and techniques in all phases of firefighting and EMS work.

Thorough knowledge of the geography of the Village, including considerable knowledge of the structural features of key buildings, as related to firefighting and of other hazards within the Village.

Thorough knowledge of department rules, regulations and guidelines and ability to enforce them firmly, tactfully and impartially.

Thorough knowledge of occupational hazards and safety precautions.

Considerable knowledge of modern principles, methods and procedures of fire department administration.

Ability to express oneself clearly and concisely, orally and in writing.

Possess and maintain a valid Wisconsin driver's license.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or in any way, modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficult.