

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Battalion Fire Chief

Department: Fire
Pay Grade: 514
FLSA Status: Exempt
Job Code: FR67

JOB SUMMARY

The purpose of this classification is to provide management, direction, coordination, professional development, and evaluation of personnel assigned to a particular shift. Responsibilities also include exercising discretionary authority on matters of importance, including assuming the role of Incident Commander on emergency scenes, determining risk to people and property, and selecting and implementing appropriate tactics and strategies to mitigate such incidents. Other responsibilities include ensuring adequate staffing, supervising shift personnel, and making recommendations on hiring and promotions.

ESSENTIAL JOB FUNCTIONS

- Establishes personnel assignments to maximize efficiency based on the knowledge, training, and experience of the members available to maintain adequate staffing and carry out the department's mission.
- Supervises, directs and evaluates assigned staff. Responsible for the conduct, efficiency, and discipline of assigned personnel, monitoring their attendance, performance, reports, and work priorities in accordance with all applicable policies.
- Develops, administers, and documents training programs for assigned personnel that meets Insurance Services Office (ISO), State, and NFPA requirements.
- Manages Key performance indicators (KPIs) for assigned personnel in accordance with Insurance Services Office (ISO), State, and NFPA requirements, including turnout times, response times, training hours, etc.
- Inspects fire stations for proper conditions, efficiency, effective operation, and conformity with orders, operating procedures, policies, and regulations; oversees and ensures corrective action and improvements, as necessary.
- Conveys clear expectations and develops personnel at all levels of the organization.
- Serves as a technical resource and provides guidance and coaching to other team members.

- Completes staff performance evaluations. Facilitates and encourages members to participate in professional development to achieve their full potential.
- Visits fire stations and meets regularly with department personnel to discuss current events, resolve issues, and address concerns. Acts as a liaison between field personnel and fire administration to evaluate new ideas and share relevant concerns.
- Implements and evaluates hydrant inspection and pre-fire planning programs at the station level to ensure they meet Insurance Services Office (ISO), State, and NFPA requirements.
- Manages multi-agency planning, deployment, and operations. Prepares an incident action plan during emergency incidents so that the required resources are determined, and the resources are assigned and placed to mitigate the incident.
- Assists in the evaluation, selection, and processing of recruit firefighter candidates.
- Participates in promotional assessment processes and makes recommendations on promotions.
- Analyzes and interprets records and data through fire department record management systems to ensure completeness and accuracy of the information.
- Performs analyses by utilizing organizational performance measures and data reporting tools to identify trends, opportunities, or other patterns for service delivery.
- Makes budget recommendations, solicits bids, and develops plans for resource allocation.
- Participates in short, mid, and long-term planning and inter and intra-division meetings.
- Administers community awareness and education programs to enhance the quality of life by developing nontraditional services that provide increased safety, injury prevention, and convenient public services.
- Develops and conducts a post-incident analysis in accordance with NFPA 1500 & 1521. Provides feedback so all required critical elements are identified and communicated and the appropriate forms are completed and processed.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure the safety of all team members and to provide the necessary equipment and resources in emergencies.
- Develops a plan for integrating fire services resources in the City's emergency operations plan in compliance with local, state, and national requirements.
- Resolves questions, conflicts, and problems pertaining to the department, assists with internal investigations, and responds to community inquiries and concerns.
- May be on an on-call rotation and responsible for monitoring department activity after hours, responding to incidents in a support or command role if needed, speaking to the media and serving as public information officer, notifying the rest of the command staff of relevant incidents or issues.
- Assists in formulating department operating procedures, job descriptions, rules, and regulations.
- Performs other related duties as required.

EMERGENCY RESPONSE STATUS: As a condition of employment, this position will be required to work as directed during an undeclared and/or declared emergency. The employee is subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the official job description.

MINIMUM QUALIFICATIONS

Education and Experience:

- Requires an Associate's Degree in Fire Science, Public Administration, or a related field from an accredited educational institution, Bachelor's degree preferred; Five (5) years experience with three (3) out of the five years being supervisory experience in a career City or county fire department of similar size and composition, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- One year of active experience as a Company Officer at Roswell Fire Department or within the last three years from another progressive, career City or county fire department of similar size and composition preferred.

Licenses or Certifications:

- Possess and maintain certification as a Firefighter in the State of Georgia or possess NPQ Firefighter I and II Certification.
- State of Georgia or National Registry EMT Certification required, Paramedic preferred. (Must obtain State of Georgia EMT or Paramedic Certification within six months of hire).
- Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 within three months of hire.
- Blue Card Incident Command Certification within six months of employment.
- Meet and maintain current requirements set forth by the Georgia Firefighter Standards and Training Act.

(*) If a candidate cannot be identified as having the education and experience as outlined, other candidates with an equivalency of significantly higher level experience or education may be considered.

Other/Special Requirements:

- Successfully meet the minimum physical agility requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.
- Job performance requirements for Fire Officer II/III as outlined in the current National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia within three months of being hired, with a satisfactory MVR.

Knowledge, Skills, and Abilities:

- Ability to safely command and mitigate a variety of emergency incidents of diverse size and complexity.
- Knowledge of modern firefighting and rescue techniques, methods, and practices.
- Knowledge of City geography, including principal buildings and water supplies.
- Knowledge of the terminology of the profession, including medical, legal, etc.
- Skilled in supervising and overseeing the department's operations to ensure compliance with all applicable codes and ordinances.
- Skilled in the compilation of various records and related information.

- Ability to ensure that all department, City, and state rules, regulations, standards, and ordinances are well understood and implemented by subordinates.
- Ability to develop and administer short and long-range plans for fire services and emergency management.
- Ability to use independent judgment and discretion in critical situations.
- Ability to work in a dangerous environment.
- Ability and knowledge to evaluate the activities of staff members, assist when needed, and recommend methods for improvement when required.
- Ability to provide training to employees, the public, and others involved in departmental exercises, including explanations and written instructions, in order to ensure that standards and regulations are understood and implemented.
- Ability to operate a variety of machines, tools, and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc.
- Ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to firefighting. Requires the ability to write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.
- Ability to learn and understand relatively complex principles and techniques related to firefighting; to make independent judgments in the absence of supervision; to acquire knowledge of topics related to primary occupation.
- Ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.
- Ability to deal with people beyond giving and receiving instructions related to firefighting. Must be adaptable to performing under considerable stress when confronted with an emergency.
- Ability to provide effective and constructive communication; champions a culture that encourages and embraces new ideas, develops individuals, and welcomes and encourages diverse perspectives.
- Ability to articulate strategic and innovative thinking.
- Maintains a positive attitude and approaches the job with enthusiasm and curiosity to promote a solutions-oriented work culture.

PHYSICAL DEMANDS

The work is heavy work which requires the ability to exert heavy physical effort with greater emphasis on climbing and balancing, but typically also involves some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions. Performance of fire suppression functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, pathogenic substances, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.