

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 Chief of Training

Department: Fire
Pay Grade: 514
FLSA Status: Exempt
Job Code: FR75

JOB SUMMARY

The purpose of this classification is to perform skilled and technical work consisting of supervisory, managerial, leadership, and administrative functions with primary responsibility being the oversight and management of the Fire Department Training Division. Work involves highly responsible and complex support to the supervisor requiring independent judgment while following established policies, rules, and laws. Work is reviewed through reports, observations, and obtained results.

ESSENTIAL JOB FUNCTIONS

- Performs administrative and operational assignments of considerable difficulty necessary for planning, organizing, supervising, budgeting, training, and safety under direction of Division Chief or Deputy Chief.
- Establishes and maintains a comprehensive training program to encompass all phases and areas of firefighting and Emergency Medical Services (EMS) that meets Insurance Services Office (ISO), NFPA, state and local criteria, Occupational Safety and Health Administration (OSHA).
- Plans, prepares, delivers, and evaluates training programs for fire department field companies; includes delivering classroom instruction, demonstrating fire and emergency medical service techniques, evaluating participants' understanding of the instruction, and documenting attendance, participation, and test scores of personnel.
- Schedules, directs, coordinates, records, and participates in training activities; delivers classroom lectures; conducts live fire and other hands-on training exercises involving fire, police and EMS topics at the training facility, fire stations, and off-site locations on weekdays and weekends, day and night as required.

- Develops fire, police, and emergency medical lessons/curriculum; prepares testing materials; evaluates new equipment and textbooks materials for use in training activities and lessons; evaluates current emergency procedures and operating procedures for training purposes.
- Prepares examinations for evaluating individual training performance and compliance with training policies and procedures.
- Assists in the selection and training of a pool of instructors of varying subject matter expertise to deliver and support a wide range of departmental training programs.
- Observes personnel during training exercises and provides guidance and counseling as well as evaluates their performance.
- Maintains training records in accordance with Georgia Firefighter Standards and Training Council as well as Insurance Service Office (ISO).
- Submits all training to Georgia Firefighter Standards and Training Council annually.
- Ensures all personnel meet National and State recertification requirements as appropriate.
- Coordinates proper program documentation and recordkeeping for all agency-approved and required training.
- Directs the review and selection of training materials and acquires copyright clearances in order to obtain the highest quality source materials and to ensure compliance with federal copyright laws.
- Oversees the research, development, and delivery of a comprehensive program of training courses by coordinating subject matter experts who provide curricular and instructional content.
- Reviews outside provider training programs to ensure the highest standards are maintained, the content remains current, and instruction is proficient.
- Develops and administers examinations and performance tests that are comprehensive, effective, clear, non-discriminatory, and reliable to ensure they are valid.
- Evaluates effectiveness of training based upon the curriculum, test instruments, student score distribution, and student program evaluations.
- Assumes role of Incident Commander on complex emergencies, determining risk to people and property, selection of proper strategies and implementation of appropriate tactics in the mitigation of emergency incidents and is accountable for the safety and well-being of firefighting personnel and civilians throughout such incidents.
- May be required to serve in the role of Division Chief in their absence.
- Participates as a member of or leads cross-functional and/or external project teams for the Department and City.
- Facilitates meetings with City and department staff as needed.
- Responsible for the planning, research, processing, and execution of special projects as assigned.
- Initiates projects of diverse scope, longer-term time frames, and significant complexity.
- Visits fire stations to meet with staff to build relationships and trust.
- Responsible for the conduct, efficiency, and discipline of assigned personnel; monitoring division employees, their performance, and activity reports and monitoring the division's work priorities.
- Develops schedules and work programs for assigned personnel.

- Develops innovative solutions to broad and complex issues; takes a systems approach to problem solving.
- Serves as a member of the Fire Chief's Command Staff.
- May be on an on-call rotation and responsible for monitoring department activity after hours; responding to incidents in a support or command role as needed, speaking to media and serving as public information officer, notifying rest of command staff of relevant incidents or issues.
- Performs analyses by utilizing organizational performance measures and data reporting tools to identify trends, opportunities, or other patterns for service delivery.
- Completes staff performance evaluations.
- Manages assigned division's budget.
- Provides direction in the form of broad goals and parameters and consultation to management and peers in the area of accountability.
- Plans, coordinates, and conducts yearly fire competency testing and monthly fire training for full-time and part-time personnel.
- Demonstrates the utilization of advanced fire ground equipment and procedures.
- Remains current in procedures, techniques, and technological advances in firefighting operations and equipment by attending conferences, educational programs and seminars, reading professional publications, using the internet, and participating in professional organizations.
- Represents the Roswell Fire Department at meetings; serves on multi-jurisdictional/disciplinary, regional and/or local committees to design new or to amend current programs while creating and promoting innovative solutions.
- Researches, identifies, and assists with opportunities for acquiring grant funding for special projects and services.
- Functions as a liaison between the fire department and surrounding fire department training officers to ensure cross-training in various disciplines is applied.
- Serves as the liaison between RFD and the Georgia Fire Academy (GFA) and the Georgia Firefighter Standards and Training Council (GFSTC)
- May serve as a subject matter expert, a technical consultant, or an available resource to field personnel or agency training programs.
- Assists in the production and distribution of various publications (e.g., training reports, calendar schedule, workbooks, instructional guides, newsletters, etc.); directs the preparation of comprehensive reports (e.g., staff studies, evaluations, needs assessments, grants solicitations, etc.) to document events or specific needs.
- Helps plan and participates in small, medium, and large-scale disaster drills.
- Provides career development courses for subordinates as related to NPQ Certification levels and department qualifications so the individual(s) acquires the necessary knowledge, skills, and abilities to be eligible for career advancement.
- Manages the training facility; maintains safety review and inspection, inventory, appearance, and condition of the facility.
- Maintains current knowledge of basic and specialized firefighting techniques. Maintains ability to operate firefighting apparatus and equipment such as rescue tools, portable pumps, and Self Contained Breathing Apparatus. Maintains knowledge of standards, regulations, and procedures pertaining to firefighting.

- Presents oral and written information internally or externally using proper grammar, punctuation, and content. Communicates information in a courteous and professional manner at all times.
- Required to participate in City emergency management functions.
- Performs other duties as assigned which may include (but are not limited to): Special Operations, Public Information Officer, Emergency Management, etc.

EMERGENCY RESPONSE STATUS: As a condition of employment, this position will be required to work as directed during an undeclared and/or a 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 related field from an accredited educational institution, Bachelor's degree desirable.
- At least ten (10) years related experience in progressively more responsible positions in the Fire Service.
- One year of active experience as an officer at Roswell Fire Department or within the last three years from another full-time progressive, City or county fire department of similar size and composition preferred.

Licenses or Certifications:

- Georgia Firefighter Certification or NPQ I or II Certification.
- State of Georgia EMT Certification required, Paramedic preferred.
- NPQ Fire Instructor II Certification.
- NPQ Fire Officer II Certification.
- NPQ Structural Fire Control Instructor Certification.
- NPQ Hazardous Material Operations Certification.
- NPQ Evaluator Certification (or within 12 months of hire).
- Incident Command System (ICS) 100, 200, 300, 400, 700, and 800 within three months of hire.

(*) If a candidate cannot be identified with 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 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 motor vehicle record (MVR).

Knowledge, Skills, and Abilities:

- Knowledge of the organization of local government; the function of various departments, agencies, and external organizations, and their roles and responsibilities that relate to the fire service and public safety.
- Knowledge of various fire department models; functions and relationships between various fire divisions (Administration, Operations, Training, Fire Prevention, Public Safety Education, etc.); E911 Dispatch Centers and Emergency Communications Systems; and Emergency Management Agencies.
- Comprehensive knowledge of the functional activities required in the management of a large public safety organization.
- Knowledge of the geography of the City and the location of streets, principal buildings, and streets.
- Knowledge of principles, practices, and procedures of modern firefighting operations, fire prevention activities, and training fire personnel.
- Knowledge of building construction, construction materials, building systems, and fire protection/life safety systems.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to exercise judgment, decisiveness, and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control, and planning of an entire program or set of programs.
- Ability to operate a variety of machines, tools, and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, ax, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc.
- Ability to plan, assign, supervise and review the work of designated staff.
- Ability to effectively communicate verbally and in writing, prepare clear and concise reports, articulate strategic and innovative thinking.
- Ability to collaborate with colleagues in a way that builds upon ideas and takes personal accountability and ownership of projects, roles, and assignments and champion a culture that encourages and embraces new ideas, develops individuals and welcomes and encourages diverse perspectives.
- Ability to make presentations to City Council, fire personnel, citizens, civic and governmental organizations.

- Ability to mitigate emergency situations of varying size utilizing the National Incident Management System (NIMS).

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 involving 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.