

**FIRE BATTALION CHIEF**

**DEFINITION**

Under direction, plans, organizes and directs operations for fire suppression and emergency response.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Fire Deputy Chief. Provides supervision to assigned staff.

**DISTINGUISHING CHARACTERISTICS**

Fire Battalion Chief is the first level management class in the Fire series. Incumbents manage the day-to-day operations of City fire companies and are assigned management of specific programs and/or administrative duties. This class is distinguished from Fire Captain in that incumbents of the latter are first line supervisors and typically supervise one fire company. Fire Battalion Chief is distinguished from Fire Deputy Chief in that incumbents of the latter manage a Division of the Fire Department. A Battalion Chief assumes full command responsibility for fire suppression and emergency response.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Manages the day-to-day operations of City fire companies and confers with Company Officers in regard to administration of personnel.

Performs administrative duties involving fire department personnel, equipment, and supply needs.

Supervises company training for sworn safety personnel.

Supervises, disciplines and schedules personnel.

Takes command in emergencies, analyzing situations and deploys personnel and equipment for the most effective utilization using established policies and procedures; may relocate fire department equipment as necessary.

Prepares and presents oral and written reports and recommendations regarding the operations of the fire service and safety of life and property.

Responsible for the investigation of fires; determination of cause and origin; and securing of evidence.

Supervises company fire prevention activities and assignments.

Compiles, submits and monitors an annual budgetary request for assigned departmental programs.

May manage the personnel functions for the Fire Department, including employee relations, employee selection, discipline, organization development, and a variety of related personnel functions; responds to staff questions regarding general personnel department issues.

Attends and observes company training held for sworn safety personnel during assigned shift.

Performs the duties of a Fire Deputy Chief in his/her absence.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices, and techniques of modern firefighting, emergency medical, hazardous materials and rescue operations.

Laws, rules, and regulations relating to fire control, fire prevention, and life safety, arson and the environment.

Emergency communications procedures, regulations, and equipment.

Rights and practices afforded to representatives of the media.

Training practices and techniques.

Principles and practices of public administration.

Principles, practices, and techniques of planning, research, and development.

Physical layout of the city and location of important buildings and structures.

#### **Skill to:**

Operate modern office equipment including computer equipment and related software.

Operate a motor vehicle safely.

**Ability to:**

Evaluate emergency situations and implement effective action.

Communicate effectively with the public, city officials, other first responder agencies, and employees to establish and maintain effective working relationships.

Initiate, administer, manage, and evaluate special programs and projects.

Prepare and present comprehensive oral and written reports and recommendations.

Foster and maintain a positive work environment.

Lead, manage and coach subordinates.

**MINIMUM QUALIFICATIONS**

**Experience:**

Three (3) years of current and continuous service as a permanently appointed Fire Captain with the City of Fresno.

NOTE: Permanent Appointment means one who has been appointed from an eligible list and has satisfactorily completed the probationary period

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree. In order to be accredited, the accreditation must be received from the recognized list of accreditation associations of higher learning maintained by the U.S. Secretary of Education.

**Certification:**

Possession of California State Fire Marshal (CSFM) Fire Officer I or CSFM Company Officer course requirements (Company Officer 2A, 2B, 2C, 2D, 2E and Instructor 1).

Two (2) years of related department experience may be substituted for each required CSFM class. Members who substitute experience for required classes must obtain the required certification within one (1) year of appointment.

National Fire Academy Executive Fire Officer (EFO) or California State Fire Marshal (CSFM) Chief Fire Officer or CSFM Chief Officer (curriculum retired 12/31/16) or Chief Fire Officer (CFO) through the Center for Public Safety Excellence (CPSE) will be required to be completed within five (5) years of appointment to a Fire Battalion Chief position.

ICS 400 required at time of application.

Fresno Fire Department Acting Battalion Chief sign-offs (101.4 Acting Policy) required at time of application.

**Special Requirements:**

Possession of a valid California Driver's License is required.

NOTE: Failure to obtain the valid certification(s) within the specified time period above shall be cause for termination from this class.

Employees originally hired on and after December 1, 1990 will not smoke or use any tobacco product while on duty. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file.

APPROVED: (Signature on file) \_\_\_\_\_ DATE: 03/29/2019  
Director of Personnel Services

MAH:ch/11/02/05

Revised TM:scm 4/1/08; JC:scm 10/15/09; JC:scm 10/21/11; TJM:wgm 10/23/17

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