

FIRE BATTALION CHIEF

DEFINITION

Under direction, the Fire Battalion Chief plans, organizes, and directs operations and may be assigned to any division of the Fire Department.

SUPERVISION RECEIVED/EXERCISED

Direction is provided by a Deputy Fire Chief or other sworn superior officer. Responsibilities include the direct supervision of Fire Captains, Firefighter Specialists, Firefighters, Firefighter Trainees, and/or civilian employees.

DISTINGUISHING CHARACTERISTICS

Fire Battalion Chief is the first level management class in the fire service. The Fire Battalion Chief exercises considerable independent judgment subject to departmental regulations and general administrative review and assumes full command responsibility for fire suppression and emergency response.

This classification is distinguished from the lower classification of Fire Captain in that the Fire Battalion Chief is responsible for managing the day-to-day operations of fire companies and is assigned management of specific programs and/or administrative duties, while the Fire Captain incumbents are first line supervisors and typically supervise one fire company. Fire Battalion Chief is distinguished from Deputy Fire Chief in that the latter class is responsible for managing and overseeing division activities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to the following:

Directs, oversees, and coordinates the functions and activities of assigned personnel to achieve desired goals; provides guidance to Fire Department personnel on the more difficult assignments and activities.

Manages the day-to-day operations of fire companies and confers with Company Officers regarding the administration of personnel; evaluates the work performance of assigned personnel both formally and informally; makes recommendations for areas of improvement; and reviews performance evaluations submitted by Company Officers.

Promptly addresses employee concerns and promotes a work atmosphere conducive to employee work product and job satisfaction; communicates the preliminary steps in the disciplinary process; may recommend disciplinary or corrective action when appropriate.

Ensures the safety and security of assigned personnel; identifies unsafe work environment or behaviors and takes appropriate corrective action.

Maintains and encourages conditioning and fitness standards, as set by current policy and procedures, to ensure personnel readiness and effective performance of duties.

Ensures Firefighter and Emergency Medical Skills maintenance and preparedness among assigned personnel.

Attends and participates in meetings and briefings; keeps others informed of important activities and recent events that may have an impact on operations.

Assists higher ranking Officers by doing research, analyzing and compiling statistical and budgetary data, and performing other special projects; coordinates departmental programs.

Prepares, reviews, and administers Fire Department training programs. Attends, participates in, and observes company training held for sworn safety personnel during assigned shift.

Identifies problem areas and devises solutions; anticipates future needs and recommends appropriate actions.

Recommends staffing levels for Department operations; reviews scheduling and deployment of personnel and equipment; recommends and assigns personnel to specific stations and areas of work; approves leaves, vacations, and overtime; and maintains records.

Participates in determining departmental goals and objectives; establishes priorities for goal accomplishment; monitors and evaluates overall performance and progress; revises priorities to accommodate changes in resources and needs.

Establishes and maintains communication with individuals from other agencies and City Departments in order to exchange information and coordinate activities.

Acts as a representative of the Department in the community; meets with and makes presentations to government officials, business groups, community representatives, special interest and professional groups, and the general public to encourage a better understanding of the Fire Department and its programs/policies.

Establishes and maintains lines of communication with others in order to ensure proper flow of information. Coordinates and ensures the flow of information between shifts.

Performs administrative duties involving Fire Department personnel, equipment, and supply needs.

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, correspondence, and recommendations regarding the operations of the fire service and safety of life and property.

Responsible for the review and approval of timely incident reports.

Responsible for the overall investigation of fires and seeking evidence of arson or of fire code violations; testifies in court on criminal complaints filed by the Fire Department on offenses against fire laws, ordinances, and regulations.

Supervises company fire prevention activities and assignments.

Participates in budget development and control, including the forecast of funds needed for staffing, equipment, materials, and supplies; make purchases in compliance with the City's purchasing procedure requirements and specifications; and reviews requests for purchases. Plans, directs, supervises, trains, and evaluates personnel assigned to a shift.

Ensures that department goals and objectives are accomplished through supervising and coordinating staff efforts; developing and implementing policies, procedures, and work plans; and reviewing and evaluating Division performance.

Participates in the development, review, evaluation and interpretation of Fire Department policies, procedures, regulations, and other decisions affecting the Fire Department to ensure efficiency.

Performs as a Safety Officer as required.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods, and techniques of modern public administration, planning, research, development, organizing, staffing, leadership, labor relations, budgeting and contract administration, and emergency communications.

Incident Command System (ICS) practices and emergency planning.

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

Department policies and procedures, as well as safety rules and regulations.

Current principles, practices, methods, and techniques of training, fire and life safety, fire prevention, fire suppression, emergency medical response, emergency planning, hazardous materials response, and other fire service-related activities; operation, maintenance, and use of modern firefighting and rescue equipment.

Rights and practices afforded to representatives of the media.

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

Skill/Ability to:

Make command decisions in emergency situations and evaluate and implement

effective action.

Participate in or command difficult on-scene fire, rescue, or other emergency operations, if required.

Maintain high standards of service and hold others accountable for such standards.

Supervise and direct subordinate personnel; provide active leadership in accomplishing goals.

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

Prepare and present comprehensive oral and written reports and recommendations, including those relating to budget and expenditure.

Direct and guide others in the accomplishment of tasks and goals; clearly communicate expectations and standards to staff.

Actively support management decisions and policy once they are made, motivate employees toward organizational goals through collaboration, cooperation and participation.

Take ownership of departmental programs and philosophies and proactively create organizational buy-in and support among staff.

Make presentations that are well-ordered and tailored to the audience; speak in a clear and understandable manner.

Write effective correspondence and technical reports to and for people at all levels of the organization and the public; effectively express ideas in writing (including grammar, word usage, organization, and structure).

Supervise the operation and maintenance of the various types of equipment and apparatus used by the Fire Department.

Develop and implement a comprehensive fire training program and standards.

Safely operate a motor vehicle.

Use modern office equipment, including computers, computer applications and software; use modern communication devices including radios and cellphones; and use modern fire suppression and emergency medical response equipment.

Maintain effective working relationships with Department staff, Federal/State/local agencies, various emergency services agencies, the general public, and others.

MINIMUM QUALIFICATIONS

Education:

Possession of a Bachelor's degree from an accredited college or university.

Experience:

Four (4) years of current and continuous service as a Fire Captain with the City of Fresno.

Licenses:

Possession and continued maintenance of a valid Class C California Driver's License with a Firefighter Endorsement, or Class A or B California Driver's License, without Air Brake restriction, and with tank endorsement. Failure to maintain the required driver's license may be cause for termination.

Certificates:

Possession of a valid California State Fire Marshal's Office Chief Fire Officer Certificate, or completion of the California State Fire Marshal's Office Chief Fire Officer certification requirements (Chief Fire Officer 3A, 3B, 3C, 3D, and ICS 300).

Possession of a valid ICS 400 Certificate.

Employees hired into the Fire Battalion Chief classification after July 1, 2023 must possess and maintain a valid EMT Certificate from the Central California Emergency Medical Service Agency.

Possession and maintenance of a valid Basic Life Support CPR Card consistent with the curriculum standards of the American Heart Association, American Red Cross, or equivalent is required at time of application.

Special Requirements:

Signed off as a qualified Acting Fire Battalion Chief in accordance with FFD Administrative Manual, Section 101.004 Acting Policy. Current acting sign-off list will be verified with the Fire Department.

Candidates selected to fill Fire Battalion Chief vacancies are prohibited from smoking or use of any tobacco product on-duty and on City premises.

APPROVED: (Signature on File) _____ DATE: 3/30/2026
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

Revised SCM:wgm 03/21/2019

Revised JTC:scm 3/17/2021

Revised: TJM:vp 8/28/2023

Revised: SM:vd 3/26/2026