

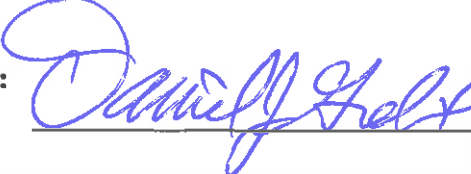


Scotts Valley Fire Protection District	
POLICY: 1703 DATE 1/11/2017 APPROVED: BOARD PRESIDENT: 	SUBJECT: Battalion Chief Job Description FIRE CHIEF: 

BATTALION CHIEF

Job Description


REPORTS TO: Fire Chief

SUPERVISES: Fire Captains

BASIC FUNCTION:

The Battalion Chief is an administrative staff position that performs supervisory and command functions as assigned. Under the supervision and direction of the Fire Chief, the Battalion Chief is to provide responsible and technical assistance to the Fire Chief. He/she will manage various district divisions and programs and ensure that the mission and goals of the District are carried out. He/she shall exercise and promote effective communication and leadership skills. The Battalion Chief shall perform administrative, suppression, prevention and related duties as assigned. The Battalion Chief shall direct emergency scene activities, supervise and develop company officers and evaluate performance of employees. The Battalion Chief will ensure that personnel are trained in the proper fire service techniques and operations and oversee the maintenance of the Fire District facilities and apparatus. The Battalion Chief will create staff reports and written communications and manage such collateral duties as: hazardous materials response, fire suppression operations, training, disaster planning, mutual aid, emergency medical services, facilities, fire prevention, fire investigations, apparatus, public education, communications and other related duties as may be required.

The Battalion Chief will provide Duty Chief coverage on a shift basis. A 15-minute response time criteria is required.

Scotts Valley Fire Protection District	
POLICY: 1703	SUBJECT: Battalion Chief Job Description

BATTALION CHIEF I

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a Captain III with the Scotts Valley Fire Protection District and met all requirements for Captain III.
- Shall complete and have on record with the Training Officer the following courses as outlined in the Career Development Guide within 18 months of appointment: One Chief Fire Officer 3 series class, S-330AR (Task Force/Strike Team Leader All-Risk), and ICS 400 (Advanced Incident Command System).
- If the required classes are not completed within 12 months, the probationary period will be extended to 18 months.
- Must possess and maintain a Class C California Driver License.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Department Rules and Regulations prior to moving to Battalion Chief II.

BATTALION CHIEF II

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a Battalion Chief I with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief I.
- Shall complete and have on record with the Training Officer the following courses as outlined in the Career Development Guide within 18 months of appointment: One additional Chief Fire Officer 3 series class, S-339AR (Division/Group Supervisor All-Risk), and S-404 Safety Officer.
- The Battalion Chief II will return to Battalion Chief I rank if the required classes aren't completed within 18 months.

BATTALION CHIEF III

MINIMUM QUALIFICATIONS:

- Shall have worked a minimum of one year as a Battalion Chief II with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief II.
- Shall complete and have on record with the Training Officer the following courses as outlined in the Career Development Guide within 18 months of appointment: Two additional Chief Fire Officer 3 series classes.
- The Battalion Chief III will return to Battalion Chief II rank if the required classes aren't completed within 18 months.

DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology, Public Administration or related field