

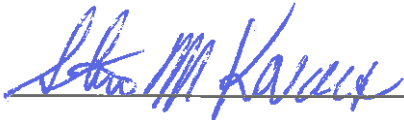


Scotts Valley Fire Protection District	
POLICY: 1703	SUBJECT: Battalion Chief Job Description
DATE APPROVED: 10/14/2020	
BOARD PRESIDENT: 	FIRE CHIEF: 

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.

BATTALION CHIEF Step 1

CERTIFICATIONS/ QUALIFICATIONS:

- Shall have worked a minimum of one year as a Captain Step 3 with the Scotts Valley Fire Protection District and met all requirements for Captain Step 3.
- Shall complete and have on record with the Training Officer the following courses as outlined in the Career Development Guide before the next step increase: One Chief Fire Officer 3 series class, AH-330 (Strike Team/Task Force Leader All-Hazards), and ICS 400 (Advanced Incident Command System).



- Must possess and maintain a Class C California Driver License.
- Shall have satisfactorily met probationary obligations through periodic employee evaluations as outlined in the Policies and Procedures prior to moving to Battalion Chief Step 2.

BATTALION CHIEF Step 2

CERTIFICATIONS/QUALIFICATIONS:

- Shall have worked a minimum of one year as a Battalion Chief Step 1 with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief Step 1.
- Shall complete and have on record with the Training Officer the following courses as outlined in the Career Development Guide before the next step increase: One additional Chief Fire Officer 3 series class, S-339AR (Division/Group Supervisor All-Risk), and S-404 Safety Officer.

BATTALION CHIEF Step 3

CERTIFICATIONS/QUALIFICATIONS:

- Shall have worked a minimum of one year as a Battalion Chief Step 2 with the Scotts Valley Fire Protection District and met all requirements for Battalion Chief Step 2.
- Shall complete and have on record with the Training Officer the following courses as outlined in the Career Development Guide before the next step increase: Two additional Chief Fire Officer 3 series classes.

DESIREABLE QUALIFICATIONS:

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