
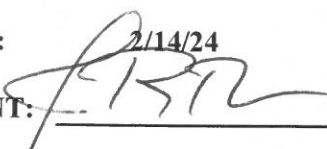
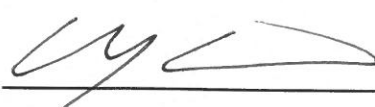


<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1703</b>  <b>DATE APPROVED:</b> 2/14/24 <b>BOARD PRESIDENT:</b> 	<b>SUBJECT: Battalion Chief Job Description</b>  <b>FIRE CHIEF:</b> 

The attached job description is adopted as Policy 1703.



# SCOTTS VALLEY FIRE DISTRICT

## POSITION DESCRIPTION

**Job Title:** Battalion Chief      **Date Approved:** February 14, 2024  
**Reports To:** Fire Chief  
**Supervision:** Captain  
**Status:** Exempt

### **JOB SUMMARY:**

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 **including Training, EMS and Technology, and Operations and Facilities**, 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.

**As a member of the Fire Chiefs management team, Battalion Chiefs shall have the obligation to provide the Fire Chief with their professional and honest opinion pertaining to proposed or existing policies, procedures and/or decisions.**

The Battalion Chief will provide Duty Chief coverage on a shift basis with a 15-minute response time to the District boundary.

### **CLASS CHARACTERISTICS**

#### **Supervision Received and Exercised**

Battalion Chiefs report to the Fire Chief and provide direct or indirect supervision within the assigned programs to Captains and other subordinate staff which may include Engineers, Firefighters and Paid Call Firefighters.

### **DUTIES AND RESPONSIBILITIES**

*The following duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Each individual in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.*



# SCOTTS VALLEY FIRE DISTRICT

## POSITION DESCRIPTION

### **All Battalion Chiefs:**

- Assigns and schedules staff for proper coverage, approves time off, and maintains staffing calendars in accordance with District Policy;
- Directly supervises Fire Captains including recruiting, planning, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems including evaluation of staff and coaching and counseling, and recommending step increases and discipline in accordance with District Policy; writes performance evaluations; arranges scheduling and overtime when necessary;
- Indirectly supervises Engineers and Fire Fighters through Fire Captains; may provide direct supervision on a project basis;
- Evaluate company performance, and affirm assigned goals and requirements are being accomplished;
- Responsible for budget development for responsible programs and overview of programs/divisions to which assigned, make recommendations for budget planning and future purchases that align with programmatic and organizational goals;
- Prepares standard operating procedures related to fire department operations for the assigned program(s);
- May act as the duty officer and responds to emergency incidents; may function in any position within the incident command system;
- May serve as an incident safety officer and or health and safety officer;
- May work in and around carcinogenic materials through inhalation or skin contact and on rare occasions may involve working around infectious diseases such as Hepatitis, HIV, etc.;
- May be subject to callback, as needed;
- May serve as Fire Chief in their absence;

### **Additional Essential Duties and Responsibilities:**

- Serves as duty officer and responds to emergency incidents; may function in any position within the incident command system;
- Manages the scene of complex all hazard/risk emergencies;
- Directly supervises Fire Captains in the provision of services during assigned shift; indirectly supervises Engineers and Fire Fighters;
- Conducts incident analysis; coordinates and conducts multi-company drills;
- Ensures that initial fire investigation is performed;
- Identifies and addresses special field hazards;
- Provides general input and feedback on the Emergency Medical Services, Training, Operations and Facilities Programs, and the Fire Prevention Programs;
- Corrects immediate station maintenance and clean-up problems;
- Provides follow-up for day-to-day operational issues;
- Ensures appropriate public relations at the company level; develops and releases publicity according to department policy;
- Ensures uniform enforcement of protective clothing regulations and proper safety practices during both emergency and non-emergency situations;
- Ensures enforcement of Policies, Procedures and General Orders
- Performs other related essential duties as required.





# SCOTTS VALLEY FIRE DISTRICT

## POSITION DESCRIPTION

### **Additional Essential Duties and Responsibilities for Training Program Management**

- Assesses present and future training needs of fire department personnel for compliance with federal, state and local requirements; discusses areas of deficiency with management and line personnel; researches state of the art techniques as training subject matter by attending conferences, reading professional journals, and networking with peers;
- Supervises and directs training activities; coordinates and conducts multi-company drills; coordinates the basic training program; provides feedback on annual training plan; ensures compliance with company training program; conducts battalion drills; determines special training needs;
- Evaluates effectiveness of training programs; outlines plans and delineates criteria for increasing quality of programs;
- Develops employee training compliance report, develops improvement plans, and provides training support to other shifts/battalions;
- Selects appropriate training media, methods and materials;
- Implements training programs for management and line personnel; writes lesson plans, audio visual scripts, instructor's guides, training manuals, operational directives and related materials; describes appropriate practice exercises;
- Works closely and represents the District with federal, state and local training organizations;
- Serves as Department of Motor Vehicles Program Manager.
- Supervises the Department's Joint Apprenticeship Committee (JAC) program and acts as its supervisor.
- Responsible for coordinating the California Incident Command Certification System (CICCS) activities within the Scotts Valley Fire District.

### **Additional Essential Duties and Responsibilities for EMS and IT Program Management**

- Is responsible for the maintenance of the Department's Infection control Program;
- Directly supervises Fire Captains, Engineers, Fire Fighters, and PCFs in the provision and application of medical care standards, including review of work performed; coordinating activities, acting on employee problems, evaluates and reviews the performance of employees in the provision of emergency medical services;
- Evaluates day-to-day operations of the EMS Program; analyzes reports containing response time and other data for comparison with current emergency medical services standards to ensure delivery of prompt, high quality service;
- Oversees inventory, repair and maintenance of EMS equipment in order to insure preparedness for emergency response to calls;
- Monitors training courses for Fire Department employees for compliance with federal, state and local regulations with regard to emergency medical services;
- Coordinates the medical equipment maintenance program;
- Acts as a hospital liaison, represents District at EMSIA, and collaborates with other EMS Stakeholders;



# SCOTTS VALLEY FIRE DISTRICT

## POSITION DESCRIPTION

- Oversees and coordinates the state mandated Continuous Quality Improvement/Quality Assurance programs;
- Ensures compliance of EMS at company level, quality assurance and Continuous Quality Improvement of EMS;
- Supports and maintains EMS inventory and purchases all medical supplies and equipment for the EMS program;
- Develops and maintains the emergency medical training program in conjunction and cooperation with the Training Program Manager, to ensure that department staff performs services consistent with current standards;
- Develops compliance reports, specific reports for injury risk reduction, and recommends community risk reduction programs to the Program Manager;
- Attends meetings and conferences pertaining to EMS information for public relations and community awareness programs;
- Functions as department representative and works closely with federal, state and local organizations/agencies, including public and private service organizations in regards to the EMS program;
- Gathers and prepares EMS information for public relations and community awareness programs;
- Coordinates EMS activities with either the Santa Cruz County Medical Director to ensure the quality and level of service for the agency are being met;
- Researches data and prepares provider reports at the request of the Fire Chief or other Program Managers;
- Performs various related essential duties as required;
- Ensures compliance with DEA and FDA regulations governing the storage, use and handling of controlled substances;
- Purchases and oversees the repair and maintenance of communications equipment, such as computers, laptops, iPads, radios and cellular phones; coordinates purchase of software and maintaining files for computer equipment with the District IT provider;
- Serves as Website Manager

## **Additional Essential Duties and Responsibilities for Operations Program Management**

- Oversees the operations of the Fire Department, coordinates activities with the Training Program Battalion Chief to accomplish organization goals related to emergency response commensurate with response duties;
- Oversees the operations and training for Hazardous Materials incidents, works with Hazmat Technician and SCHMITT Leadership to accomplish programmatic goals;
- Supports Homeland Security Mission, identifies potential threats and critical infrastructure, completes the Critical Infrastructure Threat assessment;
- Recommends training for the Citizens Emergency Response Team (CERT) members and other emergency preparedness programs;
- Assists with emergency management by supporting major incidents; updating the emergency resource list, planning responses for large/special events, completing risk assessment planning, providing continuity of operations planning, and disaster services and planning;
- Assists with the update of the District Emergency Operations Plan;
- Assesses the present and future training and operational needs of the District;





# SCOTTS VALLEY FIRE DISTRICT

## POSITION DESCRIPTION

- Assists with emergency management by supporting major incidents; participating with disaster management planning; acting as agency liaison to allied disaster preparedness agencies, including City of Scotts Valley and Santa Cruz County;
- Manages District Vegetation Management & Chipper Program.

### **Additional Essential Duties and Responsibilities for Facilities Program Management**

- Performs or manages inventory control for all fuel, safety equipment and general fixed assets;
- Serves as Logistics Program Manager; supervises the staff assigned to Logistics; coordinates and oversees the activities of Logistics; develops and manages Logistic Program budget; maintains effective and efficient methodologies for ordering, receipt, and delivery of Departmental supplies, tools and equipment;
- Serves as the personal Protective Equipment Program Manager; manages the procurement and disbursement of personal protective clothing; develops and manages program budget; oversees the research and development relative to personal protective clothing;
- Manages fire department facilities; coordinates maintenance and repair of Fire Department facilities; provides input to, and manage expenses related to maintenance and repair of Fire Department facilities;
- Serves as the Fire Department Assistant Public Information Officer; provides information to media outlets regarding Fire Department activities.

### **Knowledge of:**

#### All Battalion Chiefs:

- Fire suppression tactics and strategies; common and special fire hazards; fire Prevention and investigation;
- The Incident Command System;
- Department rules, regulations, policies and standard operating procedures;
- The budget development and oversight process; financial administration;
- Principles, practices and techniques of fire prevention and provisions of local fire code requirements and related ordinances;
- The Department's Emergency Medical Services and fire communication systems;
- The Department's Emergency Medical Services program;
- Operation, capabilities and maintenance of fire apparatus and equipment used in modern fire suppression;
- Principles and techniques of supervision and training including the techniques of performance evaluations, employee counseling and progressive discipline;
- The Uniform Fire Code, Health and Safety Code and Vehicle Code, Government Code Sections 3500 to 3510;
- Methods of inventory control and purchasing;
- Computer equipment and office machines.

#### Training Division Assignment:



# SCOTTS VALLEY FIRE DISTRICT

## POSITION DESCRIPTION

- Federal and State laws, codes and typical rules which impact training programs;
- educational program design;
- educational need assessment;
- general principles and procedures used in training implementation, including securing facilities and physical logistics requirements and program administration;
- program evaluation techniques;
- criterion-referenced instruction and performance-based training programs;
- instructional methods, training aids and materials;
- California State Board of Fire Services Certification System;
- California Incident Command Certification System (CICCS).

### EMS Division Assignment:

- Principles, practices and procedures of EMS operations and delivery of services including ambulance operations;
- Principles and practices of EMS training programs;
- EMS operations as related to basic and advanced life support systems;
- Principles and practice of Quality Assurance and Improvement programs;
- Principles and practices of infectious control and blood borne pathogens programs;
- Principles and practices of critical incident stress debriefing programs;
- Federal, state and local legislation, EMS rules and regulations including base hospital requirements, policies and procedures.

### **All Battalion Chiefs Require Ability to:**

- Assign, review, plan and coordinate of other employees including providing instruction and guidance;
- Promote staff development and motivation;
- Assess the work of employees, write performance appraisals, recommend the transfer, promotion, step increase, or corrective action as appropriate;
- Analyze problems that arise in the areas of supervision and recommend solutions;
- Coach and counsel subordinate staff;
- Recommend appropriate discipline of staff to the Fire Chief and effectively carry out disciplinary action at the Fire Chief's direction;
- Operate both as a member of a team and independently;
- Effectively communicate with individuals or groups both internally and externally utilizing a broad base of verbal skills;
- Use independent judgment in periodically non-routine situations involving occasional major risk of injury or death to self, staff or public and some periodic financial risk in decision making;
- Prepare written correspondence as directed using prescribed format and conforming to all rules of punctuation, grammar, diction and style;
- Perform complex tasks during life threatening emergencies;
- Comprehend and correctly use a variety of reference books and manuals as well as informational documents, reference books, maps and manuals;





# SCOTTS VALLEY FIRE DISTRICT

## POSITION DESCRIPTION

- Operate a variety of fire apparatus, vehicles and tools, including two-way radio, mobile data terminal, and command vehicle;
- Apply principles of influence systems such as supervising, instructing, and rational systems such as budgeting;
- Apply principles of synthesis functions in determining approach to fire suppression with chemical/hazardous materials involvement;
- Utilize a variety of clerical, medical, training, computer and audio-visual tools and supplies;
- Use fine and gross motor coordination in performing data entry, climbing ladders and donning protective equipment;
- Exert a moderate amount of force periodically to lift, carry, push, pull or otherwise move heavy objects, climb ladders and stairs, work in high places;
- Perceive all colors, hear, feel, and perceive odors immediately;
- Add, subtract, multiply and divide;
- Calculate decimals, ratios, percentages and fractions.

## PHYSICAL DEMANDS AND WORKING CONDITIONS

- **Mobility:** Frequent work in offices and buildings; occasional moderate to severe amount of physical effort to climb ladders, stooping, bending, squatting, working in high places and in closely confined places;
- **Vision/Talking/Hearing:** Regular reliance on sense of sight, hearing, smell and touch while on fire grounds to aid in assigned duties and maintain personal safety; color vision sufficient to perform assigned duties safely; visual acuity sufficient to drive vehicles, read blueprints, specifications, fine print and Video Display Terminals; hear well enough to identify mechanical noises, to converse on the radio, telephone, and in person over incident noise;
- **Dexterity:** Occasional performance of a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders;
- **Emotional/Psychological:** Occasional work for long periods of time requiring sustained physical and intense concentration; occasional physically demanding work in hot conditions while wearing equipment which significantly impairs body cooling mechanisms; or in wet, icy or muddy conditions; infrequent exposure to grotesque sights and smells associated with major trauma and burn victims;
- **Driving:** Ability to use fine and gross motor coordination for driving;
- **Potential Exposures:** Occasional work outside in all weather conditions under hazardous conditions within burning structures where sustaining a traumatic or thermal injury is possible or where exposure to hazardous materials is possible;
- No person shall pose a direct threat to themselves, to the health and safety of other individuals in the work place, or to the public they serve.

### Typical Working Conditions

Incumbents are typically assigned work both in an indoor and outdoor environment which may take place in various types of weather and high temperatures. Work may take place in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces. Work may involve exposure to hazardous and/or carcinogenic materials through inhalation or skin contact and on rare occasions may include exposure as outlined above. Work will include traveling from site to site in a vehicle.





# SCOTTS VALLEY FIRE DISTRICT

## POSITION DESCRIPTION

### MINIMUM 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*.
- Must be an Acting Battalion Chief.
- Shall have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: 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 or better.
- **Must possess a minimum of California EMT License**

### BATTALION CHIEF *Step 2*

- 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 have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: One additional Chief Fire Officer 3 series class, S-339AR (Division/Group Supervisor All-Risk), and S-404 Safety Officer.
- 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 3*

- 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 have completed and have on record with the Training Officer the following courses as outlined in the Career Development Guide: Two additional Chief Fire Officer 3 series classes.

### DESIREABLE QUALIFICATIONS:

- College degree in Fire Protection technology, Public Administration or related field.
- **Graduate of the National Fire Academy Managing Officers Program**
- **Center for Public Safety Excellence Officer Designation**

*Any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. A typical way to obtain the knowledge and skills would be:*

### SUPPLEMENTAL INFORMATION

#### EMPLOYMENT TYPE

Full-time, Exempt