



## Battalion Chief

Department: Fire Department  
Classification: Full-Time / Exempt  
Reports To: Deputy Fire Chief  
Date: October 2017

### Position Description

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#### Objective

The Battalion Chief assists with the administration and operation of the Fire Department. Under general supervision, is responsible to direct fire suppression activities during fire attack, controlling and extinguishing fires, protecting life and property, and maintaining equipment. Interpretive judgment in variation of established procedures and standards may be required. The Battalion Chief is responsible for exercising a wide latitude of independent judgment, subject to established policies and governing laws, rules and regulations. Responds to and may take command of fire ground operations or emergencies.

#### Essential Job Functions

An employee in this position is required to perform the following essential functions with or without reasonable accommodation.

1. Directs the response to alarms and other emergency calls. Directs the suppression of fires, rescues, entering, ventilating, and salvaging work. Supervises full-time and Paid-on Call firefighters in the performance of their work duties by providing direction on fire ground operations as a front-line supervisor. As directed by the Fire Chief or Deputy Chief, enforces discipline as necessary to ensure efficient operations. Coordinates full-time firefighter work schedules, personnel matters, and cost control methods. May lead teams during fire attack; using specialized firefighting techniques. Thoroughly inspects incident scenes necessary to ensure knowledge of access, egress, and fire hazards, etc.
2. Perform the duties of a firefighter when necessary, fill-in for firefighter(s) on full-time shift, for vacations or sick leave as needed.
3. As directed by the Fire Chief or Deputy Chief, is responsible for ensuring the vehicles and equipment of the fire department are maintained in clean, safe and effective working conditions.
4. Coordinates all department training activities for full-time and Paid-on Call firefighters. Instructs in department training and coordinates participation of any other instructors as necessary. Coordinates the fire academy for new recruits as required by MFFTC.
5. Recommends commendations or other recognition of conduct or meritorious service.
6. As directed by the Fire Chief and Deputy Chief, responsible for a variety of personnel management activities including but not limited to, interviewing job applicants, recommending selection of fire department staff, evaluating and disciplining of subordinate staff.
7. May act as a representative of the department at various meetings; including representing the City before local, state and federal agencies and citizen groups interested in local government services and programs. Make presentations and speeches to various civic organizations. Serves on various professional boards and commissions as requested.
8. Maintains and updates all LEPC data, attends LEPC meetings as a representative of City of Walker.
9. Maintains and updates all "Right to Know" data for Firefighter and City employee's safety

within the City of Walker.

10. Maintains and updates all "Chemical Survey" data required by MIOSHA for all businesses within the City of Walker.
11. Interacts with and responds to citizens, City departments and outside agencies to answer questions and resolve problems.
12. Assists in developing public relations material, including social media content, which inform the public of City programs, issues and provide interviews and information to the press and/or public on fire operating matters.
13. Acts in the absence of the Fire Chief and Deputy Chief as requested.
14. Perform other related duties as required.

### **Supervisory Responsibilities**

This position manages the following and is responsible for the performance management of these employees: Full-time Firefighter. This position is also the incident commander in the absence of the Deputy Fire Chief.

### **Minimum Qualifications and Required Knowledge, Skills and Abilities**

1. Associate's Degree in Fire Science, Public Administration, or related discipline. Bachelor's Degree preferred or equivalent educational courses, and/or Staff and Command or EFO (National Fire Academy Executive Officer Program).
2. State of Michigan Firefighter I and II Certification, or Pro-board equivalent.
3. Requires certification as a Firefighter Training Council Instructor, Fire Officer III, Fire and Arson Investigator or ability to obtain these certifications within twelve (12) months of hire or promotion.
4. Medical First Responder License desired. Must maintain certification in Basic Life Support, (CPR) as required by State Statute.
5. Minimum of six (6) years' experience with a recognized Fire Department, including a minimum of three (3) years' supervisory experience with a department of similar or larger size as the Walker Fire Department with three (3) years Incident Command experience.
6. Possess knowledge and familiarization of the National Fire Protection Association (NFPA) codes, and Building Official and Code Administrators (BOCA) codes and local, municipal and state ordinances pertaining to fire prevention.
7. Knowledge of current firefighting techniques and methodologies. First responder training and emergency extrication techniques. Knowledgeable in operating a wide variety of firefighting equipment and apparatus.
8. Must be willing to adjust normal work hours to accommodate and accomplish any identified department needs.
9. Must meet NFPA physical requirements that may include climbing, working under stress, walking, lifting up to 50 pounds (greater with assistance), pulling, tugging, dragging, bending, stooping, and using breathing apparatus. Must maintain a personal fitness level that allows for effective job performance.
10. Must possess thorough knowledge of fire department's policies, procedures, rules, and regulations. Also, must have knowledge and be familiar with State and local laws and ordinances including State and Federal laws, rules, and regulations governing the operation of a fire department as well as other accepted standards and practices that address fire department operations.
11. Knowledge of the professional public management techniques involved in budgeting, personnel administration, purchasing, and operations management.
12. Ability to travel to other locations and respond to emergencies on a 24-hour basis in a timely manner to assure public safety, even when off duty.
13. Excellent oral and written communication skills, ability to perform a wide variety of tasks during busy, sometimes stressful times.

- 14. Ability to exercise a high degree of diplomacy in contentious, confrontational or emergent situations.
- 15. Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, elected officials, community leaders, subordinate staff and other professionals.  
Demonstrated leadership skills and qualities.
- 16. Knowledge of relevant computer programs needed in the day to day function of the position.
- 17. Ability to concentrate and pay attention to details; also, ability to organize, prioritize and work independently and in a busy environment where priorities change as well as schedules.

**Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends a portion of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time; communicate by telephone, e-mail or in person, and move around the office or travel to other locations to attend meetings and site visits.

An employee in this position also works in a hazardous environment exposed to extremes of heat and cold. Exposed to or in contact with dangerous elements, weakened structures, possible explosions, toxic gases, caustic chemicals, heat, smoke and open flame.

Requires a valid State of Michigan driver's license, satisfactory driving record and the ability to maintain one throughout employment.

**Approvals**

The above is intended to describe the general content of and requirements for other performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

This job description has been approved by all levels of management.

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date