

# AMERICAN CANYON FIRE PROTECTION DISTRICT

## JOB DESCRIPTION

200.08  
October 25, 2022

### **Battalion Chief**

#### **Description:**

Under general direction, plans, directs, coordinates, supervises and evaluates the daily fire department activities on an assigned shift basis; performs supervisory and technical work in fire suppression and prevention, emergency rescue, training and command fire department operations in the absence of the Assistant Chief and Fire Chief; assumes responsibility for managing designated areas of specialization, such as hazardous materials , Urban Search and Rescue (USAR), Water Rescue, Community Risk Reduction, disaster planning and coordination, training, facility/equipment/vehicle maintenance program, reserve program, etc. and provides technical assistance and advice to higher level management personnel.

#### **Distinguishing Characteristics:**

This is a mid-management public safety classification of the Fire District. Incumbents are expected to exercise considerable independent judgment in developing and managing functions and programs for which they are assigned responsibility. This classification is distinguished from the class of Fire Captain in that the latter is a first-line supervisory classification, with responsibility for a single company. The Battalion Chief works under the direction of the Assistant Fire Chief and is responsible for the direction and provides overall management of an assigned shift for the Fire District. The Battalion Chief may oversee specific District programs.

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

General direction is provided by the Assistant Chief. Responsibilities include the direct supervision of assigned shift Fire Captains and indirect supervision over lower-level fire department personnel.

#### **Examples of Duties: (may include but not limited to)**

- Attend and participate in professional group meetings;
- Stay abreast of new trends and innovations in the field of fire suppression, rescue and prevention, pre-hospital care of the sick and injured, personnel management and supervision, public fire/life safety, and other technical fields
- Develop and mentor subordinates preparing for succession planning;
- Develop and maintain relationships with surrounding agencies;
- Attend Fire Board meeting while on duty when possible;
- Schedule and supervise companies assigned the day-to-day work of District personnel in a wide variety of departmental activities including training, fire prevention inspections, equipment checks and station and grounds maintenance;
- Act as the incident commander at emergency scenes, prepare follow-up incident reports and investigation as required;
- Prepare various administrative reports and maintain records related to daily incidents, engine company training, fire prevention inspection and equipment and ground maintenance;
- May assume responsibility of the overall operation of the department during the absence of the Assistant Fire Chief and Fire Chief when assigned;
- Participate in organizational and tactical planning and development as a member of the District's management team;

# AMERICAN CANYON FIRE PROTECTION DISTRICT

## JOB DESCRIPTION

200.08  
October 25, 2022

- Assume responsibility for managing designated areas of specialization, such as hazardous materials response, community risk reduction, training, fleet and facility maintenance program, reserve program, etc.;
- Assist in the preparation of the annual District budget in assigned area of responsibility;
- Insures adequate investigations of fires and other incidents;
- Assist in the enforcement of fire codes and ordinances;
- Supervise companies assigned to conduct testing of District apparatus and the testing and maintenance of the District's hose, apparatus and ladder testing programs;
- Supervise and conduct testing of District's probationary employees;
- Assist in the development and implementation of goals, objectives, policies, and priorities for various divisions in the Fire District;
- Represent the District in the community and at professional meetings as required;
- Assist in coordinating Fire District activities with outside agencies, City departments and divisions;
- Act as the Fire District liaison to American Canyon Community Emergency Response Team (CERT) when assigned;
- Maintain a competent and motivated work force, with emphasis on first-line supervisors, through work assignments, performance evaluation, counseling, training, and disciplinary action;
- Perform other duties as assigned.

### **Employment Standards and Minimum Qualifications:**

#### **Knowledge of:**

- Modern and complex principles and practices of fire prevention, hazardous materials, emergency medical services, urban search and rescue, incident command systems, and fire suppression development and administration;
- Modern personnel and budgetary management practices including motivational theory, leadership techniques, operation and maintenance of firefighting and rescue equipment;
- Pertinent Federal, State and Local laws, codes and regulations including those in fire prevention, inspection, emergency medical services, and fire suppression;
- Proper training assessment, methods, and techniques as appropriate to assignment.

#### **Ability to:**

- Plan, direct and supervise the day-to-day departmental activities of assigned shift personnel in the areas of fire prevention/inspection, suppression, training and emergency rescue and emergency medical services;
- Establish effective and cooperative working relationships with the public, representatives of other public agencies, City officials, and departmental employees;
- Assume effective command and exercise sound judgement at fire and emergency scenes
- Communicate effectively, both orally and in writing; prepare detailed, concise and accurate reports;
- Work twenty-four (24) hour shifts or forty (40) hour weeks depending on the needs of the District;
- Be available to respond to emergency calls while off duty, as necessary;
- Work in a participatory management environment.

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.08  
October 25, 2022

**Experience and Education:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Five years of municipal fire department experience, must currently be a Fire Captain or above, with at least 4 years of responsible supervisory experience at the Captain's level.

**Education:**

Equivalent to an Associate's Degree including coursework in fire science or a related field. Bachelor's Degree (Highly Desirable)

**Licenses and Certifications:**

California State Fire Marshal, Chief Fire Officer Certification (Highly Desirable)

Minimum of an EMT Certification is required

Possession of an appropriate, valid California Driver License is required (Class B or Class C with Firefighting Endorsement).

**ADA Special Requirements:**

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 150 pounds; exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

Must pass and maintain physical requirements as specified by the District and be able to wear self-contained breathing apparatus.