

## Storey County Fire Protection District 474 Job Description

# Battalion Chief

**Class Title:** Battalion Chief  
**FLSA Status:** Non-Exempt  
**Represented Status:** Non-Represented  
**Created:** 01/01/17  
**Last Revised:** 09/20/17

### JOB SUMMARY

Under general supervision and direction of the Fire Chief, plans, organizes, and directs emergency and non-emergency activities of all personnel, stations, and equipment on the assigned shift; assumes command of major emergency response incidents; ensures operational readiness for emergency response and preforms emergency command and control functions; provides highly responsible staff assistance to administration; manages and participates in administrative tasks, programs, and projects; and preforms related work as required. Responsible for direct supervision of Fire Captains and will perform related and assigned duties as required.

### DISTINGUISHING CHARACTERISTICS:

This is a district management position. The fundamental reason for this classification exists is to command and direct all firefighting, emergency medical service (EMS), hazardous materials response, and other related emergency operations with in a major geographical area of the district on an assigned shift. This assignment also involves responsibility for the management of all operations division personnel. Battalion Chiefs manage emergency programs within the operations division and report directly to the Fire Chief.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Coordinates the organization, staffing, and operational activities of fire and EMS crews on an assigned shift; organizes emergency operations per district standards; ensures the operational readiness of assigned shift; conducts training and drills in all phases of emergency response; monitors factors that impact emergency response capabilities; identifies opportunities for improving service delivery methods and procedures, reviews with appropriate management staff, and implements improvements and modifications.
2. Commands District operations and resources on all types of emergencies including the most complex fire, EMS, rescue, and hazardous materials incidents.

3. Performs management and administrative duties related to emergency and nonemergency activities; participates in the development and implementation of goals, objectives and policies. Assists in formulating, administering, and enforcing policies and procedures; develops, implements and administers assigned special projects and programs; provides staff assistance to the Fire Chief; prepares and presents various administrative and analytical reports, staff reports, and other necessary documents and correspondence; communications, respiratory protection, and fuels management.
4. Assists in the preparation of the budget; maintains budgetary control over supplies and equipment and their Area of Responsibility.
5. Counsels, coaches, and disciplines assigned personnel; participates in the selection of staff; meets with staff to identify and resolve problems and correct deficiencies; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; evaluates employee job performance and completes annual evaluations of assigned captains; interprets policies, directives, and personnel regulations and ensures all are properly administered.
6. Supports and monitors the overall training activities and requirements of assigned shift; works with the chief officer responsible for the training function to ensure that training needs are identified, addressed, and being completed within prescribed time frames; develops, coordinates, and participates in multi-company drills; implements a career development plan for assigned shift; may serve as district safety officer.
7. Develops and or maintains apparatus maintenance and repair programs; supervises and oversees personnel in the inspection and preventive maintenance of fire apparatus and equipment; coordinates maintenance and repairs on fire tools and equipment; ensures all maintenance records are completed and filed; maintains knowledge of operation and maintenance; develops and applies fleet management programs, writes apparatus and equipment specifications; assists in purchasing of fire apparatus and equipment.
8. Develops fire prevention and education plans; performs and supervises personnel on basic company level fire prevention inspections as required; assists in the presentation of fire prevention and public education programs.
9. Coordinates with the assigned employee(s) for the basic maintenance and flow tests for fire hydrants; maintains knowledge of local water delivery systems and storage systems for fire flow; assists in plan checks for compliance with fire and building codes and operational considerations as necessary.
10. Supervises personnel on the proper and safe use of specialized firefighting equipment and tools such as chain saws, portable pumps, hydraulic rescue equipment, electric hand tools, etc.; requisitions and purchases equipment and maintenance supplies.
11. Oversees and coordinates building and grounds maintenance function including landscape maintenance, minor building repairs, minor cosmetic repairs, and snow removal; performs maintenance and repair analysis of fire stations and associated buildings and makes recommendations on repairs and maintenance; develops maintenance schedules and plans.

12. Participates in, and serves on, committees related to the fire service and other District and County business; stays abreast of new trends and innovations in the field of fire suppression, emergency medicine, training, and prevention.
13. Acts as the Fire Chief when needed or assigned or in the absence of the Fire Chief; performs other administrative and emergency response duties as assigned.
14. Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.
15. Reviews and approves all EMS and Fire Reports from assigned staff at the end of each shift.
16. Ensures all Stations are properly staffed, fills vacancies utilizing the current staffing program.
17. Conducts post incident critiques and After Action Reviews.
18. Performs all other related duties and responsibilities as assigned by the Fire Chief.

## QUALIFICATIONS

### *Knowledge of*

- The organizational philosophy and policies that direct all managers in the discharge of their duties.
- Policies and procedures of Storey County and the Storey County Fire Protection District, and applicable collective bargaining agreements.
- Current best practices, developments and trends in fire service including fire suppression, prevention, modern fire command, emergency medical care, rescue, and hazardous materials incidents.
- Current Federal, state, and local laws pertinent to the assigned function, including fire and emergency medical services.
- Fire Behavior and fire control techniques to carry out wildland and urban fire suppression.
- Project and time management techniques in order to complete assigned projects in a timely manner and meet deadlines.
- Budget development and fiscal control methods and techniques for public agencies.
- Principles of management, supervision, labor/management relations, training, and work evaluation.
- Current Fire and Life Safety building and fire codes (IBC and IFC).
- Relevant occupational hazards and safety standards.
- Training methods and applications utilized in the fire service.
- Principles and practices involved in planning, resource allocation, Human Resources, leadership techniques and coordination of people and resources.

### *Ability to:*

- Effectively communicate to multiple audiences including citizen groups, political leaders, public bodies, agency representatives and volunteers.
- Develop and present effective training programs appropriate to the intended audience.

- Implement work methods and procedures that promote a safe working environment for employees and others and train staff in the same.
- Make appropriate plans and tactical decisions in multi-company response situations.
- Supervise personnel, including leading, training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
- Evaluate work priorities and processes to determine their effectiveness and efficiency.
- Read, interpret, apply, and explain pertinent laws, statutes, codes, regulations, protocols, and standards including administrative and departmental policies and procedures.
- Develop and implement new programs.
- Assist in determining the needs of the District and community in areas of public education, fire prevention and suppression, and emergency medical services.
- Develop and implement emergency response plans appropriate to the situation.
- Plan, prioritize, and organize work to meet schedules and timelines.
- Prepare clear, concise, and accurate records and reports.
- Effectively represent the District in contacts with the public and other public safety agencies, including making effective public presentations.
- Establish and maintain effective working relationships with departmental personnel, and other public safety agencies, the public, and others contacted in the course of work.
- Exercise emotional control and work under stressful situations.
- Work independently in the absence of direct supervision.
  
- Demonstrate positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.

## LICENSING, EDUCATION & OTHER REQUIREMENTS

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

### MINIUM QUALIFICATIONS:

- High school diploma or equivalent (An Associate's or Bachelor's Degree in fire science, business administration, or public administration, or other closely related field may be preferred)
- Five years full time as a fire captain
- State or National Registry certified Advanced EMT
- NFPA Fire Service Instructor I
- NFPA Fire Officer I
- NFA Safety Officer
- Intermediate Wildland Fire Behavior (S-290)
- Interagency Incident Business Management (S-260)
- Initial Attack Incident Commander (S-200)
- National Incident Management System I-300

**DESIRED QUALIFICATIONS:** *\*Must be completed within the first year of employment*

- NFPA Fire Service Instructor II\*
- Certified Hazardous Materials Incident Commander\*
- Incident Commander Type 4\*
- NFPA Fire Officer II
- NFPA Fire Inspector I
- NFPA Arson Investigator
- NWCG Qualified Task Force/Strike Team Leader
- NWCG Qualified Division Group Supervisor
- POOL/PACT Essential Management Course\*
- Must possess and maintain a Class C Nevada driver license.
- Military experience applicable to the duties of this position may be preferred.
- Must pass a criminal background investigation.

**SPECIAL REQUIREMENTS, EXPERIENCE & TRAINING:**

- Ability to operate apparatus including driving, pump operations, lifting and pulling hose and equipment. Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel, and climb. Corrected hearing and vision to normal range. Ability to work at considerable heights. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Ability to tolerate exposure to heat, fumes, smoke, pressurized water and chemicals.
- Positions are required to work varied shifts including evenings, weekends, and holidays.
- Effectively use specialized fire suppression tools and equipment including safety equipment.
- All applicants will be required to pass a thorough medical examination which may include, but not be limited to, a physical agility test prior to appointment and for continuing employment.
- Employees must maintain hairstyles and facial hair in a manner which will not interfere with the required use of self-contained breathing apparatus.
- A Bachelor's degree in Fire Science, Public Administration, Business Administration, Fire Technology or closely related field and three years of progressively responsible firefighting experience in an all-risk agency responsible for fire suppression, prevention, emergency medical services, and hazardous materials incidents including at least three years of supervisory responsibility; OR five years' experience equivalent to that of a Fire Captain with Storey County Fire Protection District; OR an equivalent combination of training and experience.

**PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT**

The conditions and requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Work is performed in an office and fire suppression environments. Work requires frequent standing, walking, bending, and lifting up to 100 pounds. May be exposed to extreme weather, intense heat, moving traffic, construction sites, fire, smoke, hazardous chemicals and fumes. Must have the ability to stay physically capable in mentally and emotionally stressful environments. The duties of this position also require sufficient mobility to work in an office setting using standard office equipment including a personal computer, copy machines, and audio visual teaching aids.

- **Working Environment.** Work is performed both in the office and in the field. While performing the duties of this job in the office, the employee may work in a generally clean office environment with limited exposure to conditions such as dust, fumes, orders, or noise. Work in the emergency firefighting environment; work in intense life-threatening conditions; exposure to fire, smoke, bodily fluids and noise; running, walking, crawling, climbing, stooping and lifting; work in inclement weather conditions.
  - The employee will maintain managerial control under extremely stressful conditions. The employee will experience frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Position requires occasional strenuous work and long hours and the ability to attend and/or manage an emergency scene at any time. Participation in wildland fire may require the employee to be on the incident for several days. Work is typically performed independently.

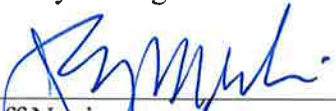
**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

Effective the 09 day of September, 2017.

Upon approval the above language shall be amended into the Storey County Government Classification Plan.

  
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 Patrick A. Whitten  
 County Manager

  
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 Austin Osborne  
 Administrative Officer

  
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 Jeff Nevin  
 Fire Chief