

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Battalion Chief</u>
Sch & Grade	<u>FPS-10</u>
Class Code	<u>BI85</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Fire</u>

PRIMARY PURPOSE:

Supervises firefighting, emergency medical services and rescue activities for assigned personnel and administers programs with coordination and assimilation of department training, inspection, investigation and public education responsibilities.

SUPERVISION:

Under the general supervision of an Assistant Fire Chief or Division Chief; directly supervises assigned Fire Captains, Fire Lieutenants, Training Captains, and Fire Marshals.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises all personnel as assigned.
2. Oversees fire station operations, which includes the maintenance of equipment, grounds, and buildings.
3. Responds to potentially serious fires and other emergencies as assigned.
4. Takes command and directs the utilization of resources including personnel, equipment, supplies, etc. at major fires and emergencies as appropriate under the Incident Command System.
5. Completes daily and long-range staffing for assigned stations and apparatus to ensure required staffing needs are met to accomplish multiple activities still maintaining operational readiness.
6. Participates in planning associated with assigned Division.
7. Handles anticipated emergencies as required.
8. Coordinates, participates in, and conducts a variety of intercompany and/or interdepartmental activities.
9. Plans, assists, presents, and participates in the training to ensure readiness of assigned personnel and teams as well as personal readiness.
10. Prepares and presents clear, accurate and detailed written reports, including yearly reports for each assigned area of emphasis.
11. Reads and interprets a variety of information including records, reports, manuals, etc. and utilizes information as necessary to determine such things as schedules and activities.
12. Participates in the development and implementation of departmental policies and makes recommendations for policy changes, project priorities and systems to administer the Fire Department programs.
13. Plans, coordinates and discusses departmental issues and services with a wide variety of individuals and groups including citizens, City Utilities, other agencies and City staff members.
14. Operates a variety of vehicle types and drives to different fire stations locations fire scenes, etc.
15. Develops and implements programs to enhance activity levels department-wide for assigned areas of concentration consistent with departmental benchmarks.
16. Directs, coordinates and participates in public education and inspection activities, as assigned.
17. Provides quality assurance for all investigation and reporting activities as assigned.
18. Participates in development, implementation, and management of departmental budget.
19. Oversees major departmental programs and projects from conception to implementation, such as workers' compensation.
20. Serves as the department Health Safety Officer and is responsible for the department's comprehensive safety program, as assigned.

IMPORTANT FUNCTIONS:

1. Utilizes, creates reports, and maintains necessary computer applications such as Firehouse reporting software, word processing and database.
2. Performs office administration tasks such as copying, faxing, etc. as required.
3. Responds as Fire Department representative to media as required.
4. Participates in citizen educational programs designed to reduce fire incidents; makes recommendations to improve educational programs.
5. Attends conferences, workshops, seminars and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of principles, methods and procedures involving firefighting, emergency medical services, special operations, rescue and salvage; fire prevention, training, and fire administration; health and safety pertaining to firefighting & prevention; interpersonal skills and communication; management techniques.

Abilities

Effectively plan, organize, supervise, instruct and review work of fire operations and training personnel; direct the use and maintenance of equipment, buildings, grounds, and supplies; assume command responsibility as required and handle all serious fires and emergencies; possess a high degree of integrity and strong work ethic with the ability to detect and avoid conflicts of interest; reacts calmly under stress using appropriate and independent judgment; set a proper tone for the functioning of the organization and serve as a role model in behavior, practice and word; display a high degree of integrity and professionalism in action and word; effectively de-escalate tense situations and mediate interpersonal conflict between individuals, makes responsible decisions and recommendations; observe situations analytically and objectively and reports them clearly and accurately; formulate and articulate plans, policies and programs to focus available resources; prepare and present clear, accurate, and detailed written reports; write and coordinate news releases; read and interpret a variety of information; understand and apply elementary fire code applications; understand and apply basic training techniques; assess, develop, and implement safety plans, policies, and procedures; follow oral and written instructions; communicate effectively both verbally and in writing; ensure homogenous delivery of education and inspection services by all personnel in the Fire Department; cultivate and demonstrate positive, cooperative relationships with other City departments such as Building Development Services, Health Department, and other code related agencies; deal effectively and courteously with supervisors, co-workers, outside agencies, customers, and the general public; maintains a mentoring relationship with senior chief officers; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Minimum of 7 years of continuous service in the Springfield Fire Department, two years of which must have been in the position of Fire Captain, Fire Training Captain or Fire Marshal including at least one year in a supervisory position. Associate’s degree from an accredited college or university, Missouri Motor Vehicle Operator’s License.

Physical Requirements

Visual defects cannot exceed 20/100 in both eyes and vision must be corrected to 20/30 in both eyes; successful long-term soft contact lens wearers shall not be subject to the uncorrected criterion; must be able to distinguish primary colors; must be able to pass a post offer medical examination including a hearing test.

Frequently/Routinely:

- Walk; climb ladders and stairways; sit for long periods of time; stand for long periods of time; bend, squat, kneel, twist; reach to ground level and overhead; hold and grip objects.

Rarely/Seldom:

- Run; crawl; jump; lift, carry, push or pull weight up to 185 lbs., and work at heights of 100 feet or higher as required by emergency situations.

Working Environment

Primarily indoors with heating and cooling regulated; may be exposed to extreme weather conditions, poor visibility, constant and extreme noise, fumes, and smoke when responding to fire scenes; subject to a variety of safety hazards as well as life threatening conditions and situations associated with firefighting, fire investigations, bomb squad activities, and rescue work.

Licensing/Certification

Must possess and maintain a valid Missouri Motor Vehicle Operator’s License. Must possess approved Fire Officer II certification. Must obtain professional designation through the Center for Public Safety Excellence and ICS 300 within one year of appointment.

Miscellaneous Requirements

Subject to emergency call-in. Shift and City section assignment may vary depending on department requirements.

Last Revision:	August 16, 2017	GENERAL ORDINANCE NO. 2449
Comments:	Updated Physical Requirements and Licensing/Certification	Date: June, 1975

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.
Signed: _____ **Date:** _____