

BATTALION CHIEF

JOB DESCRIPTION

Classification Responsibilities: Battalion Chiefs (BCs) are responsible for planning, organizing, managing, and supervising the personnel, stations, equipment, and emergencies for their assigned battalions and shifts, and directly supervise Fire Captains. BCs command and direct emergency scenes, assist in determining Mesa Fire and Medical Department long-range goals and objectives, assist in preparing and monitoring the service area budget, and direct or conduct special studies or projects. This class is responsible for performing other related duties as required. The BCs report to the Shift Commander for their assigned shift.

Deputy Chief Assignments: BCs may be placed on day assignments (40-hour weeks) to direct or support administrative and program areas within the Mesa Fire and Medical Department. These administrative BCs are referred to as Battalion Chief - Deputy Chiefs (DCs) and direct or support functional areas, including: Departmental Communications/Public Information Office (PIO); Emergency Medical Services (EMS); Emergency Management; Personnel, Wellness, and Safety; Prevention; Resource Management; Special Operations; Technical Services; and Training. The DCs report to the Assistant Chiefs for the respective areas within the Mesa Fire and Medical Department.

Shift Commander Assignments: BCs may be placed on special assignment as Shift Commanders, and are then responsible for coordinating and monitoring the crews' emergency responses to incidents, training, and participation in public education events; assigning, coordinating, managing and/or resolving Mesa Fire and Medical Department projects, assignments, or issues, which may be delegated or distributed by the Assistant Fire Chief or initiated at the battalion level; supervising BCs on their assigned shift, the Fire Captain assigned as their Battalion Safety Officer (BSO), and Fire Captains at stations in their battalion; functioning as the Senior Advisor on major incidents, which involves advising on tactical strategy and overseeing the completion of services on major fires, as well as medical, hazardous materials, and other major incidents; advising Fire Captains on corrective action and discipline for employees in their battalions and coordinating and overseeing the disciplinary process; and monitoring and coordinating coverage for emergency response throughout the City. Shift Commanders are also currently responsible for functioning as the responding BC for their battalion. Shift Commanders may assume the Senior Advisor role as the East Deputy on automatic and mutual aid calls in neighboring cities and to direct BCs on those emergency scenes. Shift Commanders report to the Assistant Chief for Fire Operations.

Distinguishing Features: The BC class is distinguished from the Fire Captain class by requiring a much broader scope of managerial, fiscal, and policy and decision-making responsibility. BCs are responsible for managing personnel, stations, equipment, and emergencies on an assigned shift (56-hour week). Special assignments are made from the BC class or BC promotional list to the Shift Commander (56-hour shift assignments) and DC assignments (day, 40-hour week assignments), and incumbents in these assignments can be reassigned the BC class. The BC class and assignments from the BC class (Shift Commander and Deputy Chief assignments) are FLSA exempt-executive, and incumbents are expected to perform additional administrative work outside of their assigned shift. However; BCs, Shift Commanders, and DCs may be called back to work shifts as responding BCs to ensure emergency response coverage and will then be eligible for straight time overtime. In addition, incumbents must be

able to perform all essential functions of the BC class, and participate in all requirements of this class, including but not limited to participating in physical fitness programs and complying with department medical and fitness requirements. Incumbents in the Battalion Chief class, and assignments from the BC class (Shift Commander and Deputy Chief), may be demoted to a lower level class; must be able to demonstrate proficient performance of the essential functions of the lower level class including but not limited to supervision, pumping, driving, and firefighting duties; and will be required to possess and maintain required certifications including but not limited to current Arizona Emergency Medical Technician (EMT) certification, valid Class D Arizona Driver's License, current or previous (at least one) Driver Operator Certification.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required.

Eight current, consecutive years firefighting or other sworn experience with the Mesa Fire and Medical Department, including two (2) years as a Mesa Fire Captain, AND a Bachelor's Degree in Fire Science, Business Administration, Public Administration, or closely related field (as approved by Personnel and the Mesa Fire and Medical Department) from an accredited college or university.

OR

Eight current, consecutive years firefighting or other sworn experience with the Mesa Fire and Medical Department, including five (5) years as a Mesa Fire Captain, AND any Bachelor's Degree from an accredited college or university, AND an Associate's Degree in Fire Science, Fire Science Technology, Advanced Emergency Medical Technology (Paramedic), Emergency Response and Operations, or Emergency Management from an accredited college/university OR the following semester courses (34 hours) from an accredited college or university with a grade "C" or better or with credit by evaluation are required (equivalent courses from an accredited college or university may be approved by Personnel and the Mesa Fire and Medical Department):

Emergency Vehicle Driver Operator, 2 hours (FSC111) OR current or previous Mesa Fire Driver Operator certification;

Current or previous Mesa Fire Department Engineer OR Fire Apparatus, 3 hours (FSC117);

Firefighter I & II Certification OR Fire Department Operations I, 11 hours (FSC 102);

Fire Hydraulics, 3 hours (FSC118);

Firefighter Safety and Building Construction, 3 hours (FSC208);

Firefighting Tactics and Strategy, 3 hours (FSC204) OR Incident Command Systems (FS224);

Fundamentals of Fire Prevention, 3 hours (FSC108) OR completion of Mesa Fire Academy during 1992 through 1999;

Completion of Mesa Fire Academy in or after 1990 OR Hazardous Materials First Responder, 3 hours (FSC105);

City of Mesa Human Resources Training Supervisors Academy OR Supervisory Training for Firefighters, 3 hours (FSC202) OR Equivalent 200+ level supervisor course, 3 hours.

Special Requirement. Must possess a valid Class D Arizona Driver's License.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, City employees, other departments, and other agency personnel in order to: direct emergency scenes; supervise and train subordinates; conduct training and post incident reviews; provide information and respond to inquiries and complaints; coordinate Citywide special events; and explain actions of the Mesa Fire and Medical Department and its policies and procedures. Makes effective presentations. Prepares special written administrative, investigative, or other reports as assigned. Prepares and reviews the following: budget recommendations on personnel, supplies, and equipment needs for an assigned area; departmental operating procedures; statistics and reports on departmental activities; performance evaluations and recommendations on disciplinary actions; and time sheets, daily schedule logs, and on-scene plans.

Manual/Physical: Responds to emergencies and directs firefighting tactics, rescue, and salvage operations. Wears a self-contained breathing apparatus during hazardous incidents. Operates an emergency radio, Code 3 equipment, and mobile computer equipment for responding to and directing emergency scenes. Operates a light-duty emergency response vehicle requiring a standard Arizona Driver's License to respond to emergency incidents and to inspect and supervise station locations. Operates a personal computer (PC) to complete: daily entries to work schedules, roster approval, personnel records, apparatus status reports, exceptional incident reports, and to handle electronic mail. Detects hazardous situations during emergency operations in order to save lives, prevent disasters, and avoid injuries to the public and Mesa Fire and Medical Department personnel. Observes and monitors the behavior of office or field personnel to determine and maintain compliance with department policies, procedures, and safety standards. Inspects and monitors emergency apparatus, equipment and facilities to determine compliance with safety standards and operational procedures relating to safety, infection control, and response readiness. Uses appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA), while performing tasks in environments that may be immediately dangerous to life (IDLH atmospheres). Meets scheduling and attendance requirements.

Mental: Comprehends and makes inferences from written material including: department administrative and operating procedures, City personnel rules, emergency scene reports, daily work schedules, etc., in order to supervise and evaluate the work of subordinate personnel. Analyzes data such as dispatch time, turnout time, track crew response times, and tactical control times to make recommendations to management regarding the reaction time of emergency crews and operational control tactics. Comprehends verbal direction including commands, information from other departments, and other communication.

Knowledge and Abilities:

Knowledge of:

firefighting tactics and strategy including: management skills in fireground factors, building construction, tactical priorities, rescue operations, fire control considerations, apparatus placement, property conservation, fireground safety, communications, fire stream management, hazardous materials, and major medical operations;

the operation and capability of the types of apparatus and equipment used by the Mesa Fire and Medical Department and other departments, and the management of their effective use;

City of Mesa and Mesa Fire and Medical Department rules and regulations and Fire Prevention Codes and methods;

the geography of the City of Mesa and other surrounding communities, including the location of streets and target hazards, and hydrants;

supervisory and training practices and techniques; and

the methods of conducting special studies or administrative investigations.

Ability to:

analyze and react to emergency situations quickly and calmly to adopt effective courses of action, giving due regard to hazards and circumstances;

organize proper staffing on a continuous basis and assign personnel in a manner which provides the most effective level of fire protection and emergency medical services for the City;

interpret administrative policies and assist in formulating Mesa Fire and Medical Department long-range goals and objectives;

comprehend material to stay informed on global, national, state, and local fire service issues;

participate in physical fitness programs and comply with department medical and fitness requirements;

act in the capacity of an Assistant Fire Chief, represent the department on special committees as assigned, and make effective public presentations; and

establish and maintain effective working relationships with City officials, coworkers, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Battalion Chief

Page 5

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NF/aa/js

CS5109.DOCX (56-hour workweek)

PAY GRADE: 59

CS5317 (Battalion Chief - Deputy Chief 40-hour workweek)

PAY GRADE: 61

CS5719 (Battalion Chief - Shift Commander 56-hour workweek)

PAY GRADE: 61

CS6102 (Battalion Chief - Deputy Shift Commander 40-hour workweek)

PAY GRADE: 62

EEO-Prof

IND-7710

JOB FCTN-PUB

SWORN-Yes

Increments:

(Battalion Chief - 56-hour workweek): 113 - 200

(Battalion Chief - Deputy Chief 40-hour workweek): 113 - 200

(Battalion Chief - Shift Commander 56-hour workweek): 113 - 200

(Battalion Chief - Deputy Shift Commander 40-hour workweek): 113 - 200