

CAMPBELL COUNTY FIRE DEPARTMENT

JOB DESCRIPTION TITLE: BATTALION CHIEF

DEPARTMENT/DIVISION: FIRE

ACCOUNTABLE TO: DIVISION CHIEF OF OPERATIONS

JOB SUMMARY:

This position is under the direction of the Division Chief of Operations. Responds to emergency incidents (structural, wildland, industrial, rescue) and assumes command as necessary or assigned. Has general supervision over subordinate officers and is responsible to oversee station operations. This position will oversee their designated shift they are assigned to along with part time members who may assist on their assigned shift. This position will also assist the Chief and Division Chiefs in the management of personnel, facilities, vehicles and equipment of the Fire Department. This position will also manage one of the following program areas, training, special operations, equipment and communications.

SUPERVISION RECEIVED AND EXERCISED:

This position performs varying forms of supervision and work direction for career and part time firefighters and fire officers at emergency scenes and in other settings. Work is performed under the supervision of the Division Chief of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responds to emergency incidents within Campbell County.
- Manages and evaluates personnel at the scene of emergencies and other settings.
- Assists in planning, directing, and managing the operation of the fire department, coordinates functions and activities through reviews with subordinate officers, and develops long-term plans for improving and attaining more effective operations.
- Assists and participates in matters of assigned station discipline, morale, and enforces department procedures and guidelines.
- Assists in the supervision of such administrative matters as the assignment of personnel, the requisitioning of materials, supplies, equipment and apparatus, the preparation of the annual budget, and the maintenance of adequate records.
- Responsible to coordinate and organize emergency standby crews, as directed by the Fire Chief and Division Chiefs.
- Responsible to develop or assist with developing assigned station operating budget, assigned station capital equipment budget, and other miscellaneous station equipment requests.
- Shall review attendance for emergency incidents, training sessions, and other required sessions for all individuals at assigned station.

- Assist subordinate officers with carrying out their job responsibilities.
- Assists in yearly evaluations of crews under their control
- Manages fire companies for the Operations Division and maintains proper staffing levels within the battalion.
- Conducts and evaluates multi-company drills.
- Manages the Operations pre-fire plan program and manages companies at hazardous materials incidents.
- Conducts post incident critiques.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performs other duties or tasks as assigned.

REQUIRED KNOWLEDGE:

- Operations, services and activities of the Fire Department
- Principles, practices and methods of comprehensive fire suppression, hazardous materials, emergency response, safety and injury prevention, and emergency medical services.
- Principles of supervision, training and performance evaluation.
- County and Fire Department personnel policies and procedures.
- Considerable knowledge of fire prevention methods and area ordinances and regulations relating to fire prevention.
- Considerable knowledge of the location of streets, fire hydrants, and other types of buildings construction, sprinklers, and detection devices, usages, and special hazards in the community.
- Above average knowledge of municipal utilities and how they operate.

REQUIRED SKILLS:

- Plan, organize, direct, and manage the work of career and volunteer firefighters.
- Operate a computer and other office equipment.
- Operate fire equipment in all weather conditions.

REQUIRED ABILITIES:

- Ability to react quickly and calmly in emergencies and to direct the works of subordinates in emergency situations.
- Ability to express ideas clearly and concisely, orally and in writing, to groups and individuals.

MINIMUM QUALIFICATIONS:

- High school diploma
- 6 years of firefighting experience
- 3 years of supervisory experience at the level of Captain is preferred.
- Associates Degree from an accredited college in Fire Science, public administration, or a related field or any equivalent combination of

experience and training which provides the required knowledge, skills and abilities to perform the work (Six or more years of experience in a public safety emergency response organization in a supervisory role, may be considered in lieu of an Associates Degree).

- Must be able to meet the physical requirements to perform the duties of the Battalion Chief position.
- Valid Wyoming driver's license.

SPECIAL REQUIREMENTS (or ability to obtain within 6 months)

- Possession of Wyoming BEC/EMR or EMT certification
- Possession of Wyoming Fire Officer II Certification
- Possession of Wyoming Fire Instructor II
- NWCG Engine Boss and ICT5
- Hazardous Materials Technician Certification

DESIRED QUALIFICATIONS

- NWCG Task Force Leader
- NWCG Incident Commander Type 4
- FEMA ICS-300
- FEMA ICS-400
- Rescue Technician (Trench, High Angle, Confined Space)
- Bachelor's degree from a Regionally Accredited University or College
- Completion of the EFO Program at the National Fire Academy

PHYSICAL DEMANDS & WORKING CONDITIONS:

The job of Battalion Chief may have work that is done in an indoor environment. However, the Battalion Chief is also required to meet and perform the requirements of a firefighter. Thus, the Battalion Chief may be required to:

- Spend excessive time outside exposed to the elements
- Tolerate extreme fluctuations in temperature while performing firefighting duties
- Perform physically demanding work in hot, and humid atmospheres while wearing equipment that significantly impairs body-cooling mechanisms
- Experience frequent transition from hot to cold and from humid to dry atmospheres
- Work in wet, icy, muddy areas, and uneven terrain
- Perform a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders
- Work in areas where sustaining traumatic or thermal injuries is possible
- Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, corrosives, carbon monoxide, or organic solvents either through inhalation or skin contact
- Face exposure to infectious biological agents such as hepatitis B or HIV

- Wear personal protective equipment that weighs approximately 50 pounds while performing firefighting tasks
- Perform physically demanding work while wearing positive pressure breathing equipment with resistance to exhalation and a flow rate specified by current SCBA manufacture
- Perform complex tasks during life-threatening emergencies
- Work for long periods of time, requiring sustained physical activity and intense concentration
- Make decisions that could have life or death consequences for employees and civilians under difficult and stressful conditions with limited information during emergency conditions
- Be exposed to grotesque sights and smells associated with major trauma and burn victims
- Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces
- Use manual and power tools in the performance of duties
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment through-out the duration of operation
- Encounter smoke filled environments, and a variety of physical hazards, damaged structures, moving mechanical equipment, electrical equipment, radiant energy, and possible exposure to explosives
- Meet the physical requirements outlined in NFPA 1582 (Medical requirements for firefighters)