ASHEVILLE, NORTH CAROLINA

Classification Specification

Battalion Chief
Job Code: 2045
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to manage the day-to-day operations and staff involved in preventing, suppressing, and extinguishing fires, providing emergency medical services, and other firefighting activities for multiple stations on an assigned shift.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; administers and/or recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring decisions and recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Coordinates and directs work activities of assigned personnel through subordinate supervisors: organizes, prioritizes, assigns, and schedules work activities to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; and consults with assigned staff to assist with complex/problem situations and provide technical expertise.

Manages activities of multiple fire stations on an assigned shift: directs firefighting operations, technical rescue, hazardous materials incidents, emergency medical operations, natural disasters, and other emergency incidents; disseminates all communications to assigned personnel regarding directives, general orders, special orders, and standard operating procedures; ensures assigned staff and activities comply with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individual; and initiates any actions necessary to correct deviations or violations.

Performs incident command functions at fire and emergency scenes: responds to calls involving fire, hazardous materials, natural and manmade disasters, evacuation and/or sheltering, rescue, and other critical incidents; assumes incident command of fire/emergency scenes until relieved by commanding officer; assesses and evaluates on-scene conditions; determines strategy and tactics; oversees strategic placement of equipment to best address an emergency incident or fire attack; ensures perimeter security; provides direction and coordination of manpower and resources; directs and participates in firefighting and/or rescue activities; ensures utilization of proper methods to suppress/control fires and preserve evidence; supervises fire communication; and ensures the safety of crews under charge.

Plans, schedules, conducts, and records staff training: ensures personnel receive adequate training and maintain an adequate level of physical fitness to perform job duties; monitors certification and recertification requirements for assigned personnel; identifies additional/specific training required by individuals and company; conducts and participates in fire and multi-company drills and training and instruction in emergency medicine, firefighting techniques, technical rescue, other firefighting activities; ensures assigned personnel maintain current knowledge, skills and abilities in the application of fire science technologies; and prepares, maintains, and submits associated reports and records.

Conducts station rounds to inspect/review condition of equipment, apparatus, protective clothing, and facilities: oversees general maintenance work necessary to keep vehicles, buildings, quarters, hydrants, apparatus, equipment, and tools in operable condition; ensures station and personnel maintain a state of readiness/preparation for emergency response; and maintains related documentation and records.

Manages and performs administrative functions to facilitate shift and station operations; reviews and approves timesheets; manages shift schedules, including processing vacation and leave requests and ensuring appropriate staffing levels; reviews incident reports, computer data, and other documentation prepared by subordinate staff members; reviews/investigates all accidents and damage to department vehicles/equipment; ensures adequate inventory levels of supplies to respond to emergencies; and authorizes and processes purchase orders.

Participates in department administrative activities: attends management meetings; disseminates written communications; participates in development of policies, work methods, standard operating procedures, training requirements, etc.; and assists with budget development, administration, and monitoring.

Manages department projects and programs as assigned: organizes and implements assigned projects and programs in support of department goals and operations; manages and coordinates project and program timelines, budgeting, implementation, communication, problem resolution, and other project/program activities; and prepares and submits reports and other documentation as requested or required.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in firefighting, emergency medical treatment, fire apparatus operation, and related topics; participates in physical fitness training, training drills, and other continuing education activities; facilitates and/or attends shift meetings, training and certification classes, workshops, and seminars as appropriate; and ensures completion of required annual certification hours as a certified Firefighter.

Operates, utilizes, and maintains various specialized firefighting equipment, power tools, hand tools, and supplies

to complete work assignments, such as personal protective and safety equipment, extrication equipment, emergency medical equipment and supplies, fire suppression equipment and apparatus, technical rescue and hazmat equipment, and other tools and equipment.

Communicates with supervisor, subordinates, other City employees, the public, law enforcement, doctors, and nurses, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, performance evaluations, training documentation, response reports, incident reports, inventory logs, staffing reports, post-incident analysis, purchase orders, invoices, manuals, policies and procedures, maps, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, publishing, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Fire Science, Emergency Management, or a related field required; supplemented by three years of experience as a Fire Captain; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina Class B Commercial Driver's License (CDL), including appropriate endorsement(s). Must possess and maintain the following additional certifications or licensures: Must possess and maintain the following additional certifications or licensures: Firefighter I and II, Emergency Medical Technician - Basic, Technical Rescuer, Car Seat Technician, Incident Command System 0305, 100/200, 300/400, and 700/800, Fire Officer II, Fire Instructor I, Fire Inspector I, Fire & Life Safety Educator I, Company Officer Academy, and International Critical Incident Stress Foundation training. May be required to obtain and maintain additional certifications and licensures, as deemed necessary by command staff.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control

the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, water hazards, hazardous materials, toxic agents, fire, unsafe structures, heights, confined spaces, machinery, vibrations, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.