

POLICIES AND PROCEDURES

STANDARD OPERATING PROCEDURES

Battalion Chief Job Description

SECTION I, 5.0 – 5.8

September 29, 2014

Approved by R. Dale Horne – Fire Chief

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5.0 GENERAL PURPOSE

- a. Supervises activities of fire companies on assigned shift.
- b. Provides medical assistance at the Medical Responder level as necessary.
- c. Performs related work as required.

5.1 SUPERVISION RECEIVED

- a. Works under the general guidance and direction of the Fire Chief and Assistant Chief.

5.2 SUPERVISION EXERCISED

- a. Supervises firefighters and engineers through subordinate officers.

5.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Determines plan of action of fire companies for answering calls in fire, salvage, and rescue operations.
- b. Directs inspections of commercial buildings to insure compliance with fire and safety regulations.
- c. Plans for purchase of new equipment and use of new techniques in rescue, and firefighting operations.
- d. Directs personnel in use of firefighting equipment.
- e. Prepares reports as directed by Fire Chief.
- f. Inspects fire stations, equipment, personnel, and records of assigned companies to insure efficiency and enforcement of departmental regulations.
- g. Recommends awards for firefighters for superior service.
- h. Prepares reports of accidents involving equipment and personnel.
- i. Keeps equipment and personnel records.
- j. Responds to fire calls on assigned shift.
- k. Determines the need for additional fire companies and institutes "call back" system when necessary.
- l. Assists in determination of cause of fires.
- m. Evaluates efficiency of personnel under his/her command.
- n. Directs operations of department in absence or disability of Fire Chief and Assistant Chief.
- o. Supervises activities of fire-fighting personnel at fire station, fire scenes, and in route to and from fire scenes.
- p. May direct investigation of causes of incendiary and arson cases. May determine cause of fire and appraise amount of fire loss to building and other property.
- q. Promotes Fire Safety and Fire Prevention Programs by organizing activities through assigned fire companies.

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5.4 PERIPHERAL DUTIES

- a. May administer first aid and artificial respiration.
- b. Fills in for other positions within the department.
- c. Attends conferences and meetings to keep abreast of current trends in the field.
- d. Represents the Fire Department in a variety of local, county, state and other meetings.
- e. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- f. Performs other related duties as required.

5.5 DESIRED MINIMUM QUALIFICATIONS

- a. Education and Experience:
 - i) Bachelor's degree in fire administration;
 - ii) Eight (8) years of fire management experience, one (1) of which must have been equivalent to fire lieutenant or higher; and
 - iii) Completion of the Fire Training Academy; or
 - iv) Any equivalent combination of education and experience.
- b. Necessary Knowledge, Skills and Abilities:
 - i) Thorough knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
 - ii) Working knowledge of first aid and resuscitation techniques and their application.
 - iii) Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
 - iv) Skill in the operation of the listed tools and equipment.
 - v) Ability to train and supervise subordinate personnel.
 - vi) Ability to perform work requiring good physical condition.
 - vii) Ability to communicate effectively orally and in writing.
 - viii) Ability to exercise sound judgment in evaluating situations and in making decisions.
 - ix) Ability to establish and maintain effective working relationships with other employees, supervisors and the public.
 - x) Ability to meet the special requirements listed below.

5.6 SPECIAL REQUIREMENTS

- a. Must possess, or be able to obtain by time of hire, a valid SC Driver's License.
- b. Ability to meet Departmental physical standards.
 - i) Annual Health Fitness Evaluations SECTION II 8.0 – 8.3
 - ii) Physical Fitness Policy SECTION II 5.0 – 5.2

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5.7 TOOLS AND EQUIPMENT USED

- a. Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

5.8 PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- a. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- b. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- c. The employee must frequently lift and/or move up to 10 pounds, and carry equipment/tools up to 40 lb., and must occasionally lift and/or move up to 200 pounds.
- d. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- e. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- f. The noise level in the work environment is moderate in office settings, and loud at an emergency scene.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.