



City of Irving Job Description

Fire Battalion Chief

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| FLSA Status: | Non-Exempt | Job Department: | Fire |
| Job Code: | 19112 | Reports To (Job Title): | Assistant Fire Chief |

PURPOSE

To manage and train employees for, and participate in, the provision of emergency response including fire suppression, rescue, and emergency medical services (EMS).

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Command emergency incident response, including evaluating risks, developing strategy for remediation, and overseeing firefighting, EMS, and special teams' responses.
- Develop and manage battalion staffing strategies, including developing and monitoring work and leave schedules to ensure coverage.
- Research, develop, deliver, and monitor participation in battalion-level training.
- Supervise subordinates, including conducting formal evaluations and investigating and resolving personnel issues.
- Investigate staff accidents and injuries, including developing and submitting reports.
- Oversee safety review for subordinate units, including serving on Safety Review Board as assigned.
- Lead and serve on committees to develop IFD policies and procedures, including policy/procedures review and evaluation, apparatus/equipment design and purchase, and special rescue/incident mitigation equipment design and purchase.
- Review and evaluate new technology and techniques pertaining to emergency services.
- Oversee the inspection, maintenance, repair, and inventory of all emergency tools and equipment in area of responsibility, including fire and EMS apparatus, powered and hand tools, medical supplies and drugs, communications equipment, and specialty apparatus and equipment.
- Prepare, submit, and maintain record of annual budget requests for assigned units.
- Provide prompt, courteous, professional services to station visitors, Irving citizens, and other City of Irving employees, including responding to complaints, providing resources for victims of a disaster or loss, information about City laws and ordinances, and driving directions.
- Oversee battalion records, including personnel records, equipment and station inventory, station log book, station supplies, and fuel delivery and usage logs.
- Appear in court as required by subpoenas in relation to on-duty activities.
- *If assigned to research and development*, prepare grant proposals and analyses key statistical indicators.
- Perform the duties of Firefighter, Fire Equipment Operator, Fire Lieutenant, and/or Fire Captain when necessary.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Perform public relations duties for department.
- Recruit potential IFD members at job fairs.
- Act as Assistant Fire Chief or Fire Chief when required.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include all employees in the unit.

FINANCIAL / BUDGETARY RESPONSIBILITY

Prepare, submit, and maintain record of annual budget requests for assigned units.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to an Associate's degree from an accredited college or university with major course work in a closely related field.

EXPERIENCE

- At least eight (8) years of experience, including two (2) years of experience each as a Firefighter, Fire Equipment Operator, Fire Lieutenant, and Fire Captain are required for this position.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.
- Intermediate Firefighter certificate.
- Firefighter Instructor certificate.
- Hazardous Materials Technician certificate.

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Accounting: Principles and practices including general ledger, accounts payable, and accounts receivable.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Fire Sciences and Equipment: fire suppression procedures and techniques, including incident stabilization and mitigation, safe operation of hand and mechanical tools and of

large vehicles, IFD procedures, hose and ladder operation, salvage and overhaul, fire stream development, and fire ventilation, rescue, and inspections.

- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of safety, cleanliness, repair, and efficiency.
- First Aid: Principles, processes, and techniques of diagnosing and rendering aid.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Psychology: Basic human behavior and performance, including individual differences in ability, personality, learning, and motivation.

SKILLS AND ABILITIES IN

- Mechanical/Technical: Safely operating diverse light and heavy equipment, including large vehicles, hand and power tools, medical instruments, ladders, hoses, radios, and computers.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches and strategy.
- Service Orientation: Actively looking for ways to help people.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Oral Comprehension under Duress: Listening to and understanding information and ideas presented through spoken words and sentences in stressful situations.
- Oral Expression under Duress: Using oral expression to communicate information and ideas in speaking so others will understand in stressful situations.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Written Expression: Communicating information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- Probing/Inquiry: Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective diagnostic interviews.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Reaction Time: Responding quickly (with the hand, finger, or foot) to one signal (e.g., sound, light, picture) when it appears.
- Response Orientation: Choosing quickly and correctly between two or more movements in response to two or more signals (e.g., lights, sounds, pictures). This includes the speed with which the correct response is started with the hand, foot, or other body parts.
- Speech Recognition: Identifying and understanding the speech of another person.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to see, listen, talk, grasp, handle, and/or feel. Frequently, s/he is required to balance, carry, climb, crawl, drive a vehicle, pull, push, reach, sit, stand, stoop, and/or walk. S/he occasionally must lift up to or more than 100 pounds and/or kneel. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to extreme vibration, body fluids and blood-borne pathogens, confining work space, dirty environment, electrical hazards, extreme weather conditions, air contamination, high and precarious places, improper illumination and darkness, moving mechanical parts, noise, toxic and caustic materials, and/or violence. This job requires the employee to make decisions directly affecting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.