

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Fire Battalion Chief	Job Code: 4413
Date: August 13, 2018	EEO Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (C)

DEFINITION: This is administrative and managerial work which includes full administrative responsibility for an assigned Fire Department station and division and oversight and direction of operational responses of multiple stations during an assigned shift.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Fire Chief and/or Deputy Fire Chief for the effective administration of an assigned station and division. This work is distinguished from that of Fire Captain by its responsibility for the full administration of a station and by its responsibility to oversee and direct multi-station responses during an assigned shift.

ESSENTIAL DUTIES: Manage and direct activities and pertinent administrative issues of an assigned station and division; oversee budget of an assigned area and participate in its implementation; present budget and project recommendations to management team; compile and review various reports, payroll records, activity logs, and other administrative work documents in accordance with applicable laws and regulations; supervise training, inspection, safety, pre-fire planning, equipment readiness, and station building/grounds maintenance; delegate assignments and direct workflow; oversee station staffing requirements and coordinate personnel as needed; review and evaluate the work of assigned personnel including conducting formal performance appraisals; regularly recommend the appointment and retention of personnel; administer disciplinary action as needed; interpret, apply, and ensure compliance with departmental policy and procedures; coach subordinates in the application of departmental practices and recommend policy updates to address problems and set employee goals.

During assigned shift: oversee, direct, and ensure the operational response of multiple stations; resolve all operational issues as they arise; evaluate work and response activities of Fire Captains; act as a resource for field officers on routine and/or unique calls; serve as chief field officer in directing the response of multi-station calls; coordinate scene operations with other agencies, personnel, and the public including taking command of emergency operations as needed; assist in fire investigations and analysis of findings to determine causes.

Based on assigned divisional responsibility for training, EMS, buildings/grounds, emergency management program, and/or special projects, specific duties may also include: evaluating training needs and developing solutions, scheduling, tracking, and conducting training sessions for service level improvement and applicable fire and/or EMS certification retention; overseeing the emergency operations plan including developing periodic disaster exercises and training the public and others in emergency preparedness; coordinating facility and equipment needs, maintenance, and replacement schedules, and overseeing capital projects; serving as liaison on ad-hoc assignments and special projects; perform other related duties as required.

MINIMUM REQUIREMENTS: Two (2) years of experience as a Fire Captain and Utah State certification as a Fire Officer II according to NFPA standards or an Associate's Degree from an accredited educational institution in a job-related field such as, but not limited to, Fire Science or Emergency Management and certification as an Emergency Medical Technician (Utah State Bureau of EMS Standards) and all requirements established by the Civil Service Commission.

License(s)/Certificate(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: Knowledge of: fire prevention practices, firefighting and rescue techniques, public fire safety education, emergency medical services, and the scientific principles involved in fire suppression; explosives, hazardous properties, and potential of chemicals, liquids, and gases, as well as the combustion qualities of materials used in the construction of commercial and residential buildings; pre-fire planning methods and techniques; applicable laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. **Skill in:** supervisory and management principles, techniques, and methods; practicing trust-building behaviors. **Ability to:** supervise others and maintain equitable working relationships with supervisors, subordinates, and the public; deal with the public in a pleasant, courteous, and calm manner in difficult circumstances; quickly and accurately perform work particularly under pressure; evaluate programs and procedures; exercise independent judgment in evaluating situations and in making recommendations; communicate effectively both verbally and in writing; organize assigned work and develop effective working methods; prepare clear, concise, accurate, and informative reports and presentations.

TOOLS AND EQUIPMENT USED: Computers, standard office equipment, all firefighting equipment including power tools, hand tools, hoses and appliances, ropes, rescue equipment, fire department vehicles, emergency medical equipment, HAZ-MAT tools and equipment, other related tools and equipment.

PHYSICAL DEMANDS: Physical activities associated with firefighting, emergency medical services, and performing essential job duties, including, but not limited to, running, crawling, climbing, jumping, and chopping. Physical/emotional stress is an integral part of the job. Must meet the department's physical fitness standards.

ENVIRONMENTAL FACTORS: Exposure to extreme weather conditions and temperatures, very high stress levels associated with command and control of emergencies, emotional stress associated with the supervision of subordinates and contact with the public in emotional circumstances, and other stressful conditions related to the workplace. *Note: This class is subject to call to duty on a twenty-four hour basis. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a maximum 20 minute response time.*


Department Director

August 9, 2018
Date


Mayor/Chef Administrative Officer

August 13, 2018
Date

NOTE: The above statements describe the *general* nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.