Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.20

2. SUBJECT: ***Job Description - Battalion Chief***

3. POLICY: The Battalion Chief position is established to provide an emergency incident officer with supervisory responsibilities in Grant County Fire District 3. The Battalion Chief shall be accountable for a given physical or geographical assignment.

4. SCOPE: This Policy and Procedure is applicable to the Battalion Chiefs of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The Operations Officer shall ensure that this Policy and Procedure is adhered to.

   B. The Battalion Chief will adhere to this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received:

      1. The Battalion Chief shall take direction from the Deputy Fire Chief in the District command structure.
      2. The Battalion Chief may be required to work without direct supervision.

   B. Supervision Exercised:

      1. Shall be responsible for a segment of the District commonly referred to as "Battalion Stations."
      2. When operating under the direction of an incident commander, shall direct a group or division of the operation as assigned.
      3. Shall supervise battalion officers and assign work and special projects as the need arises.

   C. Essential Duties and Responsibilities:

      1. When arriving at an emergency scene as the senior officer, may assume command of all emergency scene operations and activities after being briefed. Shall maintain command until relieved by a higher ranked officer of Grant County Fire District 3.
      2. Shall handle personnel problems and shall maintain discipline. Problems not handled or relating to the Fire District officers shall be

referred to the Deputy Fire Chief or his designee.

3. Shall evaluate the personnel of the respective stations and provide the District training officer with recommendations and training needs at the October officers meeting each year.
4. Shall continually work to promote the positive public image of Fire District 3 and be party to no act or omission that may detract from a positive public image.
5. Shall be responsible to see that assignments by the Deputy Fire Chief are completed in a timely fashion.
6. Shall cause at least one representative of each station to be present at all officers' meetings. This representative shall be the Station Captain whenever possible.
7. Shall not discuss with anyone confidential matters of officer's meetings.
8. Shall perform training duties as outlined in the District training program. In this capacity shall receive direction from the District training officer.
9. Shall make recommendations to the Deputy Fire Chief for new personnel.
10. Fire Prevention:
    a. Shall assist the Deputy Fire Chief with:
        1) Code Administration: Fire and Life Safety Inspections
        2) Public Education: Fire Prevention and Public Education Activities
        3) Post Fire Investigation: Investigation of fires to determine origin, cause, and circumstances
11. Maintenance of Equipment and Facilities:
    a. Shall assist the Deputy Fire Chief with:
        1) Upkeep:
            a) Touchup and patch and painting
            b) Cleaning
            c) Minor renovation and restoration
        2) Repair:
            a) Structural
            b) Electrical
            c) Plumbing
        3) Monitor lawns and grounds take action as required:
            a) Mowing
            b) Weed control
            c) Insect control
        4) Control and issue personal equipment:
            a) Monitors, pager, portable radios
            b) Turnouts, flashlights, straps, spanners
            c) Uniforms
12. Vehicle Maintenance:
    a. Shall assist the Assistant Chief with:
        1) Preventative Maintenance:

a) Maintain a preventative maintenance system.
b) Keep records and files on all preventative maintenance performed.
c) Assure vehicle cleanliness.

2) Repairs:
a) Performing minor repairs.
b) Major repair projects.

3) Small tools and equipment: Repair and maintain small tools and equipment.

4) Shop: Provide a safe and clean work area.

13. Shall accept and work on special or short-term projects or assignments agreed upon with the Deputy Fire Chief.

D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Deputy Fire Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Serves as a member of various district committees.
3. Shall assure all notices sent to Battalion Stations are posted and notice boards are maintained current.
4. Shall periodically inspect Battalion Stations observing the apparatus, equipment and general conditions of the station.

E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District.
2. Eligibility for the position of Battalion Chief shall be limited to existing personnel in good standing with Grant County Fire District 3 who meet all of the following: Shall have served with the District for three years or more.
3. Thorough knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through Emergency Medical Technician Certification; Considerable knowledge of applicable laws, ordinances, Grant County Fire District 3's policy and procedures and regulations.
Be certified at the NFPA Instructor I Level.
4. Skill in the operation of the listed tools and equipment.
5. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate

effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other personnel, supervisors and the public; and ability to meet the special requirements listed below.

F. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of appointment.
2. Must possess, or be able to obtain prior to filling the position, a valid State Driver's License with certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state.
3. Have not been convicted of a job-related crime or released from prison within the last 10 years.
4. Ability to read and write the English language.
5. Ability to meet Grant County Fire District 3's physical standards.
6. Following appointment, there shall be a one-year probationary period.
7. As their services require, they shall be continually available to take command of an emergency incident, they shall be required to reside within a reasonable response time of the headquarters fire station.

G. Tools and Equipment Used: Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, phone.

H. Physical Demands: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the individual is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The individual is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The individual must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. Work Environment: The work environment characteristics described here are representative of those an officer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions.

1. Work is performed in vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
2. The individual 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.
3. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.