

City of Fort Worth, Texas

Job Description

Classification Title	Fire Battalion Chief		
Job Code:	1028	Job Family:	Fire
Pay Grade	Y05	Date Reviewed:	09/30/15
FLSA Status	Non Exempt	Date Revised:	

GENERAL SUMMARY

Plans, organizes and directs activities in a major division of the Fire Department; directs and supervises division personnel and assume responsibility for efficient and effective administration of assigned programs in Fire Fighting, Fire Prevention, or Fire Support Services; and performs work in accordance with established policies of the Fire Department and reviews for results obtained.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs assigns and manages personnel and physical resources under their supervision.
2. Responds to complaints from the public/citizens or other City of Fort Worth employees.
3. Prepares various Fire and department reports (exception, inspections, etc.).
4. May act in a higher capacity as Deputy Chief and will be expected to perform all the required and related duties for that rank.
5. Evaluates assigned personnel under direct supervision.
6. Reads, interprets, implements and enforces State, City and Fort Worth Fire Department policies, procedures, codes, rules and regulations.
7. Participates in the development of departmental policy.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Battalion Chief - Operations:

1. Manages and oversees Fire Department personnel staffing, facilities, equipment and apparatus within his/her area(s) of responsibility.

2. Responds and assumes command at emergency incidents by initiating and implementing sound tactics and strategies using departmental standard operating procedures, rules, regulations and accepted fire service best practices.
3. Prepares, ensures accurate and complete reports on personnel, equipment, drills, fires, accidents, and injuries.
4. Supervises the training of companies and coordinate the pre-emergency planning of target hazards and vacant structures.
5. Maintains and evaluates data in various computer programs and in inter-battalion files for assigned personnel related to payroll, training and leave usage.
6. Exercises judicious authority and assertiveness at the scene of incidents to secure and preserve life safety, achieve incident stabilization and ensure property conservation.
7. Understands and perform all of the Incident Command System functions at all emergency incidents.
8. May be required to obtain certification as set forth by the Texas Commission on Fire Protection.
9. Meet minimum physical fitness requirements to work in fire suppression.
10. Be able and prepared to perform rescue operations if necessary.

Battalion Chief – Staff:

1. Manages and oversees Fire Department personnel staffing, facilities, equipment and all motor vehicles within his/her area(s) of responsibility.
2. Prepares reports on personnel, equipment, accidents, and injuries.
3. Maintains data in various computer programs and in inter-battalion files for assigned personnel related to payroll, training and leave usage.
4. Manages the administrative and operational functions of assigned section and integrates the department's goals into day- to- day operations of assigned personnel and equipment.
5. Meets with and makes appearances before various public and private groups.
6. May be required to obtain certification as set forth by the Texas Commission of Fire Protection.
7. May act in a higher capacity as Deputy Chief and will be expected to perform all required and related duties for that rank.

Other Job Functions:

1. May manage and/or supervise specific Divisions or Units of the Fire Department.

2. Required to operate motor vehicle.
3. May perform various administrative duties including budget preparation and the establishment of goals and objectives for a specific Fire Department Division or Unit.
4. Performs other related duties as assigned that support the Fire Department's Mission Statement.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Knowledge of principles and practices of fire prevention.
 - Fire Dispatch.
 - Fire Safety Education.
 - Fire and Arson Investigation.
 - Bomb scene management and bomb/ Improvised Explosive Device (IED) disposal.
 - Hazardous materials response.
 - Emergency Scene mitigation.
 - Incident Command and fire suppression.
 - Uses and maintenance of firefighting equipment and apparatus.
 - Departmental rules and regulations.
 - Geography of the city.
 - Fire hazards and firefighting resources.
 - First aid and resuscitation methods and practices.
 - Supervisory practices and procedures.
- **Skill in:**
 - Basic mathematical areas of adding, subtracting, dividing and multiplying.
 - Communicating both in written and verbal form.
 - Reading and interpreting blueprints and maps.
 - Observation.
 - Firefighting techniques.
 - Application of first aid and resuscitation techniques.
- **Ability to:**
 - Operate all types of firefighting equipment and instruct others in such operations.
 - Plan, supervise and coordinate the work of others.
 - Prepare clear and accurate reports.
 - Establish and maintain effective working/living relationships with the public and other employees.

MINIMUM JOB REQUIREMENTS

High School diploma or GED PLUS two (2) years of experience as a Fire Captain for the City of Fort Worth

OTHER REQUIREMENTS

Hold or obtain certification as a Hazardous Materials Technician from the Texas Commission on Fire Protection within 12 months of occupying position.

Valid Texas Drivers License Class "C" or equivalent and an acceptable driving record; must pass Civil Service examination for Battalion Chief, must attend and successfully complete any required departmental training.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inside/outside working conditions exposed to all extremes of the environment; exposed to toxic and non-toxic odors, fumes, dusts, mists, gases, extreme heat, and other hazards of fire fighting

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

Lifting up to 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. (self-contained breathing apparatus, climbing, pushing, reaching, pulling, sitting, standing, walking, kneeling, crouching/stooping, squatting, crawling, and twisting.