SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Battalion Chief

Revision Date: 8/05
EEO Code: Official/Admin
Status: Exempt (executive)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Fire Chief, performs administrative, and supervisory duties relating to the prevention and mitigation of emergencies and disasters through proper planning, public education, and code enforcement. Responds to emergencies involving fire, medical, or environmental concerns. Oversees and manages a Department Division Training, Facilities or Special Operations. This is an appointed position and upon the expiration of the term or upon appointment of a successor shall be returned to a regular, full-time position.

III. Essential Duties:

- Manage daily, monthly, and annual platoon operations and activities including training and equipment and apparatus checks.
- Communicate information from the management team to platoon members and vice-versa.
- Respond to fire, medical and other emergencies. Perform incident command or support functions.
- Follow up and oversee the completion of performance evaluations of all platoon members.
- Review daily activity and response reports to ensure completeness and quality assurance.
- Manage, supervise, and motivate platoon staff, solve problems, follow-up on behavior modification/discipline.
- Complete monthly reports.

IV. Marginal Duties:

- Perform other duties as assigned.
- Serve on various teams and committees as assigned.
- May act as Chief in absence of Chief or Deputy Chief.

V. Qualifications:

Requirements: Valid Utah driver's license.

Education: Bachelors degree in Fire Science or Management required; Utah State Officer certification.

Experience: Must have at least twelve years fire fighting experience with progressively increasing responsibilities including administrative or supervisory experience; may substitute year for year experience for required education.

Knowledge of: Utah emergency medical programs; training and staff development in firefighting and paramedic programs; practices of governmental administration in include budget and personnel management; fire and medical equipment and programs, including tactics; fire behavior; Fire Department Policies and Procedures, Uniform Fire Code; origin and cause determination, site plan review and examination, Department prevention programs; fire ground procedures; incident command procedures; inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

Responsibility for: Must be able to make decisions and use discretion and judgement; great responsibility for the care, condition, and use of materials, equipment, and tools; great responsibility for

making decisions which affect the activities of others; the direction of emergency situations; supervision of fire captains, fire engineers, and firefighters.
Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; outside contact with public presenting and obtaining data; frequent contacts with major executives on matters requiring explanations and discussions; must have excellent written and verbal communication skills; ability to deal well with upset and irate people; frequent contact with citizens and other employees during emergency situations; establishing and maintain effective working relationships with employees, elected officials, department heads and citizens.

Tool, Machine, Equipment Operation: Occasional use of fire suppression and emergency medical equipment; regular use of a personal computer, copy machine and cellular telephone; frequent use of a fax machine; occasional use of a typewriter.

Analytical Ability: Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; make decisions during emergency situations; evaluate and analyze data to make recommendations; implement programs.

VI. Working Conditions:

Job is subject to great mental pressure and fatigue due to exposure to constant overtime, emergency situations, dealing with the public, and problem solving; work is generally performed indoors (25% of work is performed outdoors, subject to exposure to elements); response to emergency situation entails exposure to dangerous situations under disagreeable conditions involving smoke, heights, fire, stress, hazardous material, communicable diseases, fumes, heat, cold, water, excessive noise and vibration, emergency driving, etc.; work assignments are broad and performed with little or no supervision. Work may be 24.5 hours or day shifts subject to call back 24 hours a day, 365 days per year.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This job description supersedes