

**CITY OF ARCADIA**  
**FIRE BATTALION CHIEF**

**DEFINITION**

Under general direction, to supervise, plan and coordinate the assigned Fire Department operations, services, and activities including fire suppression, fire prevention, inspections, in-service training activities, and maintenance of equipment and facilities; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Fire Chief.

**SUPERVISION EXERCISED**

Exercises direct supervision over assigned sworn and non-sworn personnel.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Coordinate the organization, staffing, and operational activities for the assigned division or programs including fire suppression, fire prevention, inspections, in-service training activities, and maintenance of equipment and facilities.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned area of responsibility; identify resource needs; recommend and implement policies and procedures.

Participate in the selection, training, motivation, and evaluation of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for the assigned fire companies; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work services, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the assigned budget; forecast additional funds needed for staffing, equipment, materials, and supplies; assist in the monitoring and approval of expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Fire Chief; prepare and present staff reports and other necessary correspondence.

Prepare, maintain, and review a variety of forms, reports, schedules, recommendations and other administrative records related to fire suppression, prevention, and inspection and training or other special programs as assigned.

Maintain department records, safety rules and regulations as they apply to the Fire Department, OSHA, NFPA, and Department of Health.

Evaluate existing fire safety conditions and Federal, State and local codes applicable to fire safety and assigned divisions and programs; recommend policies, procedures and ordinance revisions as necessary.

Manage the resources of the assigned divisions, programs, and activities to assure the emergency response capability of the Department is properly trained and equipped for the assigned duties and responsibilities; inspect facilities and equipment for repair, readiness, level of maintenance, and supplies necessary to support demand of programs.

As assigned, coordinate and manage daily activities of the Operations Division including the direction and management of forces at fires, rescues, hazardous material incidents, disasters, and other emergency incidents; review all incident reports for accuracy and to ensure necessary information is included.

Ascertain the need for and type of additional equipment necessary to handle emergencies; make technical decisions as to the best methods of extinguishing fires after observing the fire and receiving reports from company officers.

Coordinate, supervise, and participate in apparatus and equipment inspection and testing; direct and coordinate routine equipment maintenance and repair.

Coordinate the Department's suppression training including ensuring mandated training is provided; schedule monthly activities; coordinate with other fire programs for joint training; ensure adequate training for individuals to maintain necessary skills; provide specialty training for department trainers.

Respond to and resolve difficult inquiries and complaints; investigate complaints of violations and determine cause of fire.

Represent the City and Fire Department at civic and other public functions.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression and prevention.

As assigned and in the absence of the Deputy Fire Chief and Fire Chief, assume duties/functions of the Fire Chief. May be assigned the duties of Deputy Fire Chief.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of a comprehensive program of fire prevention and suppression, lifesaving and rescue, and paramedic operation.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern fire fighting and rescue principles, practices, techniques, and procedures including the operation and maintenance requirements of the various types of fire fighting apparatus and equipment.

Fire prevention, suppression, investigation, and inspection, principles, practices, and procedures.

Principles of fire department administration including personnel, purchasing, training, and safety procedures.

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities.

Mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects.

Pertinent Federal, State and local laws, codes and regulations including those pertaining to fire suppression, prevention and personnel training.

Procedures, methods, and techniques of emergency medical services including first aid and CPR.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training, and performance evaluation.

Rules, regulations, and operational procedures of the Fire Department.

Basic building construction materials, methods, and techniques.

Operational characteristics and designs of automated fire protection systems, sprinkler systems, alarm systems, elevators, and other related systems.

Principles of mechanics, hydraulics, and mathematics as related to fire fighting and engineering duties.

Hazardous materials, chemical chain reactions, and fire behavior.

Administrative policies and procedures including operational and incident reporting and associated forms.

Principles of fire behavior, combustion, and substance alteration due to fire.

Occupational hazards and standard safety practices necessary in the area of fire prevention, suppression, investigation, inspection, and victim rescue.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Local geography, including the location of water mains, hydrants, major fire hazards of the City, and City streets.

Regional dispatch procedures and Emergency Operation Center operations.

Safe driving principles and practices.

**Skill to:**

Operate a variety of fire fighting and emergency response equipment safely and effectively including communications equipment.

Use and operate a variety of tools, ropes, knots, ladders, life lines, belts, and couplers.

Perform at required EMS, technical rope rescue, and hazardous material operation levels.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Provide professional leadership and direction for the assigned division, programs, or activities.

Recommend and implement goals, objectives, and practices for providing effective and efficient fire suppression, prevention, investigation, and inspection services.

Manage and coordinate the work of supervisory, professional, and technical personnel.

Respond to fires and alarms; direct and control a variety of emergency services related to fire suppression, emergency medical response, and hazardous materials incidents.

Participate in the selection of assigned staff; supervise, train, and evaluate staff.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Make technical and emergency decisions quickly and calmly under stressful emergency conditions.

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions; think and act quickly in emergencies.

Oversee and participate in the operation and maintenance of apparatus, equipment, tools, devices, and vehicles used in modern fire fighting activities.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Seven years of increasingly responsible fire suppression and prevention experience including three years of experience comparable to that of a Fire Captain.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in fire science or a related field.

**License or Certificate:**

Possession of Hazardous Materials Awareness and Operations certificates.

Possession of Emergency Medical Technician I certification or equivalent.

Fire Officer certification, and Rescue Systems I certification.

National Incident Management System (NIMS) IS 700 and 800

Incident Command System (ICS) 100, 200, 300 and 400.

Possession of CPR Certification issued by the American Red Cross or the American Heart Association.

Possession of an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 125 lbs.; exposure to cold, fire, heat, smoke, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by.

**Effective Date:** July 2002

**Revised:** August 2015; January 2021