



City of Kingman, Arizona

Classification: Battalion Chief (Administration)
Department: Fire
Accountable To: Fire Chief or Designee
Created/Revised Date: April 2015
FLSA Status: Exempt **Salary Grade:** 221 **Band:** D **EEO4:** 2

GENERAL DESCRIPTION OF POSITION

Under the direction of the Fire Chief or his designee; organize, control and direct the activities of an assigned division of the Fire Department including fire suppression/emergency services, emergency medical services, training, and code enforcement. Employees of this class perform highly responsible and professional administrative, supervisory, and technical work associated with planning, budgeting, coordinating, and directing all department personnel, training, apparatus, and equipment assigned to their assigned division. Responsible for the proper and efficient management of personnel, stations, apparatus, equipment, and other Fire Department resources to minimize fire loss and life in the community through aggressive fire prevention, training, education, emergency medical services, and emergency operations and response. Work is performed in accordance with departmental regulations and protocol but requires the use of considerable independent judgment and the ability to think quickly and make sound decisions in emergencies.

Emergency Medical Services:

- Coordination and delivery of public information to other entities and the general public and management of emergency medical service (EMS) delivery.
- Perform supervisory and technical work in routine and emergency operations of the Fire Department.

Training and Safety:

- Management of training for personnel in all facets of the workplace.
- Coordination and management of the department's safety, health, and wellness program.
- To provide training in accomplishing fire suppression, rescue, hazardous materials response, fire prevention, training, and safety goals of the Department.

Prevention:

- Performs field, technical and administrative work with specific responsibilities in fire prevention, code enforcement, fire investigation, public education and environmental crime investigation.
- Manages or conducts activities relating to the investigation of fire cause and origin.
- Responsible for the enforcement of the Fire Code as adopted by the City of Kingman.

SUPERVISION RECEIVED

Work is performed independently under the supervision of the Fire Chief or his designee who reviews work through performance reviews and conferences. Work is performed with considerable latitude to accomplish work goals and objectives.

SUPERVISION EXERCISED

- Supervises Fire Department personnel during emergency operations as required or assigned.

- Supervises staff through coordination of activities.
- Direct supervision of personnel directly or through first line supervisors as required during training, activities, or emergency incidents.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Responsible for ensuring all department program policies and procedures are followed, and program objectives are met.
- Responsible for the safety of assigned personnel.
- Maintains all required records and reports in a correct and timely manner.
- Operates a computer as directed to accomplish data management goals.
- Research and recommend department policy.
- Operates fire apparatus and equipment as required.
- Attends meetings and community events as a representative of the department as assigned.
- Responds to calls for service and actively participates to provide a positive outcome.
- Provides support to the Fire Department administrative staff.
- Recommends changes to improve operations, and effects changes within the limits of delegated authority and assists in long range planning.
- Studies new developments in firefighting and emergency medical equipment, doctrine, and technique to evaluate their local application.
- Supervise the maintenance of departmental administrative, inspection, training, and safety records.
- Performs special studies, research, and operations as directed by the Fire Chief.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Conducts post incident analysis for all designated events and identify operational improvement.
- Investigates customer complaints of service delivery.
- Provides excellent customer service to both internal and external customers.
- Maintains regular attendance and punctuality.
- May be required to work early mornings, evenings, or weekends as needed.
- May act as Deputy Fire Chief or Fire Chief in the absence of superior officers.
- Performs related duties as required.

Emergency Medical Services:

- Plans, organizes and directs the Emergency Medical Services Division providing emergency medical care and rescue services.
- Acts as the Privacy Officer for the HIPAA program and also as Medical Officer for infection and exposure control program.
- Provides for continuing education for personnel on medical and safety issues.
- Schedules and conducts, in coordination with the Training and Safety Officer, emergency medical training activities for Fire Department personnel.
- Provides for program planning for emergency medical services including specifications for new employment, budgeting and staffing needs.
- Provides for proper quality assurance and improvement; review incident reports and provide feedback; assures compliance with protocols and data collection needs.
- Instructs personnel on a variety of medical data collection, report writing and billing topics.
- Assists in budget preparation and monitoring; prepare EMS Division budget; makes final decision or recommendation on all equipment and supply purchases.
- Establishes and implements EMS standard operating procedures and policies.
- Actively researches and applies for grant funding to assist the department in meeting goals.
- Acts as a liaison between the Fire Department and the base hospital.
- Acts as the department Public Relations Officer.
- Participates in the coordination of fire safety public education events and activities and programs throughout the community.

- Coordinates and manages critical incident stress management activities for the department.
- Performs related duties as assigned.

Training and Safety:

- Evaluates plans, develops, manages, and supervises department training programs and assures that department personnel meet or exceed applicable standards. Develops and presents classes to Fire Department personnel; adapt curricula; instruct specialized training.
- Ensure Insurance Services Office (ISO) compliance and serve as department accreditation manager as well as ISO Liaison.
- Develops and implements the department annual training plan.
- Determines and schedules identified training required for each member of the Fire Department.
- Establishes minimum standards and evaluation systems, provides for the continuous review and improvement of the training system.
- Provides career and professional development training.
- Directs the formulation and implementation of in-service training.
- Provides attendance at outside schools, training seminars and conferences.
- Supervise the maintenance of departmental administrative, inspection, training, and safety records. Coordinates and conducts drills and training classes to accomplish training goals.
- Actively researches and applies for grant funding to assist the department in meeting goals.
- Investigates all accidents resulting in personnel injury and/or equipment or facility damage as assigned.
- Serves as the Department Health and Safety Officer and manages compliance programs for OSHA, NIOSH, NFPA, and related entities in conjunction with city risk management.
- Evaluates procedures and equipment for safety compliance.
- Coordinates pre-fire planning activities including training, scheduling, and facility preplanning programs to ensure current data is available for department response.
- Participates in personnel selection; develops and schedules new employee orientation and recruit training; Conducts promotional processes for all ranks in coordination with the Fire Chief.
- Coordinate Fire Department activities with other City, County, State, and Federal agencies.
- Ensure and manage mutual and automatic aid agreements meet established training requirements.

Prevention:

- Coordinates division activities with other fire officials or city departments to provide a positive outcome.
- Conducts code compliance inspections using a uniform plan to achieve fire cause reduction.
- Performs plan reviews of buildings and facilities to be constructed in the City of Kingman, identifies issues affecting new business development, devises solutions, and produces appropriate policies and procedures.
- Implement and supervise a comprehensive fire prevention and life safety program.
- Performs plan reviews on fire protection systems.
- Research and recommend improved fire safety and prevention policies, regulation, and ordinance.
- Perform technical plan checks involving residential, commercial, and industrial projects as assigned.
- Confer with developers, architects, contractors and other City officials regarding fire safety and prevention needs.
- Supervise and participate in the inspection of buildings to identify hazardous conditions and materials.
- Conduct follow-up inspections to ensure code compliance.
- Supervise and participate in investigations to determine the cause and origin of fires.
- Supervise and assist in the development and delivery of public safety education programs; speak to public groups.

PERIPHERAL DUTIES

- Prepares and maintains performance evaluations, personnel records, and training information on assigned staff.
- Provides proper discipline of personnel as required.
- Corrects all unsafe actions noted during Fire Department operations and activities.
- Assists in the development of Standard Operating Procedures for fire department operations.
- Actively researches and applies for grant funding to assist the department in meeting goals.
- Conducts post incident analysis for established emergency incidents and near miss reports.

- This position may be subject to emergency recall during non-working hours.
- Develops and coordinates community based programs as directed.
- Attends continuing education classes as required.
- Participates in staff meetings and assignments.
- Coordinates field activities with other public safety agencies as assigned.
- Participates in fire prevention activities as assigned.
- Performs fire investigations, fire inspections, and special projects as assigned.
- Participates in public events and activities as assigned.
- Assists in recruitment and promotional testing processes of fire operations personnel.
- Performs other related work as required.

WORK CONTACTS

- Considerable contact with media, civic groups, regulatory agencies, and the general public.
- Occasional contact with other city departments for coordination of activities.
- Considerable contact with agencies, hospital, and pre-hospital care providers in performing emergency medical services coordination, community events, and compliance and safety activities.
- Contacts are significant and may require extreme tact and discretion in the performance of accomplishing department goals, programs, and policies.

DESIRED MINIMUM QUALIFICATIONS:

Education and experience:

All Battalion Chief's, regardless of Division, the following qualifications are desired.

- Bachelor's degree in Fire Science, Public Administration or related course work.
- Considerable (7 or more years) in Fire Operations showing progressive work experience.
- Past experience as an acting or permanent supervisor.
- Fire Officer II, Instructor II, Chief Fire Officer Designation, Chief Training Officer Designation, Chief Emergency Medical Services Officer (CEMSO) Designation, Fire Marshal Designation, Professional Instructor, Health and Safety Officer, Incident Safety Officer
- For Fire Prevention Division, International Code Council (ICC) Fire Inspector II
- For Fire Prevention Division, International Association of Arson Investigators (IAAI) Level IV or equivalent

Training and Safety, EMS, and Prevention also have the following desired qualifications:

- Fire service management graduate work in or comparable to the Executive Fire Officer Program at the National Fire Academy.
- Considerable (minimum 5 years) experience in fire services operations or related field of emergency services management.
- Three or more year's progressive administrative experience in emergency services management.
- For Fire Prevention Division considerable (4 years) experience in plan review.
- For Training Division, demonstration of experience (3 or more years) of special operations management; hazardous materials and technical rescue to include certifications and applicable experience.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of current firefighting and EMS, including HIPAA, principles and practices; thorough knowledge of the operation and maintenance of EMS and firefighting equipment, apparatus, and tools; considerable knowledge in the field of hazardous materials; considerable knowledge of applicable codes, ordinances, rules and regulations and training and safety standards; considerable knowledge in the principles of emergency scene management; knowledge of the geography of the city, locations of water mains and fire hydrants and major fire hazards located within the city limits; knowledge of training techniques and methods; knowledge of functional responsibilities and operations of other city departments and outside agencies.

Ability to plan, organize, direct public events, activities and training; ability to work cooperatively with associates; ability to perform a broad range of supervisory responsibilities under conditions of severe emotional stress; ability to instruct and supervise fire personnel effectively and maintain discipline and command the respect of subordinates; ability to recognize and correct unsafe actions; ability to budget, maintain required records, and prepare reports and other paperwork; ability to develop public education programs; ability to communicate effectively; ability to manage radio communications procedures and equipment; ability to objectively investigate accidents; ability to meet physical requirements of the job as may be established by competent medical authority.

SPECIAL REQUIREMENTS

- Possession of valid Arizona driver's license.
- Show the ability to read and write the English language.
- State certification as emergency medical technician at the basic level or higher.
- Subject to meeting Residency Requirements as noted in City of Kingman Rules

WORK ENVIRONMENT

The work environment characteristics attached to the job description 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. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:_____

Date:_____

Employee Printed Name:_____