

CITY OF SANTA ANA

JOB TITLE:

Fire Battalion Chief (MM)

OCC CODE:

03150

DEPARTMENT:

Fire Department

TITLE OF IMMEDIATE SUPERVISOR:

Deputy Fire Chief

JOB SUMMARY

Under direction, supervises and coordinates the work of Fire Captains and Fire Companies engaged in fire suppression, fire prevention, emergency medical services, training, maintenance and public education and performs specialized staff duties as assigned.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Checks personnel rosters to assure that required personnel levels are met at the beginning of each shift. Prepares shift vacation leave and overtime schedules. Checks for proper distribution, testing, and maintenance of fire hose. Checks for proper apparatus and equipment maintenance. Makes recommendations for necessary repair, modification or replacement. Assists in the development, implementation and evaluation of organizational policies, procedures and programs. Checks companies in battalion for proper records and files. Checks and forwards required reports, vacations, physical fitness, suggestions, injury reports and other official documents. Attends and participates in staff meetings. Interprets and explains Fire Department directives to fire fighting personnel. Maintains liaison with other government bureaus and agencies, e.g., police, public works, civil defense and building department. Prepares reports for the Fire Chief on assigned subjects, e.g., budget, research, personnel, problem identification and solutions, equipment malfunctions and suggested solutions. Takes appropriate disciplinary action against subordinates for dereliction of duty. Prepares probation reports on newly appointed junior officers. Prepares performance evaluations on company officers. Reviews all shift performance evaluations. Inspects stations and companies for operational readiness. Reviews all reports as submitted by subordinates. Coordinates shift operations with those of other shifts. Handles inter-shift, inter-departmental and inter-community communications and problems. Responsible for investigating accidents and injuries that occur. Ensures safety practices are adhered to during all Fire Department operations, to minimize work-related accidents. Assigns personnel according to their qualifications and Fire Department needs. Acts as Deputy Operations Officer and relief Battalion Chief on a rotating basis.

Develops the battalion inspection plan with the Battalion Chiefs on the other shifts. Checks company inspection activity levels and modifies inspection activity accordingly; checks thoroughness and accuracy. Checks company inspection maps, plot plans and records for neatness and accuracy. Coordinates fire prevention inspections with the Fire Marshal's Office, Building Department, Health Department, Division of Industrial Safety and Police Department. Personally inspects target hazards in the battalion area, becoming familiar with hazards and probable strategy in event of fire. Causes battalion to be inspected for street blockages, presence of hazardous materials, hydrant damage. Reports to appropriate agency for correction.

Monitors company compliance with department-wide training schedule. Determines battalion training needs. Assigns special training activities to companies. Evaluates company instruction and drills. Conducts multi-company drills. Checks company training records. Trains captains in administrative procedures. Evaluates all companies' performance. Travels to location of reported emergency and evaluates fire severity. Evaluates information sent from communications center while en route to emergency. Directs rescue operations. Directs fire apparatus positioning and hydrant assignment. Determines building construction and design characteristics. Evaluates need for and requests additional personnel, apparatus and specialized equipment. Deploys fire crews and assigns specific crew responsibilities to minimize possible fire extension. Evaluates progress of on-scene fire fighting forces. Evaluates need for notification of other agencies, such as, gas companies, electric companies, police, water bureau, or transportation companies. Coordinates interagency activities. Directs laddering and ventilation operations. Directs hose laying and stream application. Directs salvage, overhaul and exposure protection operations. Estimates property value and loss. Preserves evidence of fire origin. Directs operations at site of hazardous materials incidents, aircraft accidents. Determines appropriate point for release of command to subordinate. Determines priority for releasing unneeded apparatus and crews. Determines ignition source of all fires. Takes appropriate measures to insure safety of crews at emergency scene. May assume command of disaster situations (flood, earthquake, catastrophic fire). May be assigned to a staff function within the Fire Department. Sets up general headquarters and Emergency Command and Control Center.

#### DISTINGUISHING FEATURES OF THE CLASS

This is an FLSA-exempt Fire Management Association (FMA) classification responsible for the care and maintenance of departmental facilities and equipment and for the conduct and efficiency of multiple fire companies. This classification reports to a Deputy Fire Chief who is responsible for policy development and implementation as well as directing a major operational division of the Fire Department. The classification supervises fire captains, who in turn are responsible for supervision of a fire company on an assigned shift.

#### MINIMUM DESIRABLE QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in public or business administration, management, fire science or other related field. Four years of experience under Civil Service appointment as a Fire Captain with the Santa Ana Fire Department.

#### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

In Depth Knowledge of: Fire Department rules and procedures; Fire Department radio procedures and communications systems; Fire Department records, record reporting procedures and files; fire chemistry; building construction; apparatus deployment tactics; ventilation practices; hose practices related to fire fighting tactics; properties, extinguishing agents, reactivity, toxicity and flammability of hazardous materials including flammable liquids, explosives, gases, exotic metals and radioactive materials; salvage and overhaul practices related to fire fighting tactics; federal, state and local laws, e.g., fire prevention codes, Title 19, Mutual Aid Agreements and State Disaster Act, city charter, administrative code and criminal code; established departmental management principles and practices; California State Fire Marshal Fire Officer and Chief Officer Standards; established departmental training principles and practices; practices, principles and techniques of employee

discipline and supervision; scheduling, assigning, planning, organizing, and correcting the work of others; fair employment laws and practices related to evaluating work performance of others; geographic location of stations; major target hazards in response area; traffic laws and ordinances; fire alarm systems; determining fire cause and recognizing arson.

Basic Knowledge of: fire streams and hydraulics; ladder practices related to fire fighting tactics; rescue and first aid practices; public relations principles.

Skill in: Teaching, instructing, training and supervising others; the correct usage of English grammar.

Ability to: Maintain composure in trying situations and under hazardous conditions; make immediate, sound decisions under stress; prepare and analyze statistical information; read and understand passages written in technical English; prepare reports using standard English; write clearly and concisely in English; schedule, plan, assign, organize, supervise and evaluate the work of subordinates; deal tactfully and effectively with other employees and the general public in a culturally diverse community.

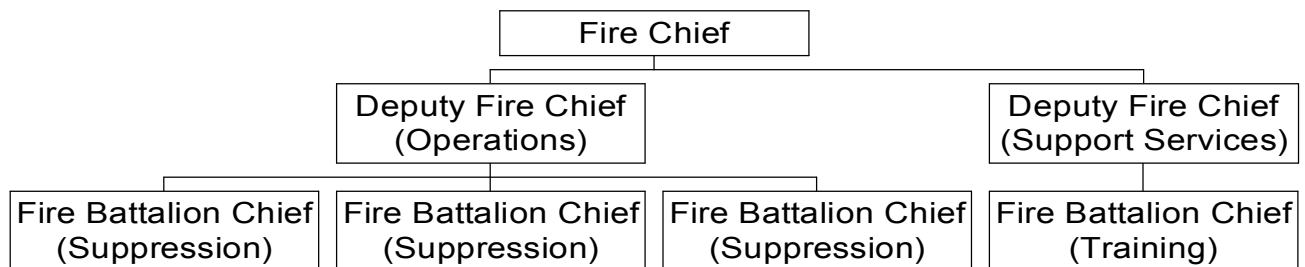
### SPECIAL REQUIREMENTS

Possession and retention of a valid Class C California driver's license.

### SPECIAL WORKING CONDITIONS

Work irregular hours; any day, any hour, any schedule; remain on call when ordered at short notice; travel, locally or out of state, for up to 14 days at a time; attend meetings and classes, both on and off duty; wear a uniform as furnished by employer and to maintain a clean, neat appearance; train other employees; work at any employer location or to be reassigned; work under adverse or hazardous conditions which may include but are not limited to the following: fumes, heights, gases, extreme stress, heat, dampness, dust, odors, dark, high altitude, smoke, crowds, confined space, alone for long periods of time, decomposed, burnt or severely dismembered bodies.

### ORGANIZATIONAL RELATIONSHIPS:



Class title change from Battalion Chief per Council Resolution No. 81-139, effective 7-1-81

Class Specification Revised and Reviewed: 10/94; 7/02; 07/07

ADA Approved: 08/02