



# City of Calimesa Fire Department

Physical Address: 906 Park Avenue, Calimesa, CA 92320

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(909) 795-9801

[www.cityofcalimesa.net](http://www.cityofcalimesa.net)

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## **FIRE BATTALION CHIEF**

**Range F-9 - \$54,415.74 – \$69,449.81 Annually**

**\$26.16 - \$33.39 Hourly**

**DEPARTMENT: FIRE DEPARTMENT**

**FLSA STATUS: EXEMPT**

**POSITION STATUS: REGULAR FULL-TIME**

**REPORTS TO: FIRE CHIEF or DEPUTY  
FIRE CHIEF**

### **DEFINITION**

Under the administrative direction of the Fire Chief and Deputy Fire Chief assist with management and coordination of the operations and services of the Fire Department which may include, but not limited to, recommendation of policy and procedures, training, EMS communications, records, support services and fire safety technical services functions. Coordinates Department activities within the three Fire Department shifts.

### **DISTINGUISHING CHARACTERISTICS**

The Battalion Chief is a management level class within the fire safety class series and has responsibility for managing, supervising and coordinating all organizational and operational facets of the fire protective service. This classification is distinguished from the next lower classification of Fire Captain in that it has management responsibility for the entire Fire Department in the absence of the Deputy Chief and/or Fire Chief.

### **ESSENTIAL JOB FUNCTIONS**

- Accept management responsibility for activities, operations, and services of an assigned shift including the areas of fire prevention, fire suppression, training, inspection, investigations and emergency medical aid services.
- Oversee and/or participate in the development, implementation and maintenance of the shift goals, objectives, policies and procedures; ensure that divisional goals are achieved.
- Assign materials and equipment in order to achieve maximum efficiency in response time; provide administrative and technical direction to shift personnel.
- Coordinate the selection, orientation, training and evaluation programs for shift personnel; provide or coordinate staff training; identify and resolve staff deficiencies; fulfill discipline procedures.
- Make periodic personnel inspections and general inspections of vehicles, apparatus and fire stations.
- Oversee and participate in the development of the department budget; participate in the forecast of necessary funds for staffing, materials and supplies.
- Propose, present, and justify programs, projects, operations and services.
- Develop a strategy and work plan for the successful achievement of program and project goals.
- Serve as a resource for shift personnel and other Fire Department personnel.
- Coordinate shift and departmental activities with other departments and organizations.
- Provide information and resources to City officials, departments and other organizations as is appropriate.
- Provide staff assistance and technical support to shift personnel, other Fire Department personnel and City departments.

- Conduct financial, organizational and operational service delivery studies; make recommendations to address and resolve identified service delivery issues.
- Coordinate mutual and automatic aid programs with other jurisdictions.
- Attend and participate in organizational and community meetings as necessary.
- Stay current on issues relative to the fire service field.
- Respond to and resolve community and organizational inquiries and complaints.
- Direct the preparation and maintenance of statistical and activity reports regarding emergency incidents, fire prevention, fire investigations and inspection activities.
- Prepare and present staff reports and necessary documents or correspondence to the Fire Chief and Deputy Fire Chief.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### Experience

Any combination of education and experience that has provided the knowledge, skills and abilities for a Battalion Chief. A typical way of obtaining the required qualification is to possess the equivalent of ten (10) years of increasingly responsible experience in all phases of fire suppression, prevention and emergency medical services including three (3) years supervisory experience. A high school diploma or equivalent is required.

### Certifications

- Driver/ Operator 1A
- Driver/ Operator 1B
- Fire Control 3
- Auto Extrication
- Hazmat FRO
- S-130 Firefighter Training
- S-190 Introduction to Wildland Fire Behavior
- Low Angle Rope Rescue
- National Incident Management System (NIMS) IS-700
- National Incident Management System (NIMS) IS-800
- Fire Fighter I

### **AND**

- Fire Command 1A
- Fire Command 1B
- Fire Command 1C
- Training Instructor 1B **or** Fire Instructor 1A
- Training Instructor 1A **or** Fire Instructor 1B
- Fire Investigation 1A
- Fire Management 1
- Fire Prevention 1A
- ICS 300

### **OR**

- Company Officer 2A
- Company Officer 2B
- Company Officer 2C
- Company Officer 2D
- Company Officer 2E
- Instructor I

### Licenses

- Valid California Class C Driver's License with Firefighter Endorsement **or** California Commercial Class A or B with air brake and tank endorsement
- Valid State of California EMT-1

- Valid American Heart Association CPR Healthcare Professional/ Basic Life Support (BLS)
- Valid Firefighter's Physical Ability Test consisting of a Biddle or CPAT

### **DESIRED QUALIFICATIONS**

- Knowledge of Microsoft Office software applications
- Preparing and maintaining accurate reports and records
- Establish and maintain effective working relationships with city staff, elected officials and the public
- Communicate effectively
- Use standard office equipment including personal computer, fax, copier, calculator
- ICS- 100
- ICS- 200
- Fire Apparatus Driver/ Operator I **or** Fire Apparatus Driver/ Operator Pump
- Fire Apparatus Driver/ Operator Wildland
- Fire Apparatus Driver/ Operator Water Tender
- Fire Fighter II
- Rescue System 1
- Fire Officer **or** Company Officer
- Hazmat Decon
- Water Rescue Awareness

### **Special Requirements:**

Applicant must have a satisfactory driving record that will allow the individual to be insurable with the Fire Department's insurance company.

Persons seeking appointment to this class must meet the safety health and physical condition standards deemed necessary and proper for performance of the duties established by the Fire Department.

### **Physical Requirements and Environmental Conditions:**

#### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for this job may include frequent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, feeling, talking, hearing, the ability to lift, carry, push, pull greater than 50 pounds. Specific vision abilities required by this job include near and far sight acuity, depth perception, color vision, field of vision, peripheral vision, and the ability to adjust focus. Flexibility is important because of the need to enter and exit vehicles quickly, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations. While performing the duties of this job, the employee is required to maintain the ability to walk up and down stairs, utilize protective equipment, including eye wear, footwear, respiratory aid, hard hat, gloves, and protective clothing, endure moderate exposure to weather, extreme heat and/or cold, wet and/or humid conditions, high level noise intensity, vibration, darkness/poor lighting, moving mechanical parts/hazards, high, exposed places, toxic/caustic chemicals, dirt/dust, odors, and other environmental conditions.

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. While performing the duties of this job, the employee will be subjected to electrical hazards, fire hazards and unsafe conditions and may be exposed to wet and/or humid conditions, fumes, hazardous chemicals and materials, intense heat, extreme cold, natural and man-made disasters and hazards associated with working in and near traffic. The noise level in the work environment varies from moderate to extreme.

*This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.*

**Revised 09/23/2020**