

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in the position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

BATTALION CHIEF

Department: Fire Rescue
Pay Grade: 303
FLSA Status: Non-Exempt
Job Class: 2012
Risk Code: 7704

JOB SUMMARY

Responsible for management of emergency personnel in a combination system, coordinating physical and human resources as required for emergency preparedness and response, ensuring training and readiness of all personnel and equipment in assigned battalion or group, and on-scene command and control of major incidents. Responsible for researching, formulating, and recommending departmental budgets, policies, procedures, hiring, firing, and disciplinary actions.

ESSENTIAL JOB FUNCTIONS

- Plans, manages, and coordinates the activities of the battalion, including supervising subordinate company officers and personnel in assigned battalion.
- Manages all aspects of battalion management including battalion operations, special teams, personnel, and equipment at all times.
- Operates a quick response emergency vehicle responding to emergencies in a safe and effective manner to provide incident emergency management.
- Maintains operational readiness by directing staff to maintain minimal manning levels within all County career staffed positions.
- Participates in the development of goals and objectives for stations and personnel and monitors progress toward achieving positive results.
- Provides recommendations to their immediate supervisor as part of a hiring committee for battalion personnel.
- Recommends disciplinary actions of battalion personnel, which includes escalating recommendations for dismissal to the Division Chief and Human Resources.
- Attends meetings of the volunteer stations within battalion.
- Observes performance of subordinate officers in order to conduct performance appraisals.

- Conducts investigations into accidents or incidents involving equipment loss, personnel, volunteers, and/or citizens.
- Serves as the primary communications conduit between headquarters and the company officers, field personnel, and volunteers.
- Directs all departmental human and physical resources in response to all fire and rescue emergency calls within the battalion or any other battalion when needed.
- Deploys and directs multiple companies and equipment at emergencies scenes and orders specialized units as needed.
- Monitors personnel and equipment to ensure safe and effective response while mitigating impact of a hazard while on an active scene.
- Conducts After Action Reports of significant incidents involving career personnel, volunteers, and/or citizens and recommends actions for correction as well as proposes implementation of those recommendations.
- Maintains sufficient personnel, schedules daily shift assignments and authorizes leave, special assignments, and authorizes overtime.
- Participates in development, change, implementation and application of departmental policies, performance standards, rules, regulations, and standard operating procedures.
- Manages assigned special projects or programs, which includes emergency medical services, technical rescue, hazardous materials response, fleet maintenance and apparatus replacement planning, pre-fire planning programs, and others of a department-wide nature.
- Responsibilities for special project assignments include, but are not limited to, exercising independent judgement and discretion during preparation of program guidelines, supervising subordinate personnel within the program, preparing grant proposals, and executing grant spending, preparing operating guidelines and protocols, maintaining relationships with the appropriate state and federal agencies, attending meetings, and making presentations.
- Recommends budgetary expenditures within assigned program and/or project.
- Recommends budgetary impacts and plans to address assigned program and/or project needs.
- Mediates grievances and provides solutions consistent with County and departmental policies.
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- Attends conferences and meetings on the current trends in the field, represents Marion County Fire Rescue in a variety of local, county, state, and other meetings.
- Attends department staff meetings and workshops.
- Represents the department on committees, at special meetings, and in public education and informational programs as required.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for direct supervision over employees and the station commanding officer. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include interviewing, selecting, and training employees, evaluating job performance, appraising productivity, handling employee grievances or complaints, or disciplining employees, promotions, status changes, planning, scheduling, and coordinating work operations, determining work techniques when appropriate, monitoring work for legal or regulatory compliance, and providing for safety and security of the workplace.

QUALIFICATIONS

Education and Experience:

Bachelor's degree preferred from an accredited four-year college or university with four (4) years' progressively responsible experience in supervisory and managerial roles as a dual certified fire officer; or an equivalent combination of education and experience. Course work should include studies in the areas of: incident command, hazardous materials response and mitigation, emergency medical services management, fire prevention, arson investigation and personnel supervision/management.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Current State of Florida Certificate of Compliance as Firefighter.
- Fire Officer I.
- Fire Officer II within one (1) year.
- Florida State Safety Officer certification within one (1) year.
- Certified State of Florida Paramedic.
- American Heart Association or Red Cross CPR certification.
- Advanced Cardiac Life Support certification.
- Fire Safety Inspector, Fire Service Instructor, Fire Officer III, and Live Fire Training Instructor certifications preferred.

Knowledge, Skills and Abilities:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.

- Ability to study manual work processes to determine most effective methods as essential tasks.
- Knowledge of modern emergency service principles, procedures, and techniques in fire suppression and prevention.
- Knowledge of emergency medical services, hazardous materials protection, disaster management, aircraft rescue, and specialized technical rescue operations.
- Knowledge of incident management system.
- Knowledge of applicable laws including departmental standard operating procedures, and county and department rules and regulations, and the Collective Bargaining Agreement.
- Ability to maintain effective managerial control of widely dispersed personnel and apparatus under extremely stressful conditions.
- Ability to handle multiple emergencies simultaneously and correctly allocate resources.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Battalion Chief Hourly Pay Calculations

Battalion Chief Assigned to Operations			Battalion Chief Assigned to Training		
Pay Grade	303	Annual salary divided by 2756 Hours	Pay Grade	303	Hourly rate multiplied by 2912 hour schedule then divided by 2080 hours

Battalion Chief hourly pay calculations depend on the assignment and regularly scheduled hours. Battalion Chiefs assigned to an operational shift will have their hourly rate determined by the annual hours scheduled for a shift schedule. Battalion Chiefs assigned to a weekly schedule will have their hourly rate determined by their annual hours scheduled for a weekly schedule based on the conversion above.

PHYSICAL DEMANDS

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, use hands to finer handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will regularly be exposed to wet or humid conditions, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold or heat, risk of electrical shock, explosives, and risk of radiation.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.