APPLE VALLEY FIRE PROTECTION DISTRICT
JOB DESCRIPTION

BATTALION CHIEF

Reports to: Division Chief of Operations

Supervisory Position: Yes  PFA: No  Safety: Yes  FLSA Exempt: No

General Position Description
Under administrative direction, plans, organizes, and directs emergency and non-emergency activities of operations personnel, stations and equipment; assumes command of major emergency response incidents; and performs related work as assigned.

Principle Duties and Responsibilities

• Functions in various capacities within the Incident Management System including commanding forces on a wide variety of emergency incidents.

• Organizes and coordinates personnel and equipment in a variety of emergency situations including, but not limited to fire, rescue and disaster incidents.

• Within the realm of training, plans, develops, implements, instructs and evaluates programs, drills, special classes and seminars.

• Ensures mandatory and regulatory compliance of training has been met (OSHA, State, EPA, IDPH, State Fire Marshal).

• Participates in employee recruitment process. Ensures that all new candidates meet all training requirements.

• Provides accurate, comprehensive and timely information flow between District management and operational personnel.

• Ensures that District standard operating policies, directives, rules, regulations, and personnel policies are adhered to by assigned personnel.

• Recommends appropriate changes to strict policies and practices as deemed needed.

• Ensures that all members are current in fire/EMS and other certifications as required.

• Assists in the development of the District budget. Monitors budget expenditures within assigned budget areas.

• Maintains records on all members; and prepares monthly and annual training reports.
• Attends and participates in various internal and external meetings as required.

• Conducts performance evaluations on assigned subordinates.

• Functions as the District Safety Officer.

• Issues and initiates disciplinary actions as appropriate and in accordance with District Policy.

• Participates in the Duty Officer rotation, including after hours emergency response.

• Assists in the processes relating to the purchase of fire suppression and rescue apparatus and equipment.

• Oversees the management of various programs as assigned, including personal protective clothing and equipment, turnout gear, and communications equipment.

• Effectively responds to public and media inquiries providing appropriate and accurate information.

• Maintains EMS skills at the EMT level and renders emergency aid as needed.

• Is available for periodic after-hours meetings, phone calls, special assignments, and training.

• Prepares written reports of varying types and topics for supervisor.

• Orally delivers information in public forums as required.

• Performs other duties as assigned or as needed.

**Minimum Qualifications**
As established in District Personnel Policy P-5.

**Description of Duties, Abilities and Work Environment**
Reference: Description of Duties, Abilities and Work Environment for Safety Personnel Level II.