

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

BATTALION CHIEF

Revision #

Date: April 13, 2006

Approved By: *Signed Copy on File*

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.

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

BATTALION CHIEF

Revision #

Date: April 13, 2006

Approved By: *Signed Copy on File*

- 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.