

CITY OF SEDALIA, MISSOURI

Job Description



Job Title: BATTALION CHIEF

Department: Fire

Supervisor: Deputy Fire Chief

Date: March 2015, Revision 1

FLSA Status: Non-Exempt

Position No. FD/4

Random Substance Testing: Y

Job Summary:

This position is responsible for supervising fire suppression activities for assigned shifts and overseeing daily operations. This position performs the duties of Fire Chief in his/her absence.

Job Scope:

The purpose of this position is to supervise fire suppression activities for assigned shifts. Successful performance helps ensure the safety of shift members and the public.

Essential Duties and Responsibilities:

1. Commands fire and other emergency scenes, including auto accidents, rescues, and hazardous materials.
2. Supervises shift activities and personnel; prepares payroll sheets; approves leave requests; evaluates employee performance.
3. Assigns daily tasks, training activities, and special assignments.
4. Completes and reviews incident reports and other paperwork; conducts post-incident reviews.
5. Ensures that all tools and equipment are in good repair and operational.
6. Handles specialized duties, including pre-planning for fires and building maintenance for the fire station.
7. Makes speeches and presentations to local school and civic groups and organizations.
8. Monitors training needs for employees; schedules all in-house continuing education and outside training; assists employees in recertification.
9. Performs the duties of the Fire Chief in his or her absence.
10. Coordinates activities with other emergency response agencies.

11. Coordinates and schedules equipment and vehicle repairs and inspections.
12. Ensures employee compliance with city policies and procedures.
13. Attends training as required to develop and maintain professional status.
14. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Associate's Degree in a related field from an accredited college and 3 or more years as a Captain in the Sedalia Fire Department or 4 or more years of experience as a Captain in the Sedalia Fire Department
2. Must meet all requirements of the position of Firefighter with the City of Sedalia
3. Ability to meet current requirements set forth by the National Fire Protection Association and the certification standards as established by the Missouri State Fire Marshal's Office
4. Missouri drivers license
5. Must agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of fire behavior, fire suppression tactics, apparatus placement, personnel deployment, city geography, fire flow requirements, and the city water system.
2. Knowledge of accepted personnel practices, procedures, and policies, including supervision, training, and performance evaluation.
3. Knowledge of building construction and materials.
4. Knowledge of pump operations and equipment capabilities.
5. Knowledge of the geography and boundaries of the city.
6. Knowledge of city codes, ordinances, and fire codes.
7. Knowledge of state, federal, and county codes.
8. Knowledge of the tools and equipment used in the fire service.
9. Knowledge of the practices of surrounding communities for mutual aid response.
10. Knowledge of hazardous materials.
11. Skill in using a computer and various software programs.
12. Skill in interpreting training and equipment needs.
13. Skill in public and interpersonal relations.
14. Skill in oral and written communication.

Guidelines:

1. City and department policies and procedures,
2. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied technical and supervisory duties. The variety of fires and emergency situations encountered contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees.
2. Utility company personnel, regulatory agency personnel, and the general public.
3. State and county officials and employees.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over an assigned battalion of personnel.

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.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is typically performed in an office, but may also be performed outdoors and at the scene of emergency incidents. The employee may be exposed to noise, dust, dirt, irritating chemicals, inclement weather conditions, fire, heat, and toxic gases. The work may require the use of protective devices, such as masks, goggles, or gloves. In addition, evenings and weekends may be required.