

CITY OF MILPITAS
Revised: 02/01, 03/09, 05/10, 01/11,
10/14
Effective: June 1985
EEOC: Officials/Admins
FLSA: Exempt
Unit: Unclassified
Physical: 3

FIRE BATTALION CHIEF

DEFINITION

Under general direction from the Fire Chief or designee, the Battalion Chief performs professional, administrative, and managerial duties for the Fire Department; may serve in one of several administrative areas such as, duty chief on an assigned shift providing highly responsible and technical staff assistance; as the fire/EMS training chief developing and conducting technical and organizational fire/EMS training programs; or other administrative 40 hour assignment as determined by the Fire Chief or designee. May be required to work nights, weekends, and at off-site locations.

SUPERVISION EXERCISED

Exercise direct supervision over technical, professional, and clerical staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Assume the responsibility as Duty Chief for the Fire Department.

Provide staff development training in areas such as suppression, emergency medical services, special operations, prevention, maintenance, and public relations.

Respond to alarms with platoon and/or company, as required by departmental policy and assume command of operations unless relieved of command by a superior officer; coordinate paramedic activity.

Work with other management staff to maintain, revise, and improve the overall operations of the department.

Prepare all platoon forms, reports, schedules, recommendations, and other administrative duties.

Supervise, train, schedule, and evaluate assigned staff. Participate in the budget development and administrative process.

Research and prepare reports for presentations, maintain records and manuals, develop and revise programs as assigned.

May assume command of the Fire Department in the absence of the Fire Chief and Assistant Chief to provide command staff officer responsibilities.

Perform other administrative or operational related duties as assigned.

When Assigned as Fire Battalion Chief—Training/EMS:

Direct the activities of the training program for Fire Department personnel to include: fire and EMS certification tracking and maintenance, coordinate and conduct fire/EMS training instruction programs for Fire Department management and staff; coordinate joint fire training exercises with other jurisdictions; select and evaluate fire/EMS training and reference materials; schedule and assign fire/EMS training sessions; attend conferences, seminars, meetings, and workshops on fire/EMS training; and keep abreast of current trends. Collaborate with Milpitas Fire Department Medical Director on systems/program enhancements. Work collaboratively with Santa Clara County Office of EMS on systems/program enhancements. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of: Modern fire suppression, EMS, prevention, disaster preparedness/crisis management and administration principles, methods, practices and techniques; sound principles and practices of personnel deployment, supervision, scheduling, evaluation, employee development and training, to include effective coaching and mentoring techniques; fire apparatus, equipment, tools, devices, facilities and their proper utilization, maintenance requirements and methods; techniques utilized in budget development and administration, equipment procurement and maintenance; standard procedures and policies of the City and Fire Department.

Ability to: Make sound administrative and operational decisions and direct operations at the scene of an alarm; plan, organize and coordinate the work of subordinate personnel; communicate clearly and concisely, verbally and in writing; establish and maintain cooperative working relationships with supervisors, peers, and subordinates; effectively interpret, implement and enforce provisions of Federal and State laws, City and departmental rules, regulations and policies, labor negotiation agreements and all other pertinent regulations and policies; administer and evaluate suppression, prevention, and emergency medical programs; make policy and budgeting recommendations.

EXPERIENCE, EDUCATION, LICENSE and CERTIFICATION

Experience: Ten (10) years of progressively responsible work experience in fire suppression and prevention, including five (5) years experience as a Fire Captain in a Municipal Fire Department of which two (2) must be comparable to a Milpitas Fire Captain in qualifications, responsibility and experience. (Time served in an “Acting Fire Captain” position will not be counted towards the two-year comparable Milpitas Fire Captain experience requirement.)

Education: Associate of Arts degree (60 semester units) in Fire Science, Fire Administration, Public Administration, Fire Science, Para-Medicine, EMS, Business Administration, or related field with major coursework in fire suppression, prevention, training and supervision. A Bachelor’s Degree will be required within two (2) years of appointment.

Fire Battalion Chief

License: Possess and maintain throughout employment an appropriate valid California Driver's license.

Certification Requirement: Must possess ICS 400 certification AND successful completion of State Fire Marshal Fire Command 2A, 2B, and 2C courses within one (1) year of appointment.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:*
Ability to work a 24-hour shift and is subject to emergency response at any time.
Employees may be required to perform any emergency response task, at any time during the 24-hour shift, for an unspecified period of time. Ability to perform job inside 75% and outside 25% of the time.

Approved:

City Manager

Date

Human Resources Director

Date