

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Battalion Chief
FUNCTIONAL AREA: Fire Department

WORK OBJECTIVE:

Under limited direction, performs highly responsible administrative and supervisory work involving the overall management and supervision of a 24 hour shift inclusive of all fire and emergency medical scenes. Employee is responsible for implementing departmental goals and objectives, managing and coordinating all administrative aspects of the assigned shift, and supervising and directing assigned personnel to achieve effective operational organization and to prevent and minimize the loss of life and property in emergency and fire situations in a safe manner. In addition, employee has considerable responsibility in working with other municipal and county governments in deploying inter-local agreements, grants, emergency management plans, etc. Employee works in accordance with Standard Operating Procedures, policies, procedures, protocols, and the Collective Bargaining Agreement, and is expected to exercise considerable independence and initiative. Makes decisions to ensure the safety and protection of assigned personnel.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes and implements all daily shift activities and programs; implements emergency management operations, policies and procedures. Ensures the safety of all assigned personnel; conducts training as necessary. Initiates and recommends disciplinary actions and grievance responses in accordance with Collective Bargaining Agreement. Evaluates assigned personnel.
- Directs and supervises assigned personnel; enforces departmental rules, Standard Operating Procedures, etc.
- Works with other governmental agencies in deployment of inter-local agreements, grant proposals.
- Develops and administers in-service continuing education programs for Firefighting/EMT/Paramedic; coordinates and performs in-service training, schedules and procedures.
- Collects, reviews, prepares, and analyzes data for departmental reports and records.
- Responds to large-scale emergency calls; directs and controls emergency medical/fire operations up to and including incident site with considerable latitude of independent decision making typically involving both life and death circumstances and potential for considerable property loss; directs/participates in scene safety, suppression, rescue, ensures patients are stabilized. Acquires necessary resources and deploys accordingly.
- Inspects Fire Department equipment and gear; inspects readiness and accessibility of all departmental equipment; directs the maintenance and repair of equipment; evaluates the need for and recommends the purchase of new apparatus and supplies.

Battalion Chief

- Performs public relations functions; attends meetings, seminars, and functions between the City and various civic agencies and other fire and emergency departments.
- Represents the department in meetings; performs other related duties as necessary.
- Answers complaints and questions from the general public, resolves problems.
- Communicates with dispatch, emergency room physicians and staff, police, fire officers and related personnel for the accurate dissemination of information.
- Drives, operates and inspects Fire Department vehicles, operates, utilizes and inspects Fire Department equipment and gear; ensures repair, readiness and accessibility of all fire rescue equipment and medical supplies. Ensures proper control and dispensation activities for controlled substances.
- Drafts and submits detailed reports; performs research and conducts surveys for reports; maintains various departmental records.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma supplemented by five (5) years responsible supervisory/command experience in CSFD (six years beginning in 2006) and have completed probation as a Fire Lieutenant; must maintain State of Florida Firefighter II and Paramedic certifications. Must possess and maintain a valid Florida Class D Driver's License with endorsements for emergency equipment. Must meet all requirements as prescribed in the current Fire Department Standard Operating Procedures and Collective Bargaining Agreement. Bachelor's Degree in Fire Science, Public Administration, or related field preferred; Municipal Fire Officer certification preferred.

Passing scores on:

Practical knowledge test; Written knowledge test; Practical skills evaluation test; Oral Board interview.

Knowledge, Skills, & Abilities –

Expert knowledge of current principles and practices of fire services, governing laws, ordinances, policies and procedures.

Expert knowledge of pre-established City, County and State protocols, Standard Operating Procedures, and policies/procedures applicable to the work.

Expert knowledge of modern rescue, extrication, life support, and transportation techniques; movement of patients.

Knowledge of emergency room procedures.

Expert knowledge of effective supervisory methods, practices and techniques.

Ability to supervise and enforce safe medical rescue methods, procedures and practices.

Ability to understand, follow, direct and supervise written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Battalion Chief

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

Ability to oversee emergency scenes and personnel, operations, emergency medical services, patient care, and safety techniques, rendering effective decisions as appropriate.

Ability to effectively deploy ICS/IMS and take command as necessary.

Ability to maintain composure under emergency situations; work effectively under stressful conditions.

Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

Skill in analytically observing, and objectively and clearly reporting routine and non-routine, emergency and non-emergency activities.

Skill in operating moderately heavy/heavy fire rescue vehicles and equipment.

PHYSICAL REQUIREMENTS:

Some tasks involve the ability to exert physical effort in work, typically involving some combination of sitting, standing and/or walking. Emergency tasks involve the intermittent performance of physically demanding work, which may involve some combination of climbing, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. Must maintain the ability to perform the physical aspects of this classification.

ENVIRONMENTAL REQUIREMENTS:

Some tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for lengthy exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks are performed in highly critical and hazardous conditions, where fire and/or other life threatening situations occur, skill in exercising and enforcing established safety precautions is essential in avoidance of injury or accidents. Some tasks include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Other work requires diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury or injury to the general public.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.