

CITY OF OBERLIN JOB DESCRIPTION
Battalion Chief

Title:	Battalion Chief	Department:	Fire Department
Supervisor:	Fire Chief, Assistant Chief	Positions Supervised:	All employees in the absence of the Fire Chief, Assistant Chief
Status:	Part-time	Civil Service Status:	Classified/Competitive
FLSA Status:	Non-Exempt	Exemption Category:	N/A
Bargaining Unit:	N/A	Pay Grade:	3
		Schedule:	On Call

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

Work involves responsibility for providing assistance to the Assistant Fire Chief and Fire Chief in planning, organizing and directing fire service. Includes responsibility for all firefighting forces on an assigned shift; proper; proper deployment and readiness of apparatus, equipment and personnel and for the fireground command of subordinates at selected emergencies. Supervision is exercised over all subordinate officers and firefighters. Work is performed under general direction within established policies and procedures, and is reviewed through observation and reports on results obtained.

The Battalion Chief shall function with a high degree of independence and utilize sound professional judgment, demonstrate planning and organizational skills, and establish priorities, programs and acceptable performance levels for his/her functional area. The Battalion Chief shall be committed to the mission, vision and values of the City and Department and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Battalion Chief shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility. Supervisors will be evaluated on the consistency, quality and timeliness of the performance reviews for which they are responsible.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

Minimum Qualifications:

- One year as Fire Lieutenant with the City of Oberlin with no record of suspension without pay for one year immediately preceding date of appointment.

- Must possess a valid Ohio Driver's License and proof of insurability.
- Must pass, on a competitive basis, a written examination and assessment on basic firefighting, supervision and Fire Officer 2 knowledge, skills, and abilities.

Supervision:

- Works under the supervision of Fire Chief or the Assistant Chief.
- Supervises all employees of the Department in the absence of the Fire Chief or Assistant Fire Chief.

Primary Job Duties: *(Essential functions are identified by an "**")*

- Supervises all firefighting/rescue personnel during an assigned shift response; prepares records of operations and takes appropriate corrective action.*
- Responds to structural and other selected fires and emergencies on an assigned shift; assumes command of operations and directs personnel for the purpose of making recommendations for training, promotion and other personnel actions.*
- Participates in the formulation of policies, rules, and regulations related to firefighting and related emergency activities; supervises the maintenance of records and preparation of reports; assumes the duties of the Fire Chief or Assistant Fire Chief in the case of absence or as otherwise delegated.*
- Ensures compliance with policies and procedures, rules and regulations; maintains discipline; institutes or recommends personnel actions.*
- Ensures that department and shift objectives in the area of inspections, training and planning are met.*
- Supervises building inspections and preplans; investigates causes of fires; issues orders to abate fire hazards or code violations. Investigates citizen complaints and answers inquiries.*
- Assists in planning for future fire service requirements; conducts research and prepares reports on topics related to fire administration and operations; makes recommendations for improvements in staffing, organization, procedures, and general operations; keeps abreast of new techniques through independent study.*
- Provides effective and efficient customer services and promotes and maintains responsive community relations.*
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles, practices and methods of firefighting and fire science.
- Applicable codes, ordinances, rules and regulations.
- Principles and practices of fire administration.

Ability to:

- Plan, organize and direct administrative and firefighting functions.
- Supervise and review the work of subordinates.
- Communicate effectively, orally and in writing.
- Meet such physical requirements as may be established by competent authority.
- Meet department competency standards as outlined in NFPA 1001, 1002, 1021, 1521, and Oberlin Fire Department Standard Operating Procedures.

Licenses and/or Certifications:

- Ohio certification as Firefighter 2 within one year of appointment.
- Ohio certification as an Emergency Medical Technician - Basic:
 - Hired before Pre-January 1, 1998: EMT-B optional certification maintained at discretion of the employee.
 - Hired on/after January 1, 1998: Shall maintain the EMT-Basic certification as condition of employment for career.
- Ohio certification as a Fire Safety Inspector as required by the Department.
- Ohio certification as Fire Instructor as required by the Department
- Hazardous materials first responder operational training.
- NIMS 700/800, ICS 100/200/300/400

Work Environment:

Incumbent is exposed to all manner of environmental conditions including inclement weather, extreme temperatures, dust, noise, dim lighting, and all other conditions as present in the performance of essential function. Incumbent may also experience such hazards as fumes, flames, chemicals, blood, other body fluids, and all other hazards as required in performance of essential functions. Requires the operation of various equipment, machinery, apparatus, and rescue vehicles as needed. May require working long hours and for extended periods of time between meals and breaks in some emergency situations.

Includes regular walking, sitting, and standing; the ability to intermittently lift, carry, push, and/or pull over 150 lbs., occasionally climb ladders and stairs, crawl, bend, stretch, twist, run, balance, crouch, stoop, twist, turn, pivot, and otherwise be mobile; and all other physical activities as required in the performance of the essential functions. Ability and willingness to work in both open and confined work spaces as well as in adverse environmental conditions for extended periods of time with little or no rest.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

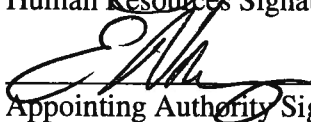
Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

Employee Signature/Date

 04-07-11

Human Resources Signature/Date

 4/7/11
Appointing Authority Signature/Date

Supervisor Signature/Date

 4/11/11
 4/18/11
Law Director Signature/Date

Reviewed by Civil Service Comm: 04/06/11
Reviewed by City Council: N/A