

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: BATTALION CHIEF (Job Code 415).**

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### **GENERAL STATEMENT OF JOB**

Under the direction of Fire Chief is responsible for directing and supervising the activities and personnel involved in fire suppression and rescue services including hazardous materials incidents. Duties include training, disciplining, and evaluating fire department personnel in the operation and maintenance of fire equipment and in techniques of firefighting. The incumbent has complete responsibility over all activities of the fire company while on an assigned shift and at incidents until relieved by a senior ranking officer.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Directs and supervises department personnel; participates in hiring, recommends promotions, transfers, and discipline, and evaluates employees.

Responds to major incidents involving Emergency Medical Services, Fire Suppression, and Hazardous Material mitigation; directs firefighting and rescue activities and calls for mutual aid as necessary.

Maintains records and prepares reports; assists in preparing and administering the Fire Department's budget.

Performs special assignments from the Fire Chief as required.

Develops and conducts in-service training classes for departmental personnel.

Addresses civic and other groups regarding the activities and programs of the Fire Department to explain and promote public understanding of its responsibilities.

Acts as department liaison with other city departments and outside agencies relative to the division's functions.

Maintains and enforces discipline within the ranks, forwards commendations for exemplary acts by department members.

Schedules, assigns work, and delegates authority to department personnel; supervises subordinates in the performance of assignments.

Trains subordinates in the use of firefighting apparatus and vehicles; tests equipment operations for response readiness; performs minor equipment and station maintenance or repairs; inspects stations within the city for compliance.

Completes and reviews fire company incident and inspection reports; maintains department records including those for personnel, disciplinary actions, and performance ratings.

May be assigned to a specific functional area requiring specific duties not delegated to the essential functions of Battalion Chief, thus incumbent may perform the majority of essential functions on a more limited basis; specific areas include, but are not limited to, Fire Inspector, Public Information Officer. May be assigned as Division Chief.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Fire Science, supplemented by seven (7) years of progressively responsible Civil Service experience in fire service, including three (3) years at the Captain level; certifications according to placement, i.e., Fire Inspector, Paramedic, EMT; valid state class "E" driver's license; or an equivalent combination of training and experience. Must be a certified Firefighter.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks include frequent walking, standing; some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing duties that require potential exertion, i.e., moving victims, climbing ladders.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to read a variety of materials relevant to fire and rescue operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to provide principles of influence systems and conceptual thinking.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various types of information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform tasks under considerable stress, i.e., when confronted with potentially life-threatening situations.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are performed with frequent exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of modern principles, methods and equipment for an efficient, effective Fire and Emergency Medical Service.

Knowledge of the development, management, and practices of Fire and EMS Administration.

Knowledge of the laws, statues, ordinances, codes, standards, rules and regulations pertaining to fire prevention and investigation, and the operation of a Fire Department.

Knowledge of effective methods of planning, training, assigning and directing personnel and equipment for the most efficient use during small and well as large or complex and dangerous fires.

Knowledge of First Responder and CPR.

Knowledge of effective supervisory principles and techniques.

Knowledge of report and record maintenance principles and practices.

Skilled in the care and safe operation of a variety of fire emergency service equipment.

Skilled in the operation of motorized vehicles under adverse conditions.

Ability to understand and follow oral and written instructions.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

\_\_\_\_\_  
Employee Name and Signature

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Date