



City of Lake Oswego, Oregon

Job Description

FIRE BATTALION CHIEF

FLSA Status: Exempt

Union Representation: Non represented

Salary Grade: 590; 591

Job Code: 3067; 3066

Summary

Under direction, supervises the operations of one of three shifts including scheduling, supervising and training staff, responding to and directing at emergency scenes, conducting public education programs and completing special projects as assigned.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Supervises firefighters including exercising independent judgment to perform the following duties: prioritizing and developing work plans, evaluating staff performance, completing time sheets, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations, issuing disciplinary action and recommending disciplinary action, including the imposition of economic sanctions as deemed necessary to maintain department standards of performance and conduct, and providing training and development for staff.
2. Responds to alarms and initiates size up and command as applicable under the National Incident Command System.
3. Ensures assigned apparatus, equipment, and facilities are maintained to a state of readiness at all times.
4. Ensures that assigned drills and training sessions are carried out and documented as directed by the Training Office.
5. Interprets general work instructions into specific work assignments; schedules work and oversees assigned personnel to ensure accuracy, efficient, cost effective and safe completion of duties.
6. Directs and participates in fire code inspection and pre-fire plan surveys.
7. Conducts fire prevention programs as assigned utilizing all assigned personnel.
8. Maintains a positive community relationship.
9. Makes presentations to clubs, schools and other organizations/groups regarding fire related subjects.
10. Performs special projects/assignments including Self-Contained Breathing Apparatus Management, Dive Rescue Team, Heavy Rescue Task Force, Community Emergency Response Team Instructor, Training Record/Certification Administration and the State Board of Public Safety Standards & Training; Capital Improvement Projects, Mutual Aid Agreements, Dispatch Liaison, Communication Upgrade Projects, Station/Facilities Maintenance and Operations.
11. Assists in writing and implementing departmental policies and operational guidelines.

12. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
13. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.
14. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Management theories and principles.
- Fire suppression techniques and Emergency Medical Service delivery.
- Training techniques.
- Building codes and structures.
- Fire behavior and hazardous materials.
- Emergency service equipment, e.g., communications equipment, safety vehicles and protective clothing and equipment.
- National Incident Management System.
- Critical Incident Stress.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply management theories and practices.
- Prepare budgets.
- Apply fire suppression techniques and Emergency Medical Service delivery.
- Make presentations.
- Resolve conflicts.
- Use personal computers and related software applications.
- Achieve and maintain adequate level of physical fitness to perform the essential functions of the job.
- Establish and maintain effective, courteous, and tactful working relationships with superiors, other employees, and the general public.
- Maintain composure, think clearly, and interpret orders and directions under emergency and daily operations.
- Communicate both orally and in writing, including understanding and following oral and written instructions. Also the ability to hear and orally respond to calls for assistance, radio communications, and all other calls as needed in all conditions which may include substantial background noises as experienced in emergency operations.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with an Associate's or Bachelor's degree with a focus in Fire Science or related field, and seven years of fire service experience; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

Must be certified by the State of Oregon as an Emergency Medical Technician Basic or higher.

Work is performed in the fire station while sitting, standing or walking and at emergency scenes in varying weather environments. When responding to details and emergencies, employees risk physical hazard from the fire apparatus, traffic, fire, smoke, chemicals and other hazardous materials, falling debris, unstable buildings, extreme heat, unstable patients and contagious diseases. Physical exertion is required to perform the duties and responsibilities.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Heavy Physical Work: Must be able to move objects by exerting up to (50) pounds of force occasionally and/or up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.