**CITY OF MUKILTEO**

# JOB DESCRIPTION

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| **Title: Shift Battalion Chief** | **Date Prepared: 07/2018** |
| **Department: Fire** | **Job Classification: Union Represented** |
| **Reports to: Fire Chief** | **Salary Range: $8,708.16-$10,139.90 per month** |
| **Supervises: Fire Captains** | **FLSA Status: Non-Exempt** |

***Job Summary:***

Under the direction and guidance of the Fire Chief, the Battalion Chief is responsible to supervise and direct assigned staff, operations, and services of a 24-hour shift and perform fire suppression, rescue, hazardous materials response, and emergency services duties. This position will also be responsible to plan, organize, and direct activities relating to assigned program areas as well as assist the Fire Chief in administrative functions. Responds to emergency incidents and fulfills the role of Incident Commander or other roles as assigned. Serves as the direct supervisor of Fire Captains and other suppression staff assigned to their shift indirectly through subordinate officers. Responsible for routine and special performance evaluations of direct reports. As a supervisory position, it requires considerable independence and professional decision-making, as well as self-discipline and self-motivation in carrying out the assignments.

This position requires frequent and routine contact with others within the Department, the public, and other agencies and requires good communication skills, the ability to establish and maintain effective working relationships, and teamwork.

This position is directly responsible to the Fire Chief and their authority extends down to Captains, Fire Fighters and Fire Fighter/Paramedics. Assumes command of the Fire Department in the absence of the Fire Chief. May serve as the department’s Public Information Officer.

***Job Location and Equipment Utilized:***

The work area will encompass a wide variety of settings. Administrative duties typically occur in office, classroom, and drill field environments. Emergency response duties are performed in a wide variety of conditions which include regular exposure to outside weather conditions and are likely to include emergency locations above or underground; in and/or around water, hazardous traffic areas and under unfavorable or unsanitary conditions which may include burning debris, falling structures, biohazards, and air- and blood-borne pathogens; confined spaces; and commercial and residential structures. Employees are often exposed to wet and humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock. Employees may find themselves in hostile or psychologically demanding environments, involving emotional or psychological stress. The noise level in the work environment is usually moderate but may reach extremes where hearing protection is required. Work is usually performed during 24-hour shifts.

The work includes travel to various locations to attend meetings and/or perform department activities.

This position may occasionally require the employee to perform strenuous work for extended periods of time while performing some or all of the following:

* Wearing a respirator (SCBA);
* Climbing six (6) or more flights of stairs while wearing fire protection ensemble weighing at least 50 pounds or more while carrying equipment/tools, typically weighing an additional 20 to 40 pounds;
* Performing expected duties while wearing fire protective ensemble that is encapsulating and insulated and will result in significant fluid loss that frequently progresses to clinical dehydration which can elevate core temperature to levels exceeding 102.2°F (39°C);
* Searching, locating, rescue-dragging, and carry victims ranging from newborn to adult weighing over 200 pounds to safety despite hazardous conditions and low visibility;
* Working in unpredictable emergency situations for prolonged periods of physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s) or hydration;
* Working in dark, confined, disorienting spaces; work in overheated environments; work under adverse and stressful conditions;
* Exposure to extreme heat/cold or extreme weather conditions, strong odors and/or smoke, strong and/or toxic chemicals, and dust or pollen;
* Working under adverse or stressful conditions.

***Examples of Essential Duties:***

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks an employee may be expected to perform.

* Demonstrate a commitment to continuous improvement through the use of performance measurement and benchmarking.
* Maintain and nurture a culture of member involvement and community service throughout the organization.
* Assists the Fire Chief in the planning, organizing, staffing, directing, and monitoring of the Fire Department and its activities.
* Supervises the daily activities and insures operational readiness of the assigned shift, including the maintenance of required skills to effectively deliver emergency services.
* Oversees delivery of recommended training to meet needs and to standardize shift operations. Evaluates companies through drill performance and evaluation on emergency scenes.
* Coordinates personnel scheduling within the assigned shift, and schedules personnel for other shifts as necessary.
* Conducts post-incident analyses with involved personnel to identify potential changes in equipment, training, policies, or procedures to improve safety, service levels, and scene efficiency.
* Develops, recommends, and updates policies and procedures relating to the provision of emergency services, including fire suppression, rescue, emergency medical services, and hazardous materials response. Implements, monitors and upgrades programs.
* Assists in the development and monitoring of emergency response plans, including automatic aid and mutual aid. Participates in committees and groups relating to assigned program(s).
* May be assigned to develop, implement, coordinate, and manage one or more of the following program areas:
  + Operations, including personnel, facility, and equipment readiness for response, coordination of operational matters between shifts, coordination of fire response services with automatic aid partners, liaison with Snohomish County Fire Operations/Fire Tac committee, SNO911, and SERS.
  + Training, including coordination and monitoring of training and recommended curriculum to meet requirements mandated by State and Federal law, departmental needs and to standardize shift operations. Training programs include recruit training, in-service fire fighter training, hazardous materials, technical rescue, and career development. Working with the Fire Marshal, develops and coordinates training programs relating to fire prevention, investigation, and community education. Liaison with Snohomish County Training Officers/Training Consortium.
  + Emergency Medical Services, including the coordination of ALS and BLS services and compliance with county and state EMS rules, regulations and recordkeeping requirements. May serve as the department’s Medical Services Administrator and Medical Services Officer. Liaison with Snohomish County Emergency Medical Services Council and the Medical Program Director.
  + Departmental Safety Program, including the development and management of a comprehensive safety program to meet mandated requirements and needs of the Department. May be assigned as the Department Health and Safety Officer or Infection Control Officer.
  + Other program areas as assigned.
* Assists in the development of the annual operating budget and administers the budget in areas of assigned responsibility.
* Oversees the maintenance of all records necessary for the efficient and effective operation of fire operations, incident reporting, and training programs. Maintains records for assigned program area(s).
* Assists in the development of the Fire Department strategic plan, goals, objectives, and annual report. Serves as an integral part of the Fire Department command group.
* Develops and maintains effective working relationships with City staff, affiliated professionals, business owners, and the public. Participates, as a Fire Department representative, in local, county, regional, and state meetings and planning groups relating to fire service and emergency medical services. Participates in department, city staff and other meetings as required.
* Assumes the direction of the Fire Department in the absence or unavailability of the Fire Chief. May commit resources to complete the technical and operational function of the department.
* Responds to emergency incidents as needed; functions as the incident commander or other ICS roles as required.
* Coordinates station staffing and response to insure the response areas are adequately covered.
* Conducts periodic performance evaluations of assigned personnel, internal investigations or examinations where assigned, and makes effective recommendations on all types of personnel actions including hiring, promotions, discipline, termination, retention, and training. Enforces department rules, regulations, policies, and procedures.
* Performs other duties that may be required by the Fire Chief.

***Knowledge, Skills, and Abilities:***

***Knowledge of:***

* Mukilteo Fire Department policies and procedures, operating guidelines, rules and regulations, and collective bargaining agreement;
* Fire protection administration principles;
* Management and leadership skills;
* The Incident Command System;
* Effective, comprehensive fire training programs;
* Finance and budgeting procedures;
* The political process in federal, state and local government;
* The principles and liabilities of public administration as they apply to fire protection;
* Pertinent Federal, State, and local laws, codes and regulations that may govern department activities; and
* Proficient knowledge of computers and applicable computer software applications, including specific knowledge and advanced ability to use Microsoft Word, Excel, PowerPoint, and Access and ability to learn and apply new technologies and skills;

***Skilled in:***

* Effectively handling difficult or sensitive issues, using professionalism and an understanding of organizational culture;
* Using interpersonal skills in a tactful, patient and courteous manner;
* Positive and progressive customer service;
* Excellent management and team building skills;
* Negotiating and resolving difficult or sensitive complaints or concerns from department personnel or external sources;
* Strong problem solving skills including anticipating, analyzing, diagnosing and resolving problems;
* Using initiative and independent judgment within established guidelines;
* Delivering effective instructor-led training, both formal and informal, to various audiences and ability to effectively present information to moderate size groups;
* Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions;
* Strong oral and written communication skills with the ability to apply appropriate communication techniques to various audiences;
* Assessing and prioritizing multiple tasks, projects, and demands; and
* Working effectively and efficiently with competing priorities and directives.

***Ability to:***

* Work efficiently under stress and physically demanding conditions;
* Establish and maintain effective working relationships;
* Implement the Incident Command System in large scale incidents;
* Direct operations at complex incidents such as multi-alarm structure fires, hazardous materials incidents, mass casualty incidents, technical rescue incidents, and incidents involving outside agencies where a unified command structure is warranted;
* Understand and follow complex written and oral communication;
* Establish effective labor/management relationships;
* Problem solve, make quick decisions, and use innovative methods and approaches to situations;
* Prepare and deliver platform speeches and perform other public speaking functions;
* Effectively function as the incident commander or other ICS management or liaison role;
* Develop, present, and implement effective public relations programs for employees, community organizations, other agencies, and the general public;
* Develop and manage a program budget;
* Analyze records, interpret data, and utilize data for decision making and planning;
* Work independently in the absence of supervision and delegate authority and responsibility when appropriate;
* Conduct self in a professional manner as defined by the department’s code of conduct, department policy and City policy;
* Maintain confidentiality;
* Prioritize multiple projects, anticipate needs, and work effectively within deadlines;
* Complete comprehensive work assignments and meet deadlines;
* Communicate in English clearly, concisely, and effectively, both orally and in writing; and
* Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

***Required Physical Traits:***

While performing duties of this job, the employee is regularly required to talk and hear, use hands or fingers to handle and feel, and use the radio, telephone and computer while communicating with internal and external customers. Requires sufficient manual dexterity and visual acuity to operate a personal computer, standard office equipment and City vehicles. May be required to sit or stand for several hours each day but will also need mobility and ability to walk continuously for long periods of time, and reach with hands and arms. Employee may need to lift, carry, push and/or pull moderately heavy objects and materials (up to approximately 100 pounds). This position requires the employee to work under stressful conditions.

***Qualifications:***

***Required:***

* Must be at least twenty-one (21) years of age.
* Must meet all provisions established by the City of Mukilteo Civil Service Commission.
* Must meet the medical and physical requirements specified by this job description.
* Bachelor’s degree in Fire Service Administration, Public Administration or a related field of study from an accredited institution.
* Minimum of seven (7) years’ service as a full-time paid fire fighter in a municipal fire department, fire district, or federal military installation with a minimum of three (3) years as a Captain or a position of equivalent or higher authority.
* An equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above may be substituted.
* Possess at time of hire and maintain a valid Washington State Driver’s License, with a driving record acceptable to the City. Must complete the department’s driver training program and maintain a driving record acceptable to the City.
* Possess and maintain a valid Washington State Emergency Medical Technician (EMT) certification.
* Ability to pass pre-employment examinations and any subsequent testing.
* Ability to pass a comprehensive background check.

***Preferred:***

* Experience in fire training and instructional methodology.
* Possess and maintain a valid Washington State Paramedic certification and experience as an MSA/MSO for EMS program assignment.
* Completion of an Officer Development Academy and the National Fire Academy Managing Officer Program.
* Incident Command certification recognized by the Department.
* Certifications:
  + IFSAC Instructor 1;
  + IFSAC Fire Officer 1 and 2;
  + Hazardous Materials Incident Commander;
  + NFA Incident Safety Officer; and
  + NFA Health and Safety Officer.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.