



JOB DESCRIPTION

TITLE: Battalion Chief
DEPARTMENT: Fire
GRADE: F7
FLSA: Non-Exempt
EEO DESIGNATION: Official/Administrator
REVISION DATE: 01/10/2017

POSITION SUMMARY

Under the direction of the Fire Chief, performs complex emergency services and administrative work at a senior command level with responsibility for a broad range of administrative and technical activities and related work as required. Plans, organizes and directs multi-company operations at emergency incidents and planned events.

ESSENTIAL FUNCTIONS:

- Manages the organization, staffing, and functional activities of assigned fire stations, bureaus and programs; and participates in the development and implementation of the strategic plan for assigned areas.
- Creates and implements innovative services for assigned areas; monitors and evaluates the effectiveness of services; identifies opportunities for improvement; and manages the implementation of changes.
- Assists with the selection of personnel; mentors, directs, supervises and evaluates assigned personnel; counsels, commends or disciplines personnel as appropriate.
- Responsible for the development, implementation and supervision of training.
- Assists in the development and administration of the assigned budget; forecasts additional funds needed; and assists in the monitoring and approval of expenditures.
- Coordinates assigned services and activities with those in other departments, divisions, and outside agencies and organizations; represents the Department at public functions.
- Responds to emergency incidents and planned events; assumes the duties and responsibilities of the Incident Commander, Command Staff, and/or ICS General Staff as appropriate.
- Provides staff assistance to the Fire Chief; prepares and presents reports and other necessary correspondence.
- Assists in formulating long and short-range plans, policies, procedures, SOG's and updates as needed.
- Ensures compliance of City and Fire Department policies and procedures.
- May temporarily assume the duties and responsibilities of the Fire Chief.
- Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Ten (10) years of full-time broad municipal fire service work to include a minimum of two (2) years of supervisory experience at the Fire Captain level.

OR

Eight (8) years of full-time broad municipal fire service work to include a minimum of two years (2) of supervisory experience at the Fire Captain level AND a Bachelor's Degree from an accredited



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college or university with major coursework in fire science, emergency management, business management or other related field.

Residency: “Response Time” of ten (10) minutes or less to Draper city limits. Individuals who do not meet this requirement at the time of hire/promotion must comply within 90 days.

Must satisfy the medical requirements of National Fire Protection Association (NFPA) Standard 1582 and at all times maintain a fitness level that meets or exceeds the minimum standard of the department physical ability test.

Must possess a valid Utah driver license.

Must maintain a current EMT, AEMT, or Paramedic Licensure.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern principles and practices associated with fire, EMS and other related services; applicable laws, rules, regulations, standards and/or policies and procedures; principles, theories, and practices of personnel management, program management, communications, planning, budget development and management, adult learning, public relations and performance management; statistical sampling, modeling and analysis techniques; research methods and techniques; and computers and related software.

Ability to operate a personal computer and Microsoft products; compose and produce reports, documents and related material.

Ability to effectively and efficiently manage multiple sections or bureaus of a municipal Fire Department; read, interpret and apply laws, rules, regulations, policies and/or procedures; evaluate information against a set of standards; manage and coordinate the work of subordinate personnel, groups and/or organizations; use effective methods and techniques to deal with and resolve complex issues; remain sensitive to the community’s needs; establish and maintain effective working relationships with staff, city officials, community organizations and the general public; communicate effectively, orally and in writing; participate in and/or command difficult emergency operations; handle media inquiries from both print and broadcast; maintain regular consistent attendance; safely operate a motor vehicle; and exercise independent judgment and initiative.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Light physical effort generally in an office setting with comfortable working conditions. Such conditions include handling light weights, sitting, standing and walking in a normal office environment. Considerable exposure to stressful situations. Response to emergencies may involve exposure to dangerous situations under disagreeable conditions such as cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Subject to emergency call back 24 hours per day 365 days per year. Some travel required.



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The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age. The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.