



CLASS SPECIFICATION FOR:

Fire Battalion Chief

General Statement of Duties:

Oversees, schedules, plans, coordinates, organizes, integrates, and directs the day-to-day activities and operations of an assigned operational battalion or section within the Division of Fire which may include fire suppression, emergency medical services, special operations, fire prevention, community risk reduction, resource management, quality management, training, administration support and management, or other assigned operational section; manages and supervises Fire Captains, Fire Lieutenants and other sworn and non-sworn staff assigned under their command; develops and implements approved plans addressing the future strategic needs of the battalion or section to which assigned; and performs related duties as required.

Distinguishing Features of Class:

An incumbent in this class is responsible for an assigned operational battalion or section. Primary duties and responsibilities are day-to-day administrative oversight, management, and supervision of the assigned battalion or section's staff and operations including ensuring the assigned battalion or section is fully trained, prepared and ready for optimal performance and achieving the Division of Fire's goals. When assigned a battalion, the Battalion Chief's primary role is to employ a variety of techniques such as analyzing incident responses and other relevant operational data to identify opportunities for emergency response improvement, determining resource and training needs, and for successful implementation of approved strategies to support the Division of Fire's long-term operational needs and goals. For a battalion assignment, the Fire Battalion Chief has command responsibility for all fire suppression, special operations, emergency medical service, fire prevention and community, risk reduction activities and operations for an assigned battalion. Additionally, the Battalion Chief must demonstrate the physical capability to perform firefighting and EMS duties and excellent judgment at all times in order to effectively perform duties as the incident commander during incident responses and to ensure the members of their command team and battalion respond appropriately to the incident and perform safely and proficiently. When assigned responsibility for an operational section, the Battalion Chief has administrative and management responsibility for the assigned section to ensure the safe, effective, and efficient completion of assigned goals, projects and initiatives in support of the Division of Fire's immediate, short-term and long-term needs and goals. General supervision and administrative direction are typically received from the Fire Chief, Assistant Fire Chief or Deputy Fire Chief. In contrast, a position in the next lower class in the series, Fire Captain, has command responsibility for all fire suppression, special operations, emergency medical services, fire prevention and community risk reduction activities and operations for an assigned station, or administrative and management responsibility for an assigned section of operations. In additional contrast, a Fire District Chief, commands responsibility for an assigned operational shift.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Provides administrative oversight, management and supervision of the day-to-day operations of an assigned battalion or section to ensure the safety and full operational readiness of all personnel, apparatus and equipment assigned to the battalion or section by planning, organizing, delegating, directing, and supervising the training, evaluation and deployment of the work of assigned staff;
- Performs all supervisory responsibilities necessary to effectively lead, supervise, train, and evaluate subordinate supervisory staff which may include Fire Captains and Lieutenant, and non-supervisory sworn and non-sworn direct reports, and serves as a coach and mentor in the professional development of personnel on the assigned shift or in the assigned operational section;
- Participates in recruitment activities, serves on promotions boards, makes recommendations for transfers, promotions, disciplinary actions, commendations, etc.;
- Regularly monitors personnel performance and provides coaching for performance improvement and development;
- Maintains efficiency, discipline and an appropriate distribution of the fire force within an assigned battalion or section;
- Plans, organizes, directs and evaluates the performance of assigned supervisors in their battalion or section as well as establishes performance requirements and personal development targets;
- Compiles and maintains a variety of data and prepares related reports and other required documents/documentation;
- Recommends, develops, implements and follows policies, procedures, and standard operating procedures and directives;
- Understands and is consistently accurate in interpretation and application of Division and County policies and procedures;
- Ensures the successful implementation of Division rules, regulations, policies and procedures within the assigned command;
- Serves on or leads committees, special project teams and other special assignments as assigned;
- May be assigned to represent the department at various local meetings and public appearances before citizen groups, volunteer organizations, political constituents, and the news media;
- May serve as liaison to other County, Regional, State and Federal agencies regarding matters of local, state and national security;
- May serve as liaison to acute/long term health care facilities, community organizations and other EMS agencies in the area;
- Assists with the development of EMS policies, procedures, educational and operational programs;
- Maintains an up-to-date understanding of the Division of Fire's role within the context of the larger role in Henrico County Government and the community and follows orders and chain-of command to effectively implement the Division of Fire's mission;



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- Maintains effective working relationships with other County agencies, developing strategic partnerships to achieve departmental goals and objectives, including collaborating and interacting on a regular basis both orally and in writing as well as face-to-face;
- Develops and maintains an extensive up-to-date knowledge and understanding of emergency response operations and the resources, personnel, department technology and department-specific equipment utilized in support of department operations; as well as emerging new trends in managing operations, technologies and equipment;
- Participates in the physical fitness activities, maintains and demonstrates the necessary physical capability and proficiency in general firefighting and EMS duties;
- May be required to perform the duties of their assigned supervisor or an Assistant Fire Chief as needed during their absence;
- Performs other duties as assigned;

If primary assignment is a designated battalion:

- Upon arrival at the scene of a fire, assumes general command from subordinate officer, evaluates the situation and fire scene, determines plan of action at the fire scene including assessing the need for additional or specialized response support, and directs the proper deployment of companies and equipment at the fire scene;
- Serves as incident commander exercising control of fire ground scene until properly relieved, typically only relieved of command by a higher-ranking Chief for significant emergency and disaster in highly unusual circumstances;
- Instructs and advises company commanders on rules, regulations and policies of the Division of Fire;
- Transmits orders to subordinate officers and sees that such orders are carried out;
- Performs necessary periodic inspections personnel, equipment and apparatus for efficiency of operation;
- Visits buildings in the County to review construction, determine fire hazards and ensure accessibility in case of fire;
- Evaluates the performance of any Captains and Lieutenants under incumbent's supervision and reviews all performance evaluations completed by Captains in the command; and conducts performance management of subordinate personnel;
- Recognizes job performance problems in others and take actions to correct the problem;
- Serves as a coach in the professional development of subordinates;
- Notes evidence of personnel neglect, carelessness or improper attention to duty and ensures the correction of any deficiency found;
- Investigates allegations of personnel misconduct, public complaints, and internal complaints;
- Oversees the training and instruction of the members of the command and conducts and coordinates joint-company drills;
- Regularly visits all companies and units and determines that all property is in good repair and is receiving proper care as required;
- Primary responsibility for the implementation of Division rules, regulations, policies and procedures within the command;
- Manages a program of ongoing classroom and practical training for Division personnel;
- Coordinates with Communications on dispatch protocols;
- Ensures that assigned personnel meet all training standards;
- Identifies deficient skills among subordinates, and plans and implements remedial training;
- Initiates disciplinary action or reviews disciplinary actions recommended by subordinate supervisors to ensure fairness, consistency, and conformance with standard operating procedures and applicable rules and regulations;
- Investigates vehicle accidents and personal injuries, and takes corrective action if needed;
- Supervises budget preparation for assigned area, and analyzes data for budget projections;
- Establishes goals, objectives and priorities for the section or battalion;
- Participates in planning activities necessary to manage fire and EMS activities in assigned area;
- Maintains accurate records and prepares complete reports;
- Addresses citizen groups as assigned or required;
- Handles special projects as assigned by the Assistant Fire Chief or Deputy Fire Chief.
- Maintains EMS, fire-suppression, and special operation services at an optimal level on an assigned shift within a battalion, recalling or transferring personnel as necessary;
- Makes reports on large-loss fires, unusual rescue incidents, vehicle accidents and personal injuries;
- Evaluates the effectiveness of field training programs, and recommends changes or improvements;
- During field operations, identifies areas requiring improvement, and initiates appropriate action;
- Instructs battalion personnel in identified training needs;
- Coordinates with the EMS supervisor assigned to his/her battalion and ensures the scheduling of training and/or drills that test the ability of emergency medical services personnel and equipment to meet agency standards and goals;
- Ensures continuous quality improvement to all aspects of pre-hospital emergency care, EMS operations and documentation;
- Conducts needs assessments to identify equipment, training and administrative deficiencies and recommends corrective interventions;
- Performs other duties as assigned.



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Required Knowledge, Skills and Abilities:

Extensive knowledge and understanding of current and emerging trends in fire administration, fire suppression, rescue, prevention, and emergency medical services principles, practices, apparatus and equipment extensive knowledge of available resources, personnel, department technology and department-specific equipment utilized in support of department operations; extensive knowledge of national, state, and local fire prevention and building codes; extensive knowledge of County and departmental rules, regulations, policies, procedures, and directives; extensive knowledge of safety rules/regulations and accident-prevention practices; demonstrated ability to implement the incident command system to manage an emergency incident or function as an officer in the incident management system; sound critical thinking and problem solving skills with the ability to appropriately resolve a variety of questions and issues within established policies, guidelines, requirements and procedures under adverse and emergency conditions; demonstrated sound political savvy and astuteness; demonstrated sound understanding of the Division of Fire's role within the context of the larger role in Henrico County Government and the community; demonstrated ability to effectively implement the Division of Fire's mission; excellent organization skills with the demonstrated ability to plan, organize, delegate, direct, and supervise the work of an assigned area of operations effectively to successfully achieve goals and to complete assigned tasks accurately and within established deadlines; demonstrated ability to positively and effectively motivate and lead subordinates; demonstrated ability to follow orders given from their chain of command; basic financial skills with an extensive knowledge of the operating, financial, budgetary and purchasing systems of the Division of Fire and County Government; sound skills in the practices of data collection and management with the demonstrated ability to prepare a variety of reports and other relevant documentation; ability to multi-task; professional integrity including the ability to maintain the integrity of confidential and/or sensitive information and processes encountered during the course assigned duties, emergency and incident responses; ability to read and consistently comprehend, interpret, apply, explain, communicate and enforce technical information and regulations accurately; demonstrated sound technological skills with ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; visual and hearing acuity sufficient to enable safe conduct and operations under adverse and emergency circumstances; excellent written and verbal communication skills with the ability to interact professionally with diverse populations; excellent interpersonal and communication skills; ability to express ideas clearly and concisely, orally and in writing; demonstrated ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with all levels of department staff, County staff and officials, the public, and other relevant stakeholders; demonstrated personal accountability with a demonstrated ability to serve as a positive role model for subordinate personnel by leading by example, maintaining open effective two-way communication channels, and by providing a work environment which builds upon individuals' differences in personnel while focusing on team building; demonstrated excellent supervisory skills with the ability to foster and maintain high morale and engagement; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy. Must be able to positively and appropriately represent the County internal and external stakeholders. This position may require the ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Graduation from high school or equivalent supplemented by additional fire training and/or relevant college courses;

Experience: Ten (10) years of relevant experience within the Henrico County Division of Fire including two (2) years of experience as a Fire Captain;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Candidates must also meet the requirements for Fire Battalion Chief, as set forth in the Division's Officer Qualifications Program.
- Valid driver's license and a safe driving record to perform assigned duties at various locations Countywide.
- An annual physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the position.