GREATER BRIGHTON FIRE PROTECTION DISTRICT
POSITION DESCRIPTION

POSITION: BATTALION CHIEF - ADMINISTRATION

STATUS: FULL-TIME; FLSA EXEMPT

EMPLOYMENT STATUS: AT-WILL

WORK HOURS: AS NEEDED TO SATISFACTORILY PERFORM THE DUTIES OF THE POSITION

DATE: 07/11/2018

This job description is established by the Board of Directors (“Board”) of the Greater Brighton Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Battalion Chief’s position in the Fire District (“Battalion Chief”). Battalion Chiefs may be assigned other specific functions as needed. This position is “at-will,” which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Position Summary:

The Battalion Chief’s work requires extensive training in the performance of firefighting, rescue, hazardous materials, emergency medical assistance, command and control duties, as well as personnel management, leadership and development. The Battalion Chief performs a variety of duties associated with the leadership of the District’s Emergency Response, Life and Property Safety Risk Management, and Training/Competency Programs. The programs provide for all emergent and non-emergent responses for public services, fire suppression, rescue, hazardous materials mitigation, and emergency medical assistance. The Battalion Chief may on occasion be responsible for public services related to the reduction and management of all forms of safety risks, including but not limited to, the enforcement and education of all appropriate codes and standards, operational preplanning, assisting with fire cause determination, public education as related to life and property safety values within the community, and general operations personnel competency within the organization.

Immediate Supervisor:

The Battalion Chief reports directly to the Operations Division Chief or Deputy Chief as indicated.

Supervisory Authority:

The Battalion Chief directly, customarily and regularly supervises all assigned employees. The Battalion Chief also supervises all fire-ground personnel while performing Incident Command duties.
Primary Duties and Responsibilities:

The primary powers, duties and general responsibilities of the Battalion Chief include, but are not limited to:

1. Consistently promote a professional image of the District at all times;
2. Exercise discretion and independent judgment with respect to matters of significance, including but not limited to, all aspects of the day-to-day management and administration of the shift or division so assigned, including emergency operations, training, and safety; performing duties that significantly impact the District's operations and services through the comprehensive and ongoing supervision of assigned Operations Division personnel in the deployment of emergency services; evaluating the District’s emergency services operations and make recommendations to the Operations Division Chief regarding modifications or improvements to enhance emergency services; continually monitor and evaluate all components of the District’s operations program, and implement, or make recommendations to the Operations Division Chief regarding, deleting, modifying or improving components, or adding new components, as necessary and appropriate to maintain high quality, effective emergency services, taking into consideration factors such as budgetary limitations, workforce size, and service requirements; continually identify and evaluate new or improved fire suppression and emergency services systems, techniques and methods; developing administrative and operational rules, policies and procedures for the effective and efficient deployment of emergency services, provided, however, that no rule, policy or procedure shall be inconsistent with the rules, policies and procedures established by the District Board or the Fire Chief, including but not limited to the rules, policies and procedures contained in the District’s Member Policy Manual and SOPs.
3. Supervise and perform continuing evaluation of all assigned Operations Division personnel; correct work deficiencies; issue oral and written corrective actions; and, recommend formal disciplinary actions to the Operations Division Chief.
4. Positively and effectively communicate, verbally and in writing, with District employees, other agencies and the public in the performance of the duties and responsibilities of the position;
5. Interact and coordinate in a positive and professional manner with other District employees;
6. Maintain a current awareness of District and supplemental resources that may be required to meet emergency incident response needs.
7. Assign appropriate District resources as necessary to meet the requirements of emergency incidents.
8. Work, and direct others to work, in a safe manner, including the safe use of equipment, tools and materials consistent with the manufacturer or product directions or specifications, and use of industry accepted safe working methods and techniques.
9. Comprehensive knowledge of, and compliance with, the District’s rules, policies and procedures, as contained in the District’s Member Policy Manual and SOPs, and consistently and appropriately enforce them.
10. Monitor the efficiency and quality of operational resources and participate in efforts to improve those resources.
11. Follow the District chain of command in dealing with all levels of District members.
12. Maintain knowledge of the geographic areas of the District and a basic knowledge of the risk hazards posed by the structural, topographic, and demographic conditions within the District.
13. Create documentation, reports, and records related to the District's emergency and non-emergency operations, or as assigned.
14. Employees promoted to the position after the effective date of this position description must have the ability to consistently respond to District Headquarters within 1 hour;
15. Attend appropriate meetings and training related to the position.
16. Communicate District related information to personnel and stations in a timely and appropriate manner.
17. Maintain positive and constructive written and oral communication skills at all times.
18. Respond to and assist in emergent and non-emergent situations as directed by the Incident Commander.
19. Ensure that all emergency incidents are met with proficiency, efficiency, effectiveness, and timeliness, utilizing safe and appropriate procedures.
20. Supervise emergency incidents as required. Assume incident command from subordinate officers as appropriate.
21. Develop and maintain positive, effective working relationships with District employees, other emergency services agencies, other governmental and public agencies and the community.
22. Perform additional duties and responsibilities as may be assigned from time-to-time.

**Training, Safety, and Special Operations Officer - Additional Duties and Responsibilities:**

1. Develop, maintain, and administer training standards, procedures, and a training manual for the District.
2. Define/recommend, administer and evaluate certification standards and testing for all District personnel consistent with District training programs.
3. Analyze and evaluate the effectiveness of existing training programs and make required course corrections.
4. Directs the development and revision of course outlines, lesson plans, training bulletins, visual aids, examinations, and other training related material.
5. Prepare, manage, and oversee training budget accounts as approved in the annual budget.
6. Provide and/or coordinate training of District personnel to meet the minimum requirements to maintain certifications and participate in certification programs.
7. Coordinate, assist, and supervise instructors in presenting quality training classes to personnel.
8. Provides statistical data reports of training programs while maintaining all records, files, and logs related to training activities.
9. Assist in the hiring and promotional testing process.
10. May serve as the District’s Designated Health and Safety Officer.
11. Oversee special operations teams such as Hazardous Material, Technical Rescue, Water/Ice Rescue, and Wildland.

**Emergency Medical Services Officer – Additional Duties and Responsibilities:**

1. Administer and supervises all aspects of the EMS services delivered by BFRD.
2. Prepare, manage, and oversee EMS budget accounts as approved in the annual budget.
3. Communicate with the Medical Director, organizational leaders, partnering agencies, and industry representatives.
4. Serves as a direct liaison with EMS coordinators of partnering agencies, ambulance services and other fire departments.
5. Ensure assigned personnel receive required EMS training and evaluation to be proficient in their position.
6. Ensure that all emergency incidents are met with proficiency, efficiency, effectiveness, and timeliness, utilizing safe and appropriate procedures.
7. Independently disseminate and present public safety education programs, materials, and presentation assistance.
8. May serve as the District’s Designated Health and Safety Officer and/or act as the Infection Control Officer.
9. Assure reliable operation of EMS related equipment.
10. Provide or coordinate continuing medical training of District personnel to meet the minimum requirements to maintain certifications and participate in certification programs.
11. Ensure the Fire District’s emergency responders adhere to approved policies and practices associated with the provision of emergency medical care as well as the appropriate, thorough and effective documentation of care in the Electronic Patient Care Reporting (EPCR) system.
12. Assist in evaluating, developing, maintaining and continually improving a high-quality, cost-effective and efficient EMS program for the district.
13. Directly observe patient care by EMTs and Paramedics while on scene of emergency and non-emergency calls for service, as time allows, and provide constructive feedback and immediate proactive coaching when necessary.
14. Supervises and/or coordinates the general direction for medical supplies and equipment, acquisition and distribution.
15. Provide statistical data reports related to EMS delivery while monitoring trends in EMS and healthcare to ensure quality patient care is provided.
16. Supervises and/or coordinates EMS operations during special events as assigned.
17. Identifies safety and health hazards and initiates and/or facilitates corrective actions.

**Mandatory Qualifications and Requirements:**

1. Possess a valid driver’s license with an acceptable driving record, with the ability to obtain and maintain a valid State of Colorado driver’s license.
2. Ability to obtain and maintain a comprehensive knowledge of the District’s rules, policies and procedures, including but not limited to the rules, policies and procedures contained in the District’s Manual and SOPs.
3. Satisfy the District’s annual fitness for duty requirements.
4. Ability to establish and maintain positive, effective working relations with supervisors, supervised employees, co-workers, the Board, the public, the business community, and other governmental agencies.
5. Consistently demonstrate positive, effective communication skills with the District Board, supervisors, supervised employees, co-workers, other public and private individual and agencies, and the community.
6. Analytical and problem solving skills, including ability to collect, integrate, analyze, and use data and information, and compare and evaluate possible actions or courses of conduct based upon such analysis.
7. Ability to work in a safe manner, maintains a professional appearance, and positively represents the District at all times.
8. Ability to schedule and prioritize multiple projects, and effectively manage time.
9. Ability to exercise sound independent judgment and decision making within the scope of assigned duties.
10. A minimum of three (3) years of service as full-time Captain or above at the time of application for the position (relevant training and experience will be considered in lieu of rank);
11. Possess an Associate’s Degree from an accredited institution in a fire service related field (or 60 credit hours towards a Bachelor’s Degree) or a Bachelor’s Degree in any field at the time of application for the position;
12. Possess and maintain at least a Colorado Fire Officer I Certification (or equivalent) at time of application for position;
13. Possess and maintain at least a Colorado Fire Officer II Certification within 24 months of hire/promotion.
14. Possess and maintain at least a Colorado Emergency Medical Technician Basic (EMT-B) Certification (or National Registry) at time of hire/promotion.
15. Possess and maintain at least a Colorado Hazardous Materials Operations Certification (or equivalent).
16. Possess and maintain at least a Fire Instructor-I Colorado State Certification (or equivalent).
17. Possess and maintain at least an American Heart CPR Certification (or equivalent).
18. NIMS compliant to Battalion Chief level within 12 months of hire/promotion to the position.
19. Ability to work a rotating shift schedule or a Monday through Friday work schedule.
20. Ability to operate every type of District vehicle and apparatus, desktop and tablet computers, telephone, copiers, emergency radio equipment, cameras, and video devices.
21. Operational and demographic knowledge of the District.
22. Satisfy the District’s annual medically fit for duty requirements, applicable NFPA standards, and be able to perform the essential functions of the job with or without reasonable accommodation.
23. Satisfactorily complete continuing education and training necessary to perform the duties of the position.

**Working Environment:**

This position requires work in a variety of locations and conditions, including living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical and medical equipment or supplies, and emergency scenes of every type.

1. Strenuous physical activity under extreme adverse conditions will be required periodically.
2. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.
3. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching over head, reaching away from body, and repetitive motion.
4. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20°F) Fahrenheit and in excess of one hundred degrees (100°F) Fahrenheit.
5. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
6. Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin.
7. Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, small pox, etc.
8. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
9. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
10. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.
11. This position will involve periods of high physical, mental and/or emotional stress.