



Fire Battalion Chief (1157)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 23F

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to serve as manager of one shift of the Fire Suppression component, ensuring the assigned shift is equipped and maintains a state of readiness to respond to fire, emergency rescue, and similar emergency calls to protect the lives and properties of the citizens of Bulloch County.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and coordinates or provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; assists with employee performance evaluations; establishes and promotes employee morale and team dynamics; and supervises assigned personnel in the station and during emergency response.

Manages operations on assigned shift: ensures staffing guidelines are met and makes necessary phone calls to fill all essential positions; monitors personnel records to ensure accurate contact information is maintained in order to recall employees in case of emergency; maintains compliance with departmental guidelines and policies by ensuring records are accurate; participates in managing, developing and implementing departmental goals, objectives, and priorities for each assigned shift; makes recommendations for departmental budget request.

Acts as the highest-ranking officer on-scene when responding to emergency and non-emergency incidents to ensure safe and efficient operations: maintains communication between Fire Administration and Fire Suppression personnel; develops and updates forms and reports to document the activities of employees.

Monitors performance of assigned staff: evaluates work activities and trainings to ensure performance and productivity standards are met; reviews or conducts performance appraisals; reviews personnel assignments regularly to ensure appropriate personnel are assigned to the proper location; conducts periodic and annual written reviews of all shift officers' job performance; provides counseling/coaching and recommends and/or administers disciplinary action; establishes and maintains employee files for shift personnel.

Represents the Fire Department as Incident Commander on emergency incidents when Incident Command is utilized: attends command staff level fire service management training to maintain skills in managing hazardous materials incidents, fire incidents, rescue incidents, and Fire Department safety and health programs.

Conducts special projects: conducts and implements special projects as assigned; supervises and serves on task groups or committees as assigned.

Performs other related duties as required.

Minimum Qualifications

Associate's Degree in Fire Science or a related field; supplemented by five (5) years of progressively responsible experience as a firefighter, to include at least two (2) years as Company officer; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia Class F driver's license. Must possess and maintain the following certifications: NPQ FF II, NPQ Fire Instructor I, NPQ Fire Officer I and II, Current CPR/First Responder or above.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the regular and sustained, but not constant, performance of physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds or more). Requires the ability to perform these functions while wearing personal protective equipment and self-contained breathing apparatus (SCBA), verified yearly with the Candidate Physical Agility Test.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, water hazards, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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