



City of Phoenix FIRE BATTALION CHIEF

JOB CODE 61370

Effective Date: 11/15

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to command and direct all fire fighting, emergency medical service (EMS), and other related emergency operations within a major geographical area of the City on an assigned shift. This assignment also involves responsibility for the management of all Operations Division personnel after regular business hours, and on weekends and holidays. Battalion Chiefs manage the emergency programs within the Operations Division and report directly to the District Commander. Work in this position requires considerable independence and professional decision-making.

ESSENTIAL FUNCTIONS:

- Assumes command of major incidents, or those that require three or more units, and directs the activities of responding companies;
- Answers emergency alarms in assigned geographical area;
- Manages fire companies for the Operations Division and maintains proper staffing levels within the battalion;
- Conducts and evaluates multi-company drills;
- Manages the Operations pre-fire plan program and manages companies at hazardous materials incidents;
- Conducts post incident critiques;
- Trains and instructs employees in modern fire fighting principles, practices, and procedures;
- Enters and retrieves information from the Computer Aided Dispatch system;
- Manages apparatus and station maintenance and inventories;
- Investigates and resolves citizen complaints;
- Reviews EMS and fire reports from companies and collects data for quarterly reports;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:



City of Phoenix

Knowledge of:

- The organizational philosophy and policies that direct all managers in the discharge of their duties.
- Laws, departmental rules, and policies relating to the management of emergencies and related programs.
- Fire fighting principles, practices, and procedures.
- Supervisory techniques and City Personnel administration policies.
- Fire salvage and overhaul operations.

Ability to:

- Maintain managerial control under extremely stressful conditions.
- Perform a broad range of supervisory responsibilities over others.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Work cooperatively with other City employees and the public.
- Enter data or information into a terminal, PC, or other keyboard device (i.e., C.A.D. terminal).
- Communicate orally with customers, clients, and the public in face-to-face one-on-one settings, in group settings, or on the telephone.
- Observe or monitor people's behavior, or objects to determine compliance with prescribed operating or safety standards.
- Understand and follow oral and written instructions in the English language.
- Rely on sense of sight and hearing to help determine the nature of an emergency and make operational decisions.
- Make life or death decisions during emergency situations.
- Comprehend and make inferences from written material in the English language.
- Learn job related material through structured lecture and reading, and through oral instruction and observation. This learning takes place in both a classroom setting and in an on-the-job training setting.
- Use Self Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious waste.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to



City of Phoenix

drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Six years of experience in fire fighting related work with the Phoenix Fire Department, including a minimum of one year of supervisory experience at the level of Captain, and a minimum of 30 semester hours of formal college that includes an array and combination of fire fighting, EMS, and academic subjects. Other combinations of experience and education that meet the minimum requirements may be substituted.