



**City of Phoenix
FIRE BATTALION CHIEF
ASSIGN: DIVISION**

JOB CODE 61371

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to manage a major area or fire department program(s). This classification works a standard 40-hour administrative work week, and supervises first-level supervisors assigned to the area of responsibility. Division Chiefs are Battalion Chiefs on assignment and report directly to a Deputy or Assistant Chief. Persons assigned to this classification are responsible for developing plans and policies for their particular programs. Work in this classification requires a considerable amount of managerial skill, teamwork, and effective decision-making.

ESSENTIAL FUNCTIONS:

- Supervises first-level supervisors in assigned area;
- Manages the company training program, a portion of the department fire code enforcement program, the department arson investigation, communication, apparatus, programs, and personnel;
- Manages a fire district;
- Plans and prepares budgets;
- Manages the budget for an assigned cost center;
- 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:

Knowledge of:

- Firefighting, EMS, and hazardous materials.
- Management practices and City Personnel Administration policies.
- Laws, departmental rules, and policies relating to the management of all service delivery and support programs.



City of Phoenix

- The organizational philosophy and policies that direct all managers in the discharge of their duties.
- Standard management practices.

Ability to:

- Maintain managerial control under extremely stressful conditions.
- Work cooperatively with superiors, subordinates and peers.
- Continue to learn new management methods to improve effectiveness and efficiency.
- Exercise a high degree of self-discipline.
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- 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 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 drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential or marginal functions depending upon work assignment, location, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of experience in a supervisory position as a certified Battalion Chief with the City of Phoenix Fire Department, including work experience in more than one division and familiarity with several different departmental functions; and completion of 30 semester hours of college credits which include an array of fire protection and academic subjects. Other combinations of experience and education which meet the minimum requirements may be substituted.