



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

**JOB CODE 61374**

Effective Date: 12/92

**DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to manage a division of the Fire Department. This position works a standard 40-hour administrative work week and is responsible for managing one or more sections of the department. Assistant Chiefs are Battalion Chiefs on assignment and report directly to the Fire Chief. Persons assigned to this position have complete latitude for decision-making and independent action for planning, intervention strategies and action plans for programs within the designated area. Assistant Chiefs are responsible for developing and administering the budget in their assigned area. Work in this position requires a vast amount of managerial knowledge, effective teamwork, and independent decision-making.

**ESSENTIAL FUNCTIONS:**

- Manages a major Fire Department division;
- Develops and manages the budget in an assigned division;
- Develops and implements laws and regulations governing Public Safety and Fire Protection for the City;
- Evaluates program performance and develops intervention strategies where appropriate;
- Develops department goals and objectives with the Fire Chief, as a member of the senior management team;
- Manages Fire Prevention, Personnel and Training, Emergency Services, Support Services, Operations or any similar division;
- Assumes responsibilities of Fire Chief when designated;
- 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:



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- Firefighting, EMS and hazardous materials.
- Public management and budgeting.
- Laws, department rules and policies relating to the management of all service delivery and support programs.
- The organizational philosophy and policies that direct all managers and executives.
- Executive management skills.

### 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.
- Develop plans and programs for more effective and efficient fire protection and public safety.
- 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 drivers' 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:**

Four years of experience in a supervisory or managerial position as a Certified Battalion Chief with the City of Phoenix Fire Department including experience in several divisions and working knowledge of all major functions; and a bachelor's degree in public management, political science, business administration, economics or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.



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