



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

JOB CODE 61375

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to oversee all firefighting and emergency medical services, and the operational control of all resources assigned to the Firefighting Division. The Executive Assistant Fire Chief continuously evaluates Firefighting Division tactics and performance and either effects changes in equipment, methods control procedures, and training within the limits of delegated authority or recommends changes to the Chief when such changes would exceed delegated authority. Under the direction of the Fire Chief, performance is evaluated on the basis of the excellence of firefighting and corollary activities.

ESSENTIAL FUNCTIONS:

- Develops and recommends objectives, plans and programs for the Firefighting Division;
- Establishes battalion training objectives and supervises implementation of directed training within departmental training guidelines;
- Coordinates alarm, dispatching, tactical control, fire extinction, emergency rescue, and emergency medical services;
- Continuously evaluates firefighting and related operations to ensure the effectiveness of tactics, equipment, organization and procedures;
- Recommends changes to improve operations, and effects changes within the limits of delegated authority;
- Directs investigations and conducts hearings related to Firefighting Division operations and personnel;
- Prepares preliminary budget for the Firefighting Division;
- Studies new developments in firefighting and emergency medical equipment, doctrine, and technique, to evaluate their local application;
- Performs special studies and operations as directed by the Fire Chief;
- 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.



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Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of modern firefighting and fire prevention.
- Use and care of modern firefighting apparatus.
- Rules and regulations of the department and of the laws and ordinances pertaining to fire prevention.
- Geography of the City, locations of water mains and fire hydrants and major fire hazards located within the City.
- Training techniques and methods.
- Principles of municipal fire department administration.

Ability to:

- Work cooperatively with associates.
- Communicate orally in the English language with customers, clients, and the public in a face-to-face, one-to-one setting.
- Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar.
- Perform a broad range of supervisory responsibilities under conditions of severe emotional stress.
- Plan, evaluate, assign and coordinate activities performed by Fire Department units.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential or marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Ten years of progressively responsible experience in firefighting and fire prevention, including three years of supervisory duties at a level which provided the opportunity to become familiar with varied phases of departmental operations, and 60 hours of formal college level instruction in firefighting, fire prevention, emergency medical services, and Fire Department administration and municipal administration. Other combinations of experience and education which meet the minimum requirements may be substituted.