



City of Phoenix
FIRE BATTALION CHIEF
ASSIGN: DEPUTY CHIEF SHIFT COMMANDER

JOB CODE 61376

Effective Date: 11/15

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is for the command and direction of all fire fighting, EMS, and other related emergency operations, on an assigned shift, within the City of Phoenix and the participating automatic aid cities. This assignment works a 56-hour shift and also involves responsibility for responding to all major emergencies as the highest ranking on-duty command officer to support and potentially assume command of incidents Citywide. Battalion Chiefs assigned as Deputy Chief Shift Commander are responsible for the management of all Operations Division personnel after regular business hours, on weekends and on holidays. Deputy Chief Shift Commanders manage the emergency response capability of programs of the Operations Division and report directly to the Assistant Chief of Operations. The Deputy Chief Shift Commander is responsible for the resolution of administrative matters and problems after hours and on weekends and holidays. Work in this classification requires a considerable amount of managerial skill, teamwork, and effective decision-making.

ESSENTIAL FUNCTIONS:

- Answers emergency alarms throughout the participating automatic aid cities' areas of response and assumes command of incidents that require three or more units;
- Responds to major emergency incidents, makes assessment and, if necessary, assumes command;
- Acts as the designated contact point for administrative matters and problems after hours and on weekends and holidays;
- Critiques operations and develops system-wide procedures and training programs;
- Develops and implements tactical training for all Chief officers;
- Reviews and develops operating procedures;
- Ensures compliance with all governmental and departmental regulations;
- Manages an assigned section;
- Manages fire companies for the Operations Division after regular business hours, weekends and holidays;
- Conducts multi-company drills;



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- Manages the pre-fire plan program and the Special Operations hazardous materials program;
- Assists the Assistant Chief of Operations in coordinating emergency pre-plans with other agencies, e.g., Phoenix Police Department, Arizona Department of Public Safety, Arizona State Department of Emergency Services, etc.;
- Determines and schedules daily shift assignments and constant manning requirements;
- Works with senior staff in long-range planning and budget considerations and development;
- Manages cost center(s);
- 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:

- Fire fighting, emergency medical services and hazardous incidents.
- Supervisory techniques and City Personnel administration policies.
- Laws, departmental rules and policies relating to the management of emergencies and related programs.
- The organizational philosophy and policies that direct all managers in the discharge of their duties.

Ability to:

- Maintain managerial control under extremely stressful conditions.
- Works cooperatively with superiors, subordinates and peers.
- Exercise a high degree of self-discipline.
- 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 with proper sentence construction, punctuation, and grammar.

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



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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:

A certified Battalion Chief with the City of Phoenix Fire Department, including three years of experience in a supervisory or managerial position. Work experience in more than one division, and familiarity with all major departmental functions. Completion of a two-year degree program in fire science, public management, or business administration. Other combinations of experience and education which meet the minimum requirements may be substituted.