

MEETING DATE: 08/24/09

AGENDA ITEM: 1) Approval of the Revised Classification Specification for Battalion Chief.

ATTACHMENTS

	<u>Pages</u>
1. Classification Specification for Battalion Chief	1 - 4
2. Organizational Chart for Fire Department FY 09/10	5
3. Meeting Minute Excerpt for Item A-2 from Civil Service Commission meeting on 08/05/2009	6 - 7

BATTALION CHIEF

DEFINITION

The occupants of these positions classification are in the classified service. These classification, an upper level management positions, serves as a fire platoon supervisor with responsibility for coordinating or and directing emergency incidents and the routine duties of a battalion. Occupants of this classification may be assigned as Assistant Fire Chief with the responsibility of the general supervision of divisions within the Fire Department, the fire scene work of a group of fire stations including engine, truck and rescue companies or if assigned as Fire Marshal with the responsibility of, directs, supervisinges, and directing coordinates the City's comprehensive Fire Prevention and Arson Investigation Bureau programs. The positions assigned to this classification may also function as an Assistant Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

The positions within this classification report to the Fire Chief or Battalion Chief/Assistant Fire Chief and supervise the work of Fire Captains and may supervise the work of other professionals, technical and Assistant Fire Marshal, Firefighter/Inspectors, Fire Prevention Specialists, Communications Technicians, or clerical staff.

ESSENTIAL JOB DUTIES

The following duties are essential for this position. Any single position may not perform all of these tasks or may perform similar related tasks not listed here.

1. ~~6-~~ Keeps abreast of fire suppression issues problems and hazards within the City and exercises initiative in finding workable solutions to these problems.
2. ~~7-~~ Identifies methods ways to improve and streamline fire suppression, training and equipment maintenance operations and programs.
3. ~~9-~~ Projects a positive image to individuals and groups as a professional, competent and helpful manager. Communicates effectively and openly with different individuals and groups.
4. Provides technical assistance to Fire Captains and other staff in the completion of their assigned duties work, and personally handles or directs complex tasks or multi-company firefighting responses.
5. ~~Marginal Job Duties 1-~~ Assists in preparationing of the annual budget and operations for the Fire Chief anticipating the resources required for the Fire Department to provide satisfactory and responsive protection for the residents of the City.
6. ~~Marginal Job Duties 2-~~ Assists the Fire Chief and/or the Assistant Fire Chief with Administrative tasks, such as reports, projects and surveys.

7. ~~Marginal Job Duties~~ 3. Researches and develops projects from conception to completion including written correspondence and reports **and policies**.
8. ~~Maintains a competent and motivated work force through work assignments, performance evaluation, counseling, training, and disciplinary action.~~
9. ~~Plans and directs the operations of fire stations including the establishment of response standards to ensure personnel are productively utilized and acceptable quality standards are maintained.~~
10. ~~Maintains clear, timely, and accurate communications between fire suppression, inspection, and other organizational units so that activities are coordinated and achieve fire control objectives.~~
11. ~~Identifies and assesses the nature of problems impacting the effectiveness of fire service delivery, and takes corrective action in consultation with the Assistant Fire Chief.~~
12. ~~Keeps the Fire Chief and fire management personnel adequately informed of problems or issues which need to be addressed, and proposes alternative solutions for consideration.~~

The following essential duties are specific to the designated assignment.

If assigned as a Fire Platoon Supervisor:

8. Supervises and coordinates the activities of fire companies.
9. Responsible for effective and efficient use of apparatus, equipment, and personnel in extinguishing fires and performing other emergency rescue work.

Assistant Fire Chief:

10. Establishes operational objectives for the Fire Department in conformance with goals set by the Fire Chief.
11. Acts as the Department's Personnel Officer.
12. Assures compliance with departmental policies, rules and procedures ~~as well as modern firefighting, prevention, and equipment maintenance techniques.~~
13. ~~Assures the services for which the Battalion Chief is responsible are performed in a competent and efficient manner.~~

If assigned as Fire Marshal:

13. ~~1.~~ Plans, organizes and directs ~~a program of~~ fire prevention inspections **program** of buildings and installations throughout the City.
14. ~~2.~~ Initiates the investigation of any fire in which the cause, origin, and/or circumstances are of suspicious nature, in which substantial property damage has been incurred, or in which a fatality or major injury occurred.
15. ~~3. Makes interpretations of existing policies and regulations; and recommends new fire prevention ordinances and revisions of existing ordinances.~~
16. ~~Checks building plans for conformity with Fire Prevention codes.~~
17. ~~Reviews reports of inspections and complaints and follow up complaints to see that hazards are eliminated. Supervises the development of and is responsible for the maintenance of inspection records.~~
18. ~~Collaborates with recognized law enforcement and fire suppression agencies in all matters relative to violation of fire laws, and cooperates with the City Attorney or District Attorney in the prosecution of violations of fire laws.~~
19. ~~As Public Information Officer, gathers all information on major fires or other unusual occurrences and releases this information to the proper sources at the appropriate time. Confers with the Fire Chief before contacting other city or State authorities on controversial fire prevention matters.~~

- ~~20. Approves permits for the sale, use, storage, and transportation of explosives and flammable materials and approves permits for hazardous processes, public assemblies and related matters.~~
- ~~21. Prepares the annual budget and operations reports for the Fire Prevention and Arson Investigation Bureau and submits the information to the Fire Chief.~~

MARGINAL JOB DUTIES

~~The following duties are typically performed by individuals in this classification but are considered less than essential.~~

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Problems, issues, philosophies, principles, and tactics associated with firefighting, fire prevention, inspection, and equipment maintenance.
- Modern management, planning, organization, motivation, budgeting, and communication techniques.
- Departmental policies and regulation.
- Municipal government operations.
- Relevant laws, ordinances, codes, and court decisions that affect fire protection.
- City geography.
- Major fire hazards.
- Water supply system.
- Labor and interpersonal relations.
- Fire causes, fire behavior and its effects.
- Principles of fire and arson investigation.
- Training related to fire prevention and arson investigation programs.
- Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.

Skill and Ability to:

- Manage the technical aspects of various fire suppression, prevention and training activities.
- Quickly analyze emergency situations and direct the proper course of action.
- Prepare performance evaluations and encourage employee development.
- Plan, schedule, and control work.
- Communicate effectively in both verbal and written form.
- Conduct fire protection operation and management systems.
- Read and understand **apparatus, building and equipment** plans and specifications.
- Prepare comprehensive reports.
- **Establish and maintain effective working relationships.**
- Meet the public in situations requiring tact and poise.
- Develop and present effective public education programs.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license and ~~possession of an~~ EMT-1 Certificate.

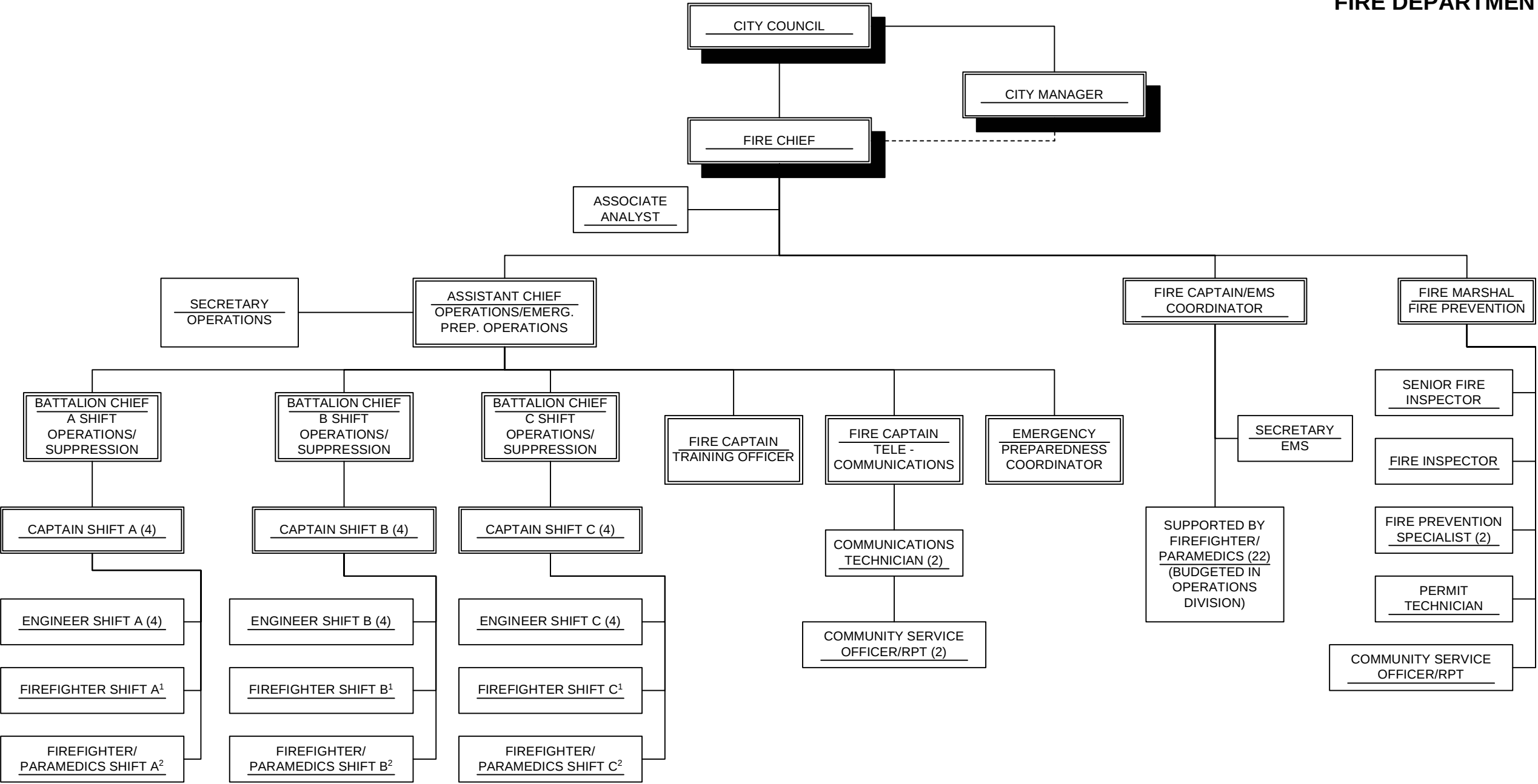
TRAINING AND EXPERIENCE

Any combination of training and experience that could likely provide the required knowledge, skills, and ability would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- 1a) a Bachelor's degree from an accredited college or university in any major or
- 1b) an Associate of Arts degree from an accredited college in fire technology and **California** State Fire Marshal Training Chief Officer Certificate, and
- 2) two (2) years of fire suppression, prevention, or administrative experience at Culver City Fire Department at the rank of Fire Captain, and
- 3) Completion of the educational requirements for CICCIS (California Incident Command Certificate System) and Area "A" Strike Team Leader.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires the mobility to stand, stoop, reach, and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Performs work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 75 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather ~~without effective protection from sun, cold and rain.~~
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including **gloves**, goggles, face protectors, aprons, shoes and oxygen breathing apparatus.
- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around foul odors.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts. May be required to work around electrical current.



¹ 5 FIREFIGHTERS total; numbers vary with shift assignments.
² 22 FIREFIGHTER/PARAMEDICS total; numbers vary with shift assignments.

ATTACHMENT 3

*****UNOFFICIAL MINUTES EXCERPT*****

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION,
CITY OF CULVER CITY,
CALIFORNIA

August 5, 2009
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 7:03 P.M.

Present: Chair Sharon Zeitlin
Vice Chair Dan Gallagher
Commissioner Richard Ochoa
Commissioner Sandy Stivers
Commissioner Michael Whitaker

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Action Items

Item A-2

Revised Classification Specification & Recruitment Bulletin: Battalion Chief

Staff provided a summary of the material of record.

Discussion between the staff and the Commission included: a suggested change to strike the word correspondence from item 7 on page 2; formal education requirements; the California State Fire Marshall Training Chief Officer Certificate; requirements of other cities; the rationale for not requiring that the Battalion Chief have a bachelor's degree; concerns with consistency throughout the City for upper level management; certificate programs; ongoing annual training; the uniqueness of the position; valuing both formal education and formalized training; educational incentives; concerns with limiting the candidate pool; the changing culture of the fire service; components of the examination and weighting; changes to wording to clarify who the Battalion Chief reports to; and appreciation for the work of staff.

MOVED BY VICE CHAIR GALLAGHER, SECONDED BY COMMISSIONER OCHOA, AND UNANIMOUSLY CARRIED THAT THE CIVIL SERVICE COMMISSION: 1) APPROVE THE REVISED CLASSIFICATION SPECIFICATION FOR BATTALION CHIEF; AND 2) APPROVE THE REVISED PROMOTIONAL RECRUITMENT BULLETIN FOR BATTALION CHIEF.