

ATTACHMENT 2: Final Proposed Document



BATTALION CHIEF

DEFINITION

The occupants of this classification are in the classified service. This classification, an upper level management position, serves as a fire platoon supervisor with responsibility for coordinating and directing emergency incidents and the routine duties of a battalion.

SUPERVISION RECEIVED AND EXERCISED

The positions within this classification report to the Fire Chief or Assistant Fire Chief and supervise the work of Fire Captains and may supervise the work of other professionals, technical and 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. Keeps abreast of fire suppression issues and hazards within the City and exercises initiative in finding workable solutions.
2. Identifies methods to improve fire suppression, training and equipment maintenance operations and programs.
3. 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.
5. Assists in preparation of the annual budget and operations for the Fire Chief.
6. Assists the Fire Chief and/or the Assistant Fire Chief with Administrative tasks reports and surveys.
7. Researches and develops projects from conception to completion including written reports and policies.

The following essential duties are specific to the designated assignment.

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.

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 with Firefighter Endorsement and EMT 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 degree from an accredited college preferably in fire technology or a related field and completion of classes required for the California State Fire Marshal 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.
- 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.