

TITLE: Battalion Chief

FD-EMS/3

DEPARTMENT: Fire-EMS, Fayette County

JOB SUMMARY: This position is responsible for directing the operations of an assigned Fire-EMS 24 hour shift.

MAJOR DUTIES:

- o Directs the activities of the assigned shift; conducts annual employee evaluations; plans and participates in training activities; investigates employee injuries and accidents occurring on the assigned shift.
- o Ensures that shift staffing meets minimum requirements; fields requests for emergency leave and makes appropriate recommendations.
- o Confirms the correct deployment of apparatus to emergency responses and ensures adequate coverage is maintained.
- o Organizes, schedules, and assigns duties for shift personnel.
- o Reviews company activities, reports, and personnel forms for correctness and completeness.
- o Responds to and establishes command and control on all incidents; serves in a supervisory role in a branch, group, or division of an emergency scene as appropriate.
- o Provides information to the public, citizens, supervisors, and the media.
- o Investigates and provides feedback on complaints.
- o Interprets and enforces policies and procedures.
- o Assists with special projects as assigned.
- o Submits work orders for the repair and replacement of faulty equipment, station facilities, and apparatus.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the current principles, practices, and techniques of fire, EMS, EMA, and public safety agencies,
- o Knowledge of current federal, state, and local laws, administrative rules, standard guidelines, and ordinances.
- o Knowledge of county government policies and procedures.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of modern data management, records, and reporting systems.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of personnel laws and county and department personnel procedures.
- o Knowledge of relevant training standards.
- o Skill in preparing and monitoring operating budgets.
- o Skill in planning, directing, and supervising the work of subordinate personnel.

SUPERVISORY CONTROLS: The Fire Chief or Deputy Chief assigns work in terms of shift goals and objectives. The supervisor reviews work through conferences, reports, and observation of shift activities.

GUIDELINES: Guidelines include county policies and procedures; departmental policies and procedures; local, state, and federal laws; medical protocols and standing orders; NFPA standards; building and fire codes; and county ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory, administrative, and emergency response duties. The necessity of balancing emergency and non-emergency duties contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to supervise and participate in the operations of an assigned 24-hour shift. Success in this position contributes to the safety and well being of both employees and county residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, business owners, property owners, law enforcement personnel, health care professionals, representatives of other emergency response agencies, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is performed while intermittently sitting, standing, bending, crouching, climbing stairs, stooping all while dressed in work uniform or wearing PPE and could be carrying additional equipment. The employee occasionally lifts light and heavy objects including medical patients, climbs ladders up to 100+ feet in height, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, and occasional hot, cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and all protective clothing associated with Fire and EMS operations.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over an assigned 24 hour shift of personnel.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work

under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to position of a Bachelor's degree from an accredited college in the field of Fire Science, EMS Technology, or other related course of study.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, and a minimum of ten years experience with a recognized career fire department. Two years experience as a Captain with Fayette County Fire & Emergency Services. Years of experience can run concurrently.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Meet current requirements set forth by the National Fire Protection Association as a Pumper Operator, Aerial Operator, Fire Officer 3, Fire Instructor 2, and meet the Georgia Firefighter Standards and Training Act and other course requirements as per position promotional policy.
- o Possession of State of Ga. Paramedic license and possesses and maintains National Registry certification as a Paramedic. Currently functions as a Paramedic with Fayette Co.