

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_

**Class Title: Battalion Fire Chief**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Organizes, coordinates and manages emergency incidents and oversees the operations of fire stations.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Organizes activities at fire responses by planning strategy, executing coordination of units, and accounting for the safety of all units.
2	L	Provides administrative requirements by collecting, reviewing, and editing all incoming paperwork, disseminating information, maintaining records, and allocating personnel and resources.
3	L	Develops personnel by overseeing training operations, developing training objectives, evaluating and counseling subordinates.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two (2) years combined experience as a Fire Captain, Deputy Fire Marshal or Fire Arson Investigator
Certifications and Other Requirements	Valid Driver’s License; current Virginia Department of Fire Programs Certifications in Fire Officer II, Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other “Firefighter Professional Qualifications” as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers.
Reading	Work requires the ability to read technical references, rules and regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write records, letters and correspondences.
Managerial	Managerial responsibilities include planning manpower allocations and training.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	On ladders
Sitting	F	Computer, desk work, answering telephone, driving
Walking	F	Visiting stations, safety inspections
Lifting	O	Office supplies, paperwork, radio
Carrying	O	Office supplies, paperwork, radio
Pushing/Pulling	O	Chairs
Reaching	O	Office supplies, paperwork
Handling	O	Office supplies, paperwork, radio
Fine Dexterity	O	Computer keyboard
Kneeling	O	Safety inspections, observations
Crouching	O	Safety inspections, observations
Crawling	R	Safety inspections, observations
Bending	O	Safety inspections, observations
Twisting	O	Safety inspections, observations
Climbing	O	Ladders
Balancing	O	On ladders
Vision	C	Computer, desk work, reading, writing, driving, inspections, supervising staff
Hearing	C	Telephone, radio, firefighters, police officers, meetings
Talking	F	Telephone, radio, firefighters, police officers, meetings
Foot Controls	O	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Radio, telephone, command accountability board, computer, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	M	Extreme Temperatures	M
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	M
Explosives	S	Wetness/Humidity	S
Communicable Diseases	S	Darkness or Poor Lighting	S
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Self contained breathing apparatus, turn out gear

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)