

LEGEND:

Additions

Deletions

Approved September, 2014

Proposed December, 2018

CITY OF SANTA CLARA, CALIFORNIA

BATTALION CHIEF

(Unclassified)

(036)

EDUCATION AND EXPERIENCE

- Either graduation from college with a Bachelor's Degree plus ~~twelve~~*ten* (~~12~~*10*) years firefighting experience in the Santa Clara Fire Department which must include ~~five~~*four* (~~5~~*4*) years ~~officer's~~*Fire Captain* experience, ~~two (2) years of which must be either as a Fire Captain and/or Assistant Training Officer;~~
Or
- Graduation from high school or its equivalent and thirty (30) semester units of fire science/technology or a Certificate in Fire Science/Technology, thirty (30) additional semester college units in general education, plus ~~fourteen~~*twelve* (~~14~~*12*) years of experience in the Santa Clara Fire Department which must include ~~five~~*four* (~~5~~*4*) years ~~officer's~~*Fire Captain* experience, ~~two (2) of which must be either as a Fire Captain, Assistant Training Officer, or Assistant Fire Marshal.~~

Desirable Qualifications:

- ~~Experience serving in the position of Assistant Training Officer;~~
- Experience working in a variety of divisions in the Fire Department, such as Suppression, Training, Emergency Medical Services (EMS), and Fire Prevention and Hazardous Materials.

LICENSE

Possession of an appropriate, valid California Class C driver's license is required *at the time of appointment and for the duration of employment.*

DISTINGUISHING CHARACTERISTICS

This is a professional managerial position in the Unclassified Service, responsible for a division within the Fire Department. An incumbent in this classification exercises independent judgment and discretion; manages and directs employees; formulates administrative policies for the effective use of assigned personnel; supports the direction established by the Fire Chief and City Manager as well as policies established by the City Council for the delivery of public safety service to the citizens.

As a member of the City's Unclassified Service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

BATTALION CHIEF (continued)

TYPICAL DUTIES

Duties include, but are not limited to, the following.

Under general direction, the incumbent will:

Suppression Division: As an officer in charge of an assigned emergency operations division,

- Coordinate, assign and direct the work and activities of fire suppression personnel;
- Supervise the effective operation, utilization and maintenance of fire and rescue apparatus and equipment;
- Respond to emergencies to coordinate and direct the activities of personnel and equipment;
- Transmit and carry out City and Fire Department orders and policies;
- Represent line captains to administration and administration to line captains;
- Inspect personnel and equipment;
- Prepare and give performance evaluations on subordinates supervised;
- Advise counterparts of activities within the division, noting special instructions and unusual conditions;
- Prepare, submit, and administer the annual budget for the suppression division;
- Work with other members of the Fire Department staff in developing plans, policies and procedures concerning all areas of Fire Department activity;
- *May serve in the capacity as the department Public Information Officer when necessary;*
- *Assist with duties necessary for department accreditation;*
- May participate in the evaluation of applicants for employment;
- Attend and participate in professional conferences;
- Supervise pre-fire planning programs;
- Prepare staff work including administrative assignments;
- May, on occasion, act as Deputy Fire Chief; and
- Perform related work as required.

Training Division:

- Plan, organize, direct, coordinate and evaluate in-service training programs of the Fire Department (including the Volunteer Fire Department);
- Research, develop and standardize methods used and equipment employed in emergency services;
- Observe emergency services procedures utilized by suppression personnel in order to evaluate methods employed and to establish training needs;
- Coordinate the development of fire safety and fire fighting training programs for industrial, mercantile and hospital staff within the City;
- Supervise the instruction and evaluation of probationary personnel;
- Participate in pre-fire planning programs;
- Schedule and coordinate special training conducted for Fire Department personnel by other agencies;
- Schedule and coordinate special training for other agencies and groups by Fire Department personnel;
- Prepare and give performance evaluations on subordinates supervised;
- Supervise the development and updating of training reference material;

BATTALION CHIEF (continued)

- May participate in the evaluation of applicants for employment;
- Attend and participate in professional conferences;
- Keep records pertaining to training activities;
- Prepare, submit, and administer the annual budget for the training division;
- Work with other members of the Fire Department staff in developing plans, policies and procedures concerning all areas of Fire Department activity;
- *May serve in the capacity as the department Public Information Officer when necessary;*
- *Assist with duties necessary for department accreditation;*
- Prepare staff work including administrative assignments;
- Supervise the City of Santa Clara Disaster Preparedness Program;
- May, on occasion, act as Deputy Fire Chief; and
- Perform related work as required.

Emergency Medical Services (EMS) Division:

- Plan, organize, direct, coordinate and evaluate the delivery of emergency medical services by the Santa Clara Fire Department, including, but not limited to, Advanced Life Support Paramedic Transport, Advanced Life Support Paramedic Engine Companies, and Emergency Medical Technician (Defibrillator);
- Arrange and administer all training and continuing education for emergency medical service delivery;
- Work closely with other fire departments and emergency medical service delivery agencies, including County and State emergency medical service agencies;
- Acquire and maintain working knowledge of County, State and Federal laws, regulations and protocols dealing with the delivery of pre-hospital emergency medical services;
- Administer the Emergency Medical Services Division;
- Prepare, submit and administer the EMS Division Operating and Capital Outlay budgets;
- Participate in developing specifications for ordering and placing in-service medical apparatus and equipment;
- Supervise the effective operation, utilization, and maintenance of medical apparatus and equipment;
- Respond to emergencies to coordinate and direct the activities of personnel and equipment;
- *May serve in the capacity as the department Public Information Officer when necessary;*
- *Assist with duties necessary for department accreditation;*
- Prepare and give performance evaluations on subordinates supervised;
- Attend and participate in professional conferences;
- Represent the City and the Fire Department at various meetings and conferences;
- Prepare staff work including administrative assignments;
- May, on occasion, act as Deputy Fire Chief; and
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices and techniques of modern firefighting, emergency services and the saving of lives and property from fire and other causes;
- The laws, ordinances and regulations which govern the Fire Department;

BATTALION CHIEF (continued)

- Training practices and techniques;
- Operation and maintenance of various types of fire apparatus and equipment; and
- Fire hazards within the City; fire tactics and strategy;—
- ~~Working knowledge of:~~
- Hazardous materials, fire alarm systems, principles of hydraulics and chemistry as applied to fire fighting;
- Emergency medical delivery services including County, State, and Federal laws, regulations and protocols;
- City geography;
- Water system apparatus maintenance and the California Vehicle Code; and
- Modern principles of Fire Department organization and management.

Ability to:

- Lead and direct the operation of personnel and equipment under both routine and emergency conditions;
- Maintain discipline and high morale;
- Work tactfully and effectively with City officials, state and local authorities, and the general public;
- Direct, schedule, evaluate, and train subordinates;
- Prepare and administer budgets;
- Prepare and present clear and concise reports;
- Deal fairly, objectively and impartially with others;
- Use good judgment;
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties; and
- Demonstrate a broad awareness and understanding of the interrelationships between departmental operations, programs, and activities.

SUPERVISION RECEIVED

Reports to the Deputy Fire Chief and/or Fire Chief.

SUPERVISION EXERCISED

- Suppression Division: Fire Captains and other personnel as assigned.
- Training Division: Assistant Training Officers and other personnel as assigned.
- EMS Division: Fire Department Paramedics and other personnel as assigned.

OTHER REQUIREMENTS

- May be required to work unusual hours.
- ~~Is required to maintain a permanent residence within a fifty minute response time to the City within six months of appointment. The fifty minute response time assumes standard road conditions and following speed limits.~~

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

CITY OF SANTA CLARA, CALIFORNIA
BATTALION CHIEF
(Unclassified)
(036)

EDUCATION AND EXPERIENCE

- Either graduation from college with a Bachelor's Degree plus ten (10) years firefighting experience in the Santa Clara Fire Department which must include four (4) years Fire Captain experience;
Or
- Graduation from high school or its equivalent and thirty (30) semester units of fire science/technology or a Certificate in Fire Science/Technology, thirty (30) additional semester college units in general education, plus twelve (12) years of experience in the Santa Clara Fire Department which must include four (4) years Fire Captain experience.

Desirable Qualifications:

- Experience working in a variety of divisions in the Fire Department, such as Suppression, Training, Emergency Medical Services (EMS), and Fire Prevention and Hazardous Materials.

LICENSE

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DISTINGUISHING CHARACTERISTICS

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- Coordinate, assign and direct the work and activities of fire suppression personnel;

BATTALION CHIEF (continued)

- Supervise the effective operation, utilization and maintenance of fire and rescue apparatus and equipment;
- Respond to emergencies to coordinate and direct the activities of personnel and equipment;
- Transmit and carry out City and Fire Department orders and policies;
- Represent line captains to administration and administration to line captains;
- Inspect personnel and equipment;
- Prepare and give performance evaluations on subordinates supervised;
- Advise counterparts of activities within the division, noting special instructions and unusual conditions;
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- Work with other members of the Fire Department staff in developing plans, policies and procedures concerning all areas of Fire Department activity;
- May serve in the capacity as the department Public Information Officer when necessary;
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Training Division:

- Plan, organize, direct, coordinate and evaluate in-service training programs of the Fire Department (including the Volunteer Fire Department);
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- Participate in pre-fire planning programs;
- Schedule and coordinate special training conducted for Fire Department personnel by other agencies;
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- Prepare and give performance evaluations on subordinates supervised;
- Supervise the development and updating of training reference material;
- May participate in the evaluation of applicants for employment;
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- Work closely with other fire departments and emergency medical service delivery agencies, including County and State emergency medical service agencies;
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BATTALION CHIEF (continued)

- Emergency medical delivery services including County, State, and Federal laws, regulations and protocols;
- City geography;
- Water system apparatus maintenance and the California Vehicle Code; and
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