

FIRE BATTALION CHIEF OF OPERATIONS

DEFINITION

Under general direction, assists in the management of the City's fire suppression and prevention activities; plans, organizes and directs shift operations; supervises and directs personnel and equipment at fire and/or emergency scenes; organizes scenes; organizes Fire/EMS training; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the Department Head.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below.

1. Assists the Chief in planning, organizing, coordinating, and directing fire suppression and prevention activities for the protection of life and property; may function as emergency incident commander when necessary, assumes the responsibility for departmental operations upon the request of, or in the absence of the Chief.
2. Analyzes operational and service demands and devises plans to meet needs; confers with legal advisors, citizens, and City officials on fire problems; develops municipal fire suppression/prevention policies; makes public presentation as necessary on a variety of topics related to the Department's operation.
3. Assists in the development and administration of the City's Emergency Operations Plan and Disaster Preparedness/SEMS and related training programs.
4. Makes personnel selection recommendations and enforces discipline and training regulations; directs the assignments of personnel and equipment and the development and execution of training programs; ensures preparedness of equipment and staff to react effectively in emergency situations.
5. Supervises the conduct of special studies and projects; preparation of comprehensive reports; advises Fire Chief of department activities.
6. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Heads.

EMPLOYMENT STANDARDS

Education and/or Experience

Certified by the California State of Fire Services as a Fire Officer (Chief Fire Officer desirable), and in possession of all lower certifications and five years of progressively responsible management experience in a municipal fire protection or any combination of training and experience that provides the desired knowledge and abilities. Graduation from an accredited college with a Bachelor's Degree in public or business administration including coursework in fire science is desirable.

Knowledge of:

Principles, practices, and techniques of fire science and administration; causes, prevention, and control of fire; codes, laws, and regulations related to fire suppression and prevention; public education techniques; supervisory and public relations techniques; interagency communications and assistance techniques and practices; municipal organization and administration; principles and practices of fire department administration; arson investigation techniques; physical layout and composition of City, including special fire problems; administrative procedures and techniques; personnel administration principles and practices.

Ability to:

Develop comprehensive plans to satisfy future needs for department service; learn, interpret, explain and apply laws, regulations, rules, department policy and procedures; think and act appropriately in emergency situations; supervise the work of others; plan, organize, assign, and direct the activities of department staff; understand and follow verbal and written directions; write clear, concise and accurate reports; use and care for department equipment; establish and maintain effective working relationships with superiors, peers, subordinates, and general public; communicate effectively, both verbally and in writing; analyze situations and resolve through established policy; make public presentations.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Applicant shall be disqualified from further employment consideration if said applicant has smoked tobacco within one year immediately preceding the date of the applicant's selection interview. Upon appointment, a new employee shall sign a statement affirming that, as a condition of continued employment in the Porterville Fire Department, he/she will refrain from smoking tobacco.

Physical Demands

Strength, stamina and dexterity to sit in vehicles operating on rough roads, wild land areas and off road terrain; withstand extended periods of physical exertion; walk on uneven or slippery surfaces; move from place to place within the fire station and at emergency sites; and repeatedly stoop, stand and sit. Dexterity and coordination to handle fire equipment, apparatus and large and small tools; occasional lifting of objects weighing up to 50 lbs.; strength to move the weight of an average human body; reach for items above the head and below the feet; climb up and down ladders; enter confined spaces and other areas; and visual acuity sufficient to read gauges and observe conditions at emergency sites in a variety of lighting conditions, including bright light, low light, and low visibility conditions.

WORKING CONDITIONS

Work in outdoor and indoor environments with intermittent to frequent exposure to a variety of extreme weather conditions including heat, rain, snow, cold, wind and dust. Work under significant risk conditions such as fire, injury and death. Occasional work in confined areas. Work is typically performed independently. Exposure to hazardous materials.

Date Adopted: