



JOB DESCRIPTION

Title:	BATTALION CHIEF
Department:	Fire
Class Code:	3322
FLSA Status:	Non-Exempt
Effective Date:	July 1, 1982 (Rev. 02/2024)

GENERAL PURPOSE

Performs complex emergency service and administrative work at a senior command level with responsibility for a broad range of administrative and technical activities and related work as required. Work is performed under the broad supervision of the fire chief on a schedule as assigned by the fire chief.

ESSENTIAL DUTIES *(Any one position may not include all the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)*

General Battalion Chief Duties

- Acts as liaison of information to and from the Assistant Chiefs and Fire Chief.
- Works with other Chief Officers; oversees, supports, and improves emergency response, safety, and education to employees and customers of Murray City Fire Department.
- Works with other Chief Officers; schedules, supervises, evaluates, disciplines, and coordinates employees of the fire department.
- Serves as Fire Ground Commander at structural fires or other emergency scenes and works with other Chief officers upon their arrival.
- Serves as the Chief in the absence of the Chief and Assistant Chiefs.
- Upon request, fills in and responds to after-hours calls for Public Information Officer, Safety Officer, Duty Chief, or Fire Investigator.
- Reviews reports submitted by other officers for completeness and accuracy.
- Holds overall responsibility for inventory and maintenance of facilities, apparatus, and equipment and ensures the proper documentation is being completed.
- Ensures compliance of Fire Department and Murray City rules, regulations, and policies.
- Coordinates training drills and exercises for Murray City and multi-agency trainings.
- Develops and provides training to Captains and other shift employees to prepare them for fill in positions and fire department professional development.
- Participates in community activities, fire department events, ribbon cuttings, etc.

- Coordinates physical fitness program including annual physicals and testing.
- Completes assignments and responsibilities that have been assigned by the assistant chiefs or fire chief.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in fire service administration or related field, including Fire Officer II certification and seven (7) years of full-time experience in the firefighting field, to include at least two (2) years of service as a Captain;

OR

- Associates degree in fire science and eight (8) years of full-time experience in the firefighting field, to include at least three (3) years of service as a Captain;

OR

- Fire Officer I certification and a minimum of 30 semester credits (including at least one course in English, grammar, or writing) and nine (9) years full time experience in the firefighting field, to include at least four (4) years service as a Captain;

OR

- Fire Officer I certification and ten (10) years full time experience in the firefighting field, to include at least five (5) years service as a Captain.

Special Requirements

- Must possess a valid Utah Driver License.
- Must possess current EMT, AEMT or Paramedic certification through the State of Utah.
- Must complete department's emergency driving class.

Preferred Qualifications

- Any higher education and certifications that build upon leadership and job knowledge.
- Officer Development Courses/Program with the National Fire Academy.

Necessary Knowledge, Skills and Abilities

- Extensive knowledge and skill of all aspects of fire control operations and emergency medical care; extensive knowledge of pre-fire planning methods and techniques; extensive knowledge of proper equipment maintenance and station maintenance.
- Extensive knowledge of effective operation of departmental policies and procedures.
- Thorough working knowledge of National Incident Management System (NIMS) and the Incident Command System (ICS).
- Ability to effectively train firefighters; ability to create effective working relationships with employees; ability to communicate effectively both verbally and in writing.
- Excellent computer skills including extensive working knowledge of computer programs such as Microsoft Word, Microsoft Excel, and EPCR's.
- Skill in methods and techniques of firefighting.

TOOLS & EQUIPMENT USED

- SCBA, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, personal computer, phone, personal protective gear.
- All equipment listed on State of Utah's required equipment list for EMT's and paramedics, including but not limited to defibrillators, medical suction equipment, cardiac monitors, intubation equipment, IV and medication administration equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the physical demands of the job as listed below the employee is required to participate and pass the department's annual Physical Agility Test (PAT) as described in Murray Fire Department's SOGs. The employee must also be cleared for duty as determined by a physician through required annual medical screening evaluations and meet Murray City's health standards and requirements for positions in the Public Safety Service.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to manipulate, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision abilities required by this job include near vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must be able to move objects such as rescue manikins weighing 181 lbs. short distances (50 feet or more), perform duties requiring pulling of 53 lbs. or more such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on the apparatus, as well as frequently team lifting patients, or objects weighing 75 to 150 lbs. while wearing full PPE of roughly 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outdoor weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMT/Paramedic activities when noise levels may be loud.

- The employee may be required to rotate between either a 40-hour work week or 48-hour shift work and up to 72-hour continuous shifts depending upon department needs. During this time the employee may experience several interruptions of sleep, meals and/or other activities. The employee will be expected to perform essential job functions despite the potential for fatigue resultant from extended shift work.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____