



Washington Township Battalion Chief Position Description

Administration Information	
Position Title: Battalion Chief	Date Created or Updated / Approved: April 3, 2019 / April 9, 2019
FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non- Exempt	Employment Type: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
Position Purpose	
<p>The Battalion Chief directs emergency scene operations on an assigned unit and supervises or performs specialized functions in support of the Fire Department operations as well as engages in public safety by responding to community emergencies for the protection of life and property through firefighting and emergency medical activities, often performed under conditions which require strenuous physical exertion. Considerable time is spent supervising and performing the special and routine maintenance of equipment and apparatus, supervising and performing the routine care of buildings and grounds, and supervising station staff. Work is performed under close supervision of the Fire Chief. Significant work hazards related to personal injury and stress exist with this work.</p>	
Essential Functions	
1. Emergency Response	
1.1 Responds to emergency calls to provide fire suppression, rescue, and emergency medical assistance to the public;	
1.2 Uses appropriate firefighting equipment and techniques to extinguish fires in buildings, terrain, automobiles or other situations which may involve oil, chemicals, electrical or other flammable or combustible materials or origins;	
1.3 Follows Incident Command Systems;	
1.4 Rescues occupants of buildings;	
1.5 Ventilates burning buildings by opening windows and skylights or cutting holes in roof and floors;	
1.6 Operates Department issued vehicle in a safety-conscience manner;	
1.7 Responds to incidents involving hazardous materials;	
1.8 Wears self contained breathing apparatus and uses specialized tools and equipment to save lives;	
1.9 Protects property, suppresses fires, and administers first aid to the sick and injured;	
1.10 Performs clean up of fire scene; salvages property, removes debris and cleans or restocks equipment and materials;	
1.11 Responds to emergency and non-emergency calls for medical aid and transports patients to hospitals or other medical facility;	
1.12 Provides or assists in the emergency treatment and care of ill or injured patients;	
1.13 Completes required reports for incidents and injuries;	
1.14 Participates in fire drills and department training programs to learn or upgrade skills in firefighting and emergency medical methods, equipment or services;	
1.15 Participates in training less experienced personnel.	
2. Supervision	
2.1 Commands all firefighting, lifesaving and fire prevention operations on assigned unit;	
2.2 Sets up command post or multiple posts at fire or accident scenes;	
2.3 Supervises overhaul and salvage operations;	
2.4 Supervises firefighting personnel and plans and delegates tasks to ensure proper maintenance and upkeep of fire station and equipment;	
3.5 Instructs unit officers in all aspects of their work and enforces departmental regulations; makes regular inspections of unit personnel, quarters, equipment and records;	
3.6 Prepares and maintains records, reports and other types of operational documentation including specialty budget;	
3.7 Supervises administrative details; oversees leaves of absence; administers discipline;	



Washington Township Battalion Chief Position Description

- 3.8 Schedules unit staff, ensuring minimum staffing levels are maintained, assigns duties and reviews work for accuracy and completion as well as approves leave requests and utilizes part-time staff for coverage;
- 3.9 Supervises training operations for unit and participates in training such as confined space and high-angle rescue; reviews and reports on drills.;
- 3.10 Manage and participate in the development and implementation of goals and objectives, policies, and priorities of assigned programs;
- 3.11 Counsel Firefighters, Lieutenants and Captains to ensure effective, equitable, and fair compliance with all policies, procedures, SOGs and Directives;
- 3.12 Coach, instruct, and guide assigned unit personnel in all facets of department operations and leadership philosophies;
- 3.13 Performs supervisory functions such as evaluating the performance of Captains, Lieutenants and Firefighters as well as training, counseling and discipline;
- 3.14 Ensures completion of and assigns tasks for periodic preventive maintenance;
- 3.15 Supervises general maintenance on fire apparatus, equipment, and facilities;
- 3.16 Supervises use of appropriate firefighting equipment and techniques to extinguish fires in buildings, terrain, automobiles or other situations, which may involve oil, chemicals, electrical or other flammable or combustible materials or origins; driving of pump ladder trucks;
- 3.17 Supervises operation of pumps, aerial ladders, and other auxiliary fire apparatus;
- 3.18 Supervises rescue of occupants of buildings and ventilation of burning buildings by opening windows and skylights or cutting holes in roof and floors;
- 3.19 Organizes and conducts station trainings;
- 3.20 Supervises the inspection and general maintenance and minor repairs to department facilities, a apparatus and equipment;
- 3.21 Supervises the cleaning and maintenance of station, sleeping and eating areas; routine cleaning of vehicles and equipment; maintenance of building exterior and grounds; tests or troubleshooting of problems with facility, equipment, apparatus and fire protection systems such as radios and paging equipment, recorders and alarm circuits;
- 3.22 Supervises fire inspections of public and private buildings for pre-fire planning or to determine if they comply with fire codes;
- 3.23 Supervises and participates in fire drills and department training programs to learn or upgrade skills in firefighting methods, equipment or services and participates in training less experienced personnel;
- 3.24 Communicates with other officers regarding Township activities and participates in continuous quality improvement.

4. Other

- 4.1 Demonstrates sound professional work ethics in alignment with the Township's core values;
- 4.2 Participates in public education and public relation events;
- 4.3 Participates in performing fire inspections of public and private buildings for pre-fire planning or to determine if they comply with fire codes;
- 4.4 Participates in Township committees, peer reviews and meetings;
- 4.5 Performs other assigned duties.

Minimum Qualifications / Requirements

1. Education

- 1.1 Bachelor's Degree in related field;
- 1.2 Fire Officer 1 required, Fire Officer 2 preferred.

2. Experience

- 2.1 Current rank as Captain or equivalent rank; preferred two (2) years in rank at Washington Township;
- 2.2 Five (5) years of progressive responsibility in fire service.



Washington Township Battalion Chief Position Description

Professional Licensing Requirements

- Valid State of Ohio driver's license with good driving record;
- State of Ohio as a Firefighter Level II (240 Hour card);
- State of Ohio EMT-Paramedic certification;
- NIMS certification.

Supervision

The Battalion Chief is assigned to a 24-hour unit, which is comprised of thirty-five (35) full-time firefighters and up to six (6) part-time firefighters. This position is under direct management and leadership of the Fire Chief. Additional guidance is provided by the Township's Fire and EMS Policies, Procedures and Protocols, Directives, Standard Operating Guidelines, Pay and Compensation Statement, the Employee Handbook, the Administrative Orders of the Township's Board of Trustees, or other applicable regulations, federal and state law. Work is evaluated annually by the Fire Chief utilizing the Township's performance evaluation system.

Knowledge, Skills and Abilities (KSAs)

1. Knowledge

- 1.1 Knowledge of fire hazards and related prevention and abatement methods;
- 1.2 Knowledge of current EMS patient care practices and techniques;
- 1.3 Knowledge of fire fighting techniques, incident command system, and fire suppression equipment;
- 1.4 Knowledge of the principles of fire behavior;
- 1.5 Knowledge of safe work practices and procedures;
- 1.6 Knowledge of administrative guides and established policies;
- 1.7 Knowledge of Standard Operating Guidelines, Protocols, Directives, Policies and Procedures and Fire Ground Procedures;
- 1.8 Knowledge of streets and roads within the first response district;
- 1.9 Knowledge of EMS Protocols;
- 1.10 Knowledge of budgetary financial planning methods and processes;
- 1.11 Knowledge of personal computers and related fire service software applications (i.e. Firehouse software, Microsoft packages);
- 1.12 Knowledge of driver safety.

2. Skills

- 2.1 Skilled at interpersonal and human relations;
- 2.2 Skilled at written and verbal communication;
- 2.3 Skilled analytical and problem solver;
- 2.4 Skilled leader utilizing leadership methods and philosophies.

3. Abilities

- 3.1 Ability to extinguish and control fire within accepted guidelines of the department;
- 3.2 Ability to perform strenuous or peak physical activities during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke;
- 3.3 Ability to maintain an acceptable knowledge level by participating in hands-on training and by studying department procedure manuals, state courses/manuals, nationally recognized fire service books, EMS protocols, emergency medical textbooks, and other material as approved by the Fire Chief;
- 3.4 Ability to, at the scene of an emergency, set up command and direct the activities of fire personnel in accordance with established standard operating guidelines and nationally recognized practices;
- 3.5 Ability to follow verbal and written instructions;
- 3.6 Ability to read and write the English language;
- 3.7 Ability to communicate clearly and concisely, both orally and in writing.



Washington Township Battalion Chief Position Description

- 3.8 Ability to maintain composure under adverse conditions such as heavy smoke, critical injuries, and death;
- 3.9 Ability to establish and maintain effective working relationships with other employees, officials, and the public;
- 3.10 Ability to analyze situations quickly and objectively and to recognize actual and potential dangerous situations, and to determine proper course of action;
- 3.11 Ability to meet knowledge, health, and physical qualifications established by the Township;
- 3.12 Ability to achieve and maintain an adequate level of physical fitness to perform the essential functions of the job;
- 3.13 Ability to operate and use basic software such as Word, Outlook, Excel, and Power Point;
- 3.14 Physical ability to perform the essential job functions.

Working Conditions

- Work is performed in the fire station while sitting, standing or walking and at emergency sites in varying and extreme weather conditions;
- When responding to emergencies, employees risk physical hazard from fire, smoke, chemicals, airborne particles, toxic or caustic chemicals and other hazardous materials, falling debris, unstable buildings and extreme heat;
- Physical exertion is required to climb ladders, pull hoses, move heavy objects, and crawl through tight spaces;
- Administrative duties are primarily performed in an office environment that is normally temperature controlled with appropriate lighting;
- Employee may be exposed to some standard office environment hazardous materials detailed in the applicable material safety data sheets and to normal office-level room noise;
- Some travel to meetings, conferences and training is required.

Physical Requirements

- Must satisfactorily complete pre-employment and annual physical examinations by a licensed healthcare provider;
- Must satisfactorily complete the Township's annual physical agility test;
- Physical exertion is required to climb ladders, pull hoses, move heavy objects, and crawl through tight spaces; Physical effort is required to lift materials, equipment, and persons exceeding 50 lbs;
- May be required to work at heights in excess of 100 feet;
- The noise level in the work environment is usually moderate, except during certain firefighting or EMT activities when noise levels may be loud.

Additional Information

- This position is a safety sensitive position and is required to satisfactorily pass random drug screens;
- This position typically is schedule for 24-hour consecutive on duty and 48-hour consecutive off duty shifts with periodic overtime.