


## Ozark Fire Protection District Position Descriptions

	<b>APPENDIX NUMBER:</b>	1002.4	<b>APPROVED BY BOARD:</b>	November 19, 2013
	<b>CHAPTER TITLE:</b>	Battalion Chief: Position Description		
	<b>NUMBER OF PAGES:</b>	3	<b>AMMENDED:</b>	December 20, 2022
	<b>PAGE:</b>	1 of 4	<b>REVIEWED:</b>	

**CLASS TITLE:** Battalion Chief

**PRIMARY OBJECTIVE OF POSITION:**

Under general direction, performs responsible management, technical and administrative work in commanding and coordinating fire emergency operations, training, fire prevention, public education, disaster preparedness, facility/equipment maintenance, and other related programs and services; provides responsible and technical staff assistance; implements program goals and objectives; oversees and supervises assigned staff.

**ACCOUNTABLE TO:** Deputy Chief

**ESSENTIAL DUTIES:**

1. Directs assigned personnel, evaluates performance, provides appropriate training, development and correction, to include discipline when necessary;
2. Oversees fire station operations, which includes the maintenance of equipment, grounds, and buildings as assigned;
3. Responds to emergency and non-emergency calls for service;
4. Manages daily scheduling to assure minimum staffing and appropriate district coverage to include overtime and mandatory call back;
5. Prepares and presents clear, accurate and detailed written and verbal reports;
6. Reads and interprets a variety of information including records, reports, manuals, etc. and displays proficiency with software programs utilized by the District;
7. Participates in the development and implementation of departmental policies and makes recommendations for policy changes, project priorities and systems to administer the Fire District's programs;
8. Operates a variety of District apparatus in emergency and non-emergency modes;
9. Coordinates and participates in public education activities as assigned;
10. Participates in the incident command system at assigned incidents;
11. Provides operational guidance and direction of resources for overall scene mitigation;
12. Utilizes and enforces recognized safety standards and procedures, and determines the level of acceptable risk based upon existing conditions;
13. Assists with the coordination and training assigned through the District's Annual Training Plan.

**SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS:**


1. Directly supervises assigned personnel. Shall serve as acting Fire Chief in the absence of the Fire Chief, Deputy Chief, and Assistant Chief.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Minimum requirements:

1. Subordinate position description.
2. High school diploma or equivalency.
3. Possession of a valid driver's license.
4. Seven (7) years of experience as a career firefighter with the Ozark Fire Protection District.
5. Three (3) years of experience as a company officer with the Ozark Fire Protection District.
6. IFSAC or Pro Board Fire Officer II.
7. ICS NIMS 400.

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	<b>PAGE:</b>	2 of 3	<b>REVIEWED:</b>	

8. State of Missouri EMT-Basic license.
9. Obtain IFSAC or Pro-Board Fire Investigator within one (1) year of appointment.

### **EXAMPLES OF PERFORMANCE CRITERIA AND QUALIFICATIONS:**

1. Effectively and efficiently plans, directs, and supervises the activities of assigned station and shift;
2. Effectively directs operational and command activities at emergency scenes as required, and makes sound judgement decisions under stressful conditions;
3. Effectively prepares and maintains proper and accurate records and reports and reports of activities, and ensures subordinates records and reports are accurate and complete;
4. Understands and uses equipment and fire suppression methods properly and effectively; oversees maintenance and testing of equipment, apparatus and stations;
5. Administers advanced first aid properly and effectively; demonstrates knowledge of effective First Responder protocols for a wide variety of medical situations;
6. Assists and trains new employees effectively and cooperatively; conducts and supervises training and drill sessions regularly and applies knowledge gained; understands hydraulics and apparatus operations and operates equipment effectively and efficiently;
7. Demonstrates logic, memory and reasoning skills by applying current knowledge of elementary physics, chemistry and mechanics to firefighting, hazardous material, and other situations;
8. Establishes a working climate in which employees are encouraged to work to their fullest potential;
9. Ability to perform moderate and heavy physical work and ability to lift over 100 pounds and to lift and carry over 100 pounds; ability to move a person weighing over 200 pounds;
10. Ability to stand, walk, sit, ride, bend, crawl, ride, push, pull and perform a variety of similar body movements;
11. Possesses hand/eye/foot coordination adequate to drive and operate a vehicle and equipment, and work effectively at emergency scenes;
12. Ability to talk and hear in person, by telephone and two-way radio and before groups; ability to see and read instructions, training materials, and see events at emergency scenes;
13. Assist and guide company officers in maintaining necessary levels of order and discipline;
14. Ensure that all subordinates meet and maintain necessary federal, state, and departmental standards and
15. Participate in the development and implementation of goals and objectives, policies, and priorities of assigned programs.
16. Participate in scheduled management, administrative, and project meetings to maintain and enhance management team effectiveness ensuring confidentiality and trust among participants as well as coordination of effort and support of management decisions;
17. Identify apparatus and equipment needs and participates in budgetary determinations relating to procurement and acquisition;
18. Conducts annual performance evaluations for assigned Company Officers, and oversees evaluations for all assigned personnel;
19. Project management of assigned program areas up to and including an assigned budget;
20. Assists with and gives recommendations during recruitment and promotional testing.

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	<b>PAGE:</b>	3 of 3	<b>REVIEWED:</b>	

### **PERFORMANCE EVALUATION:**

Battalion Chiefs will be evaluated annually based upon the employee's anniversary date by the Deputy Chief. The evaluation will be based on criteria as established in the job description.