

CLASS CODE 3017 GROUP 12
 DEPARTMENT REVIEW _____ DATE 12-19-9
 PERSONNEL APPROVAL _____
 EFFECTIVE DATE _____
 SUPERSEDES 4/88

FIRE BATTALION SUPERVISOR

DEFINITION

Under direction, provides managerial expertise at major emergencies and structural fires and exercises complete coordination and control until relieved by a superior fire officer.

The Fire Battalion Supervisor assists in planning and directing platoon activities relative to fire prevention, fire training, maintenance and repair of department facilities and equipment; functions in an administrative staff capacity when assigned; and performs related work as required.

Accomplishment of activities is reviewed through observation, staff conferences, and results obtained.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, assigns, coordinates large groups of employees in varied firefighting work;

develops specific operational plans or special services plans for emergency operations needs for emergency response activities;

responds to major emergencies and provides management and direction to arriving emergency forces;

assures safety of personnel at emergency scenes;

requests outside assistance as necessary for emergency needs;

responds to major alarms when called in from off-duty;

provides liaison for major repair services and has a consultant relationship to superior and subordinate staff for resolution of apparatus or equipment problems;

recommends, negotiates for improvements in equipment, systems, operations, policies and procedures;

assists training personnel in operations and fire ground evolutions and provides assurance that company schedules and daily operations are maintained in the most efficient manner possible;

provides administrative, personnel, and managerial guidance for company activities;

provides assurance of a balanced daily work force;

provides career/development counseling for subordinates;

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assists in recruitment of personnel;
appraises performance of subordinates;
interprets and applies rules or policies concerning disciplinary activities, grievance procedures and applies effective interview and counseling techniques;
develops, administers, coordinates and monitors division/section budget;
maintains management information and records systems;
prepares, processes, reviews various reports and records;
provides liaison with other emergency response agencies;
conducts public education programs;
works cooperatively with other city departments to achieve common goals;
coordinates and conducts investigations;
acts in various capacities as member of command/response team on emergencies;
identifies needs/desires of customers and meets/exceeds them where appropriate;
identifies cases where individuals are in need of services beyond those the fire service is capable of rendering; make referrals.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Five (5) years of full-time paid firefighting experience with Ontario Fire Department in progressively responsible assignments, including completion of probation as Fire Captain at time of application, plus at least one (1) year at permanent status as a Fire Captain prior to appointment.

Knowledges: Knowledge of the principles and practices of administration, management, supervision and training;

knowledge of the concepts of modern firefighting, strategy, tactics, operations, equipment and emergency management;

knowledge of management information systems;

knowledge of geography of city including target hazards;

knowledge of city water supply system;

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knowledge of roles and responsibilities of other city departments and various county, state and federal agencies;

knowledge of characteristics of fire protection systems and their operation;

knowledge of building construction components and methods;

knowledge of communications equipment and systems;

knowledge of local, regional and statewide mutual aid plans/agreements;

knowledge of impacts of fire defenses on insurance ratings of businesses;

knowledge of the effects of fire exposure to building materials;

knowledge of the resources available to deal with hazardous materials;

knowledge of arrest laws, evidence handling procedures;

knowledge of standards and expectations of the community;

knowledge of legal implications of actions/failure to act;

Ability to: analyze routine and complex work situations and written material and respond effectively;

communicate effectively both orally and in writing;

provide resources to subordinates to assure their success;

interpret/apply codes and ordinances to various situations encountered;

establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Required Licenses or Certificates:

Possession and maintenance of a minimum Class C California Driver's License; proof of completion of requirements for Certified Fire Officer (i.e. copies of score letters or transcripts for each of the eight courses, or Fire Officer certificate).

DESIRABLE: Any combination of training and experience equivalent to an associate's degree in fire, business or public administration or related, supplemented by considerable experience, training and education in fire control practices and techniques, major emergency management, supervisory practices, and modern managerial principles. Additional experience in maintenance of effective training, discipline and responding to ever-changing emergency or managerial situations is highly desirable.