



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### BATTALION CHIEF

**FLSA Status :** Exempt  
**Bargaining Unit :** Non-Bargaining  
**Salary Grade :** PD1

#### CLASS SUMMARY:

The Battalion Chief is the third level of a four level Fire Rescue Series. Incumbents are responsible for direction and supervision of three shifts including scheduling, supervising and training staff, participating in labor negotiations, responding to and directing at emergency scenes, conducting prevention activities and completing special projects as assigned. Responsibilities include coordinating operational assignments, overseeing training, determining equipment availability and volunteer readiness, budget and resource management, and liaising with other agencies during emergency situations.

The Battalion Chief is distinguished from the Fire Corporal by its focus on supervision and budget and program management. Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, labor negotiations and performance evaluation.

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#### CORE COMPETENCIES:

- **Integrity/Accountability:** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - **Vision:** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - **Leadership/United:** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

- Supervises firefighters and volunteers including prioritizing and developing work plans, completing time sheets, interpreting policies and procedures, coordinating and directing work flow, making work assignments, training, mentoring, coaching, making disciplinary and hiring recommendations, and completing performance evaluations.
- Monitors the effectiveness of engine companies to ensure crew and resource readiness and coordinates the assignment of operational support and multiple crew interface with other Battalion Chiefs.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Responds to alarms, fulfills command staff level functions, effectively and efficiently uses the Incident Command System ensuring all responders are aware of the strategic plan and are accounted for, and coordinates overall department coverage procedures.
- Proposes, monitors, and prepares or develops budget for the division, approves expenditures for assigned program and project management or division assignment, and manages one of the major divisional programs: Operations, Training or Administration.
- Management of divisional programs includes the development, implementation, and the efficient and effective management of each program by creating and maintaining policies and procedures; determining, defining and maintaining scopes of missions and practices; and budget preparation and monitoring.
- Responds to public inquiries and provides assistance to the public and fellow employees.
- Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class require):

An Associate's Degree in fire science and five years of fire fighting and emergency medical experience are required; three years of supervisory related experience is preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class require):

- Valid Driver's License, with the ability to attain a Class C Oregon driver's license within 30 days of employment.
- NFPA Fire Officer I Certificate
- EMT-Basic Certification
- Incident Command System (ICS) I-300 Certificate (I-I-400 preferred)
- Incident Command System (ICS) I-400 Certificate required within 18 months of hire/promotion

**Knowledge** (positions in this class require):

Knowledge of:

- Major emergency incident command (inclusion of fire, ems, rescue, hazardous materials);
- Firefighting, technical rescue, emergency medical services, hazardous materials, and disaster mitigation principles, practices and appropriate response methods;
- Supervision/management theories, principles and practices;
- Principles, practices and techniques of fire prevention, inspection and investigation;
- Procedures, operations and maintenance of fire facilities, equipment and apparatus;
- Emergency vehicle operation, tactical driving methods and defensive driving techniques;
- Fire service safety practices;
- Effective and efficient public relations and conflict resolution;
- Educational methods and instructional techniques;
- Technical report writing;
- Building construction as related to fire protection and structural fire response and rescue;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,

- Applicable Federal, State, and local laws, rules and regulations.
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**Skills** (positions in this class require):

Skill in:

- Firefighting, to include operation of fire apparatus and fire equipment;
  - Providing emergency medical services;
  - Advanced incident command inclusive of major strategy, tactics, operations, planning, incident mitigation and recovery;
  - Analyzing, prioritizing and organizing tasks under pressure;
  - Applying supervision/management theories and practices;
  - Identifying potential fire hazards;
  - Reading and interpreting maps, diagrams and plans;
  - Reading, revising and interpreting policies and procedures;
  - Problem analysis and solution by applying critical thinking methods;
  - Providing positive, effective leadership and supervision to staff;
  - Writing technical reports;
  - Instructing classes, and developing and leading training activities;
  - Appropriate and effective independent decision making;
  - Using a computer and related software applications;
  - Building and maintaining effective working relationships with the public, fellow employees, and other agencies;
  - Communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, and etc. sufficient to exchange or convey information and to give and receive work direction;
  - Project and budget management practices.
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**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting. Incumbents must be able to successfully complete annual agility testing.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, inadequate lighting, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and attend meetings outside of their regular schedule.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

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**Classification History:**

Adopted by Council July 2, 2008, Resolution No. 5379

Revised June 6, 2009, August 12, 2011, January 20, 2015