

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4225

TITLE: FIRE BATTALION CHIEF

GRADE: F-29

DEFINITION:

Under the direction of an Assistant Fire Chief or Deputy Fire Chief, directs and coordinates the emergency medical service (EMS), fire, and rescue activities in a battalion (comprised of fire and rescue stations located in one region of the County) for an assigned shift; or directs and coordinates the specialty teams (i.e., the Hazardous Materials, Technical Rescue, and Urban Search and Rescue); or directs and coordinates the Fire Prevention Services Section or the Hazardous Materials Services Section; or directs the activities of the Safety Section or Communications Section; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

A Fire Battalion Chief has command responsibility for all fire, rescue and emergency medical service activities within a specified geographic region (battalion). In contrast, a position in the next lower class in the series, Fire Captain II, serves as a station or EMS shift commander, while a position in the next higher class, Deputy Fire Chief, commands one of the department's eight major divisions.

ILLUSTRATIVE DUTIES:

In each functional area

Maintains appropriate relationships with volunteer organization in assigned area;
Periodically inspects personnel for grooming, appearance, proficiency, readiness, and proper record keeping/documentation;
Conducts performance management of subordinate personnel;
Ensures that assigned personnel meet all training standards;
Identifies deficient skills among subordinates, and plans and implements remedial training;
Serves as a coach and mentor in the professional development of subordinates;
Initiates disciplinary action or reviews disciplinary actions recommended by subordinate supervisors to ensure fairness, consistency, and conformance with standard operating procedures and applicable rules and regulations;
Participates in the physical fitness program;
Investigates vehicle accidents and personal injuries, and takes corrective action if needed;
Supervises budget preparation for assigned area, and analyzes data for budget projections;
Establishes goals, objectives and priorities for the section or battalion;
Participates in planning activities necessary to manage fire and rescue activities in assigned area;
Maintains accurate records and prepares complete reports;
May fill in for the Deputy Fire Chief for the division to which assigned;
Addresses citizen groups.

Battalion Shift Supervisor

Maintains EMS, fire, and rescue protection at an optimal level on an assigned shift within a battalion, recalling or transferring personnel as necessary;
Responds to emergency incidents and assumes command;
Supervises personnel and the operation of all fire and rescue units within a designated area on

an assigned shift;

Routinely inspects fire and rescue stations to ensure the operational readiness of equipment, apparatus, and personnel, and the cleanliness of the stations;

Makes reports on large-loss fires, unusual rescue incidents, vehicle accidents and personal injuries;

Attends meetings with volunteers to exchange information and provide a liaison;

Approves supply requests for materials pertaining to fire and rescue activities;

Investigates and resolves complaints;

Plans, coordinates, and conducts multi-function drills and training;

Evaluates the effectiveness of field training programs, and recommends changes or improvements;

During field operations, identifies areas requiring improvement, and initiates appropriate action;

Instructs battalion personnel in identified training needs;

Coordinates with the EMS supervisor assigned to his/her battalion and ensures the scheduling of training and/or drills that test the ability of emergency medical services personnel and equipment to meet agency standards and goals.

Emergency Medical Services

Monitors significant incidents and responds as necessary;

Acts as liaison to acute/long term health care facilities, community organizations and other EMS agencies in the area;

Assists with the development of EMS policies, procedures, educational and operational programs;

Ensures continuous quality improvement to all aspects of pre-hospital emergency care, EMS operations and documentation;

Direct observation of ALS students and interns;

Conducts needs assessments to identify equipment, training and administrative deficiencies and recommends corrective interventions;

Serves as liaison for Deputy Fire Chief of EMS to operational staff assigned to them;

Performs administrative duties as assigned by the Deputy Fire Chief of EMS.

Fire Communications Section

Directs the day-to-day administrative and emergency support activities of the Fire Communications Section including communications systems support, tactical communications and interoperability, and Uniformed Fire Officer functions;

Provides a liaison between the Fire Department and other public safety communications agencies within the County, including the Department of Public Safety Communications and the Department of Information Technology;

Develops budgets and oversees equipment acquisition and support;

Provides information and advice on communications and interoperability issues to Departmental and County policy makers;

Maintains a liaison with State and Federal communications and interoperability bodies;

Hazardous Materials Response Team Program Manager

Directs the day-to-day administrative and emergency response activities of the Hazardous Materials Response Team;

Plans, organizes, directs and evaluates the training of the Hazardous Materials Response Team;

Responds to Emergency Incidents to manage the Hazardous Materials Response Team or serve

as a Technical Advisor to the Incident Commander.

Coordinates the activities of the Hazardous Materials Team with other Fire and Rescue Department

divisions, county agencies, and organizations outside the county;

Develops the budget for the Hazardous Materials Team, and supervises equipment acquisitions;

Serves as the Hazardous Materials Teams liaison with the Local Emergency Planning Committee.

Technical Rescue Operations Team Program Manager

Directs the day-to-day administrative and emergency response activities of the Technical Rescue Operations Team;

Plans, organizes, directs and evaluates the training of the Technical Rescue Operations Team;

Responds to emergency incidents to manage the Technical Rescue Operations Team or serve as a Technical Advisor to the Incident Commander;

Coordinates the activities of the Technical Rescue Operations Team with other Fire and Rescue Department divisions, county agencies, and organizations outside the County;

Develops the budget for the Technical Rescue Operations Team, and supervises equipment acquisitions.

Urban Search and Rescue Program Manager

Directs the day-to-day administrative activities of the Urban Search and Rescue Team;

Provides direction for the Urban Search and Rescue Team;

Develops and implements detailed annual work plans that fall within the scope of the National Urban Search and Rescue program;

Manages and administers the Urban Search and Rescue program grants;

Oversees the management of the program's technical equipment cache;

Provides annual revisions to task force documents, including mobilization / activation procedures, base of operations management and assembly point procedures;

Oversees task force mission activation and ensure Fire and Rescue Senior Staff members are provided updates of associated mission tasks and requests;

Responds to local complex emergencies and fill incident command position as needed.

Safety Section

Ensures compliance with all applicable Federal, State, and Local regulations;

Develops policies and procedures on legislation pertaining to occupational health and safety.

Plans and coordinates the activities of the shift safety officers.

Reviews all reports submitted by safety officers regarding personnel injuries, vehicle accidents, property damage, infectious disease exposures and hazardous materials exposures.

Prepares and analyzes accident and injury statistical reports regarding causation and trend analysis;

Serves as agency spokesperson regarding internal and external safety issues, compliances and concerns;

Assists with preparation of the budget for the safety section;

Serves as a liaison with other agencies and departments on safety issues;

Responds to emergency incidents when special health or safety concerns exist.

Fire Prevention Services Section

Directs and coordinates the activities of the Fire Prevention Services Section (comprised of the Investigations, Inspections, Plans Review Engineering, and Fire Protection Equipment & Systems Testing branches);

Interprets and directs the enforcement of the Fire Prevention Code;

Provides a liaison between the Fire Prevention Division and other code enforcement agencies within the county;

Provides information and advice on fire protection issues to departmental and county policy makers;

May command the investigative aspect of a fire/explosion scene;

Maintains a liaison with the County Attorney's Office for fire prevention enforcement issues;

Grants modifications to the State and County Fire Prevention Codes in compliance with applicable codes.

Fire and Hazardous Materials Investigation Section

Directs and coordinates the activities of the Hazardous Materials Technical Support and Investigations Branches;

Oversees and coordinates the investigation and enforcement actions for fire and explosive incident investigations;

Oversees and coordinates the investigation, research, testing, remediation and enforcement actions for hazardous materials incidents;

Provides a liaison between the Fire and Rescue Department and county, state, and federal agencies, as well as the public and private sector, concerning fire and hazardous materials incidents;

Negotiates equitable solutions to sensitive, long-term hazardous materials/hazardous waste issues;

Provides departmental and County policy makers with information and advice on hazardous materials issues;

Interprets federal, state and local codes concerning hazardous materials/hazardous waste, and recommends revisions;

Maintains a liaison with the Commonwealth's Attorney's office and/or County Attorney's Office regarding criminal or civil enforcement issues;

May command the investigative aspect of long-term hazardous materials remediation scenes or fire investigation scenes.

Resource Management

Directs and coordinates the activities of the Warehouse, Logistics, Gear Shop and Procurement. Ensures the appropriate and complete support response to all agency involved emergencies, including acquisition and delivery of mission essential supplies, equipment and services to field personnel;

Serves as the Division budget/administration lead;

Manages contract administration; acquisition and delivery of supplies, equipment and services; Property accountability;

Fire Station and other facility coordination of repairs, maintenance and renovation;

Manages the Logistic Distribution Center and Protective Gear; SCBA; Meters; Firefighting and Medical Response Equipment; uniforms, etc.;

Serves as Logistics Section Chief and Procurement Leader when incident command system is established;

Oversees Bid Specifications, the evaluation of bids, and recommends contract awards;
Serves as the Agency liaison with the department of Purchasing and Supply Management;
Works with vendors to ensure appropriate acquisition standards and payment;
Provides oversight and direction and policy development of inventory practices, distribution of supplies and equipment, ensures and assists with the annual auditing and accounting of all department assets and oversees the proper disposal practices for all county property.

Training

Directs and manages all activities in Fire Training, including, Basic and Field Training, Driver Simulation, Incident Command System, Professional Development, Records Management System, Honor Guard, Explorer Post, Acquired Structures Program.

Participates in the development and administration of a continuous fire suppression or emergency medical training program;

Instructs career and volunteer personnel in fire suppression or emergency medical services;

Keeps abreast of new developments, innovations and techniques in the field of fire suppression and emergency medical services;

Reviews and evaluates equipment;

Coordinates the EMS ride-along program;

Monitors certifications;

Acts as liaison with Operations to plan, coordinate, schedule, and update suppression training

Attends various meetings and conferences to discuss local, regional, and national training issues

Participates in the division's workforce planning and budgetary activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**In all functional areas**

Knowledge of the principles, practices and techniques of the functional area to which assigned, and the ability to apply them effectively;

Knowledge of the laws, regulations, policies, and procedures affecting the functional area to which assigned, and the ability to apply them appropriately;

Knowledge of, and the ability to effectively apply, administrative, supervisory, and managerial practices and techniques;

Knowledge of available resource organizations;

Knowledge of laws, rules, regulations, departmental policies and procedures, standard operating procedures, manuals, and safety bulletins;

Knowledge of fire, rescue, and EMS incident management;

Knowledge of the budgeting procedure;

Ability to communicate effectively orally and in writing, using diplomacy and tact;

Ability to write complete and accurate reports, memos, policies, and procedures, using proper grammar and format;

Ability to document actions, and to establish and maintain appropriate records;

Ability to delegate duties and responsibilities appropriately, give feedback, and take follow-up action;

Ability to evaluate performance, counsel subordinates, and apply fair and effective discipline;

Ability to resolve personality conflicts among subordinates;

Ability to provide effective leadership;

Ability to take command and remain in command of an emergency situation under stress;

Ability to speak before groups and interact effectively with the public one-on-one;

Ability to analyze and evaluate;
Ability to make decisions when no firm guidelines exist;
Ability to develop alternative courses of action;
Ability to organize and plan programs and deployment;
Ability to determine staffing needs;
Ability to set priorities and manage time effectively;
Ability to concentrate on several matters at a time;
Ability to demonstrate emotional detachment in disturbing or troublesome situations;
Ability to take initiative, act decisively and assertively, and persevere;
Ability to work well with others, including departmental personnel, persons from other agencies or other jurisdictions, and members of the general public, with tact and discretion;
Ability to identify, define and evaluate the objectives, activities and methods of the department;
Ability to carry out staff decisions;
Ability to be discreet and conscientious.

Operations

Knowledge of building construction;
Working knowledge of target hazards and special situations in the district to which assigned;
Ability to determine the nature of an incident, size up the situation, and determine the equipment, personnel, and specialized resources needed to handle it;
Ability to recognize and evaluate hazards and take corrective action;
Ability to make fast, sound decisions under pressure, based on established guidelines, standard procedures, and established policies.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education;

Personnel currently at the rank of Fire Captain II (F27) with two years of paid experience at that rank within the Fire and Rescue Department of Fairfax County;

Refer to the Fairfax County Fire & Rescue Department’s Professional Development Resource Guide

Possession of a Class “A” medical rating in the assigned medical group. For Class “B” and “C” medical ratings, accommodations will be considered on a case-by-case basis. A Class “D” medical rating will not be considered.

CERTIFICATES AND LICENSES REQUIRED:

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-A or EMT-B);
Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;
Certification as a Fire Officer III;
Certification as an Instructor II;
Certification in cardiopulmonary resuscitation (CPR) and automatic electronic defibrillation (AED); AND Possession of a valid Motor Vehicle Driver's License;
Successful completion of Incident Command System (ICS) 100;

Successful completion of Incident Command System (ICS) 200;
Successful completion of Incident Command System (ICS) 300;
Successful completion of Incident Command System (ICS) 400;
Successful completion of Incident Command System (ICS) 700;
Successful completion of Incident Command System (ICS) 703a;
Successful completion of Incident Command System (ICS) 800.

If assigned to the Fire Prevention Division, must obtain within one year of assignment to the Division:

Certification as a Fire Inspector II in accordance with the standards of the Virginia Department of Fire Programs;
Certification as a Technical Assistant to the Fire Official in accordance with the Virginia Department of Housing and Community Development standards.

Must maintain continuing education requirements of these certifications.

If assigned as Technical Rescue Operations Team (TROT) Program Manager

Certification in TROT in accordance with Fairfax County Training Standards.

If assigned as Hazardous Materials Program Manager

Certification in Hazardous Materials in accordance with Fairfax County Training Standards.

If assigned to the Fire and Hazardous Materials Investigation Section, must obtain within one year of assignment to the Division (or as soon as training is available):

Certification as a Fire Investigator II in accordance with the standards of the Virginia Department of Fire Programs;
Certification in a basic law enforcement academy to fulfill the requirements of having full police powers;
Must maintain continuing education requirements of these certifications;
Semi-annual qualification in firearms.

NECESSARY SPECIAL REQUIREMENTS:

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of a Work Performance Evaluation (unless granted light duty due to illness or injury).

REVISED:	November 18, 2013
REVISED:	January 24, 2011
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