



REDMOND FIRE & RESCUE

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JOB DESCRIPTION

POSITION TITLE: Battalion Chief
FLSA STATUS: Non Exempt
EMPLOYEE GROUP: Management / Represented

PURPOSE OF POSITION:

Under the direction of the Deputy Chief, the Battalion Chief provides leadership and management of emergency personnel tasked with emergency preparedness and response. The Battalion Chief ensures training and readiness of all personnel and equipment is complete. Continually responsible for on-scene command and control of emergency and non-emergency incidents and resource management for the fire district. Ensures Redmond Fire & Rescue's Vision and Mission, Organizational Priorities, Values, and Expectations are upheld and adhered to.

ESSENTIAL JOB FUNCTIONS:

Respond to emergency and non-emergency calls for service as the senior duty officer for the fire district.

Oversee the Operations Division of their respective shift personnel as they are tasked with providing pre-hospital emergency medical services, extinguishing fires, and mitigation of other all-hazard request for service.

Initiate incident command during emergency incidents.

Ensure the emergency scene personnel accountability system is utilized and managed.

Ensure personnel respond safely and efficiently, are properly equipped and prepared for the incident type.

Enforce district rules, regulations, policies and procedures to meet current and future needs of the District.

Responsible to ensure the District's training programs for fire department personnel is delivered consistently and efficiently. Ensure all crew members remain current for all training and certification responsibilities.

Ensure departmental readiness in all situations including, but not limited to, apparatus readiness, personnel fire and EMS skills, and station maintenance.

Manage the work of their respective Captains including: coaching for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, acting on employee problems, and recommending and implementing employee discipline.

Keep the Deputy Chief advised of all progress and/or problems with assigned programs and personnel.

Keep abreast of the laws, standards, and innovations that effect our operation and organization's ability to manage emergency and non-emergency request for service.

Make sure annual performance evaluations are completed in a timely manner.

Ensure that personnel and apparatus are distributed effectively throughout the District and resources are requested and committed.

Assume responsibility for projects as assigned by the Deputy Chief.

Receive and respond to inquiries and requests for information and assistance, take appropriate action to resolve problems.

Ensure fire stations, apparatus, and equipment are constantly "tour ready" at all times.

Plan, organize, assign, coordinate, and direct a 48/96 hour duty crew of the fire department.

Analyze and assess emergency situations quickly and direct effective emergency operations.

Establish and maintain effective working relationships with District employees, staff, private community organizations, and others encountered in the course of the work.

Perform other duties and work as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

This position requires a candidate to have a high level of energy, drive, and commitment to support the organization. Three years' experience as a Company Officer with Redmond Fire & Rescue or an equally staffed department. Currently qualified to serve as an AIC Shift Commander with Redmond Fire & Rescue. EMT-Paramedic and Fire Officer II and completion of the NIMS ICS 100-400, 700, and 800. Possession of a valid Oregon driver's license or required to obtain within 30 days of hire. Must have a safe driving record and be insurable under the District's insurance provider. The ideal candidate will be a strong leader with significant incident command experience, have and maintain a high level of physical fitness, and the desire to ensure Redmond Fire & Rescue achieves our mission.

Desirable Requirements:

Bachelor's degree in related field, DPSST Fire Officer III, and DPSST Wildland Interface leadership qualifications.

SUPERVISION RECEIVED:

Receive general direction from the Deputy Chief. Work independently, utilizing District values and expectations, applicable policies and procedures, and follow safe work practices.

SUPERVISORY RESPONSIBILITIES:

Exercise direct supervision over Captains, career, and volunteer firefighters.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is

occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. Strenuous physical exertion is usually necessary.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 200 pounds (while wearing protective clothing and SCBA) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Job requires the use of computers, including word processing, data base, and internet; calculator, telephone, cell phone, two-way radio, pagers, copy machine, and fax machine. Fire apparatus, fire hydrants, fire hose, fire pumps, and aerial devices may be used. This position requires use of District vehicles and technical emergency response equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed in office, vehicle, and outdoor settings in all weather conditions, including temperature extremes, during day and night hours. Work is often performed at emergencies, under stressful conditions. The employee is exposed to hazards associated with fighting fires and rendering emergency medical assistance during emergencies involving smoke, noxious odors, and hazardous material

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts, is placed in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and may work with toxic or caustic chemicals. May be placed in an environment where there is a risk of electrical shock and may experience vibration. The employee may also be placed in high heat environments. Also work in a station office environment.

The noise level in the office environment is quiet and usually moderate in the field environment, except during certain firefighting or rescue activities when noise levels may be high.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the District's Hearing Conservation Program.

This description covers the most significant duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Fire Chief

Date:

ADOPTED: July 1, 2011