

# **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Battalion Chief  
**SECTION:** Emergency Services  
**DIVISION:** Operations  
**DATE:** February 2025

## **BASIC FUNCTION OF THE POSITION:**

Battalion Chiefs plan, manage and organize all routine and emergency response programs and activities for their respective battalion. The Battalion Chief position commands and directs all firefighting, emergency medical service (EMS), and other related emergency operations that occur within their assigned battalion. A Battalion Chief will also be assigned at the discretion of the Emergency Services Assistant Chief and Operations Chief as the Chief of Fire Training and the Chief of Health and Safety.

Key administrative responsibilities include effective coordination of battalion-related administrative activities, manage battalion-level personnel matters, adherence to established timelines, conducting battalion-level training, facilitating battalion-level professional development activities, managing fire and life safety inspections and activities, and directing non-emergency deployment of UFA resources.

Key emergency functions include the ability to assume incident command and/or general staff functions at emergency scenes, execution of effective and safe command and control activities at emergency scenes, deployment of UFA resources, coordination with other agencies, and management of operational support capabilities.

Battalion Chiefs are highly accountable for demonstrating the values adopted by the UFA and striving to meet the adopted expectations of UFA leaders.

## **SUPERVISION RECEIVED:**

The Battalion Chief functions under the supervision and direction of the Operations Chief.

## **SUPERVISION EXERCISED:**

The Battalion Chief directly supervises Captains assigned to their battalion, the Fire Training Division or the Health and Safety Division, and participates in UFA leadership as a member of General Staff. Supervision is exercised in accordance with UFA policies and procedures.

## **PRINCIPAL RESPONSIBILITIES:**

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- Provides leadership and supervision in emergency operations that develop and ensure safe and effective operations, teamwork, appropriate strategy, and tactics; responds to emergency incidents, including all multi-company incidents, mutual aid incidents, and any other incident as appropriate.
- Provides leadership and supervision in non-emergency conditions that enable battalion personnel to be successful in their assigned role through training, team building exercises, and personnel development. This may also be accomplished by mentoring, coaching, counseling, performance appraisals, and discipline.
- Provides the management of their battalion to ensure the business of the UFA is accomplished. This includes but is not limited to staffing, payroll, accident and injury investigation, requests for facilities or apparatus maintenance, reports, response area coverage, project/program oversight, station inspections, resolution of complaints/issues and budget administration.
- Assures that the Captains are providing the training necessary for success at the individual and single company level under the general direction of the EMS Division Chief and Fire Training Division (Battalion) Chief. Assures effective multi-company operations within the assigned battalion. Also provides position and career development opportunities for Captains assigned to their battalion.
- Disseminates information and directives to personnel in their battalion; makes reports on the effectiveness and efficiency of assigned operations.
- Represents UFA in media and public relations opportunities, plans and implements community events, and may perform liaison duties for cities, community groups and other major patrons.
- Performs other duties of a similar nature or level.

### **TYPICAL DECISIONS**

Decisions are critical in nature and may involve setting up complex responses to all types of emergency incidents. They often impact a large number of employees and may reflect on the organization as a whole. Working in this position requires considerable independence and professional decision-making. Decisions involve confidential information and require significant knowledge, analysis, and thought.

- Consistently interpret and administer policies, procedures, and applicable regulations and professional standards
- Adhere to established timelines

- Motivate individuals to meet departmental objectives
- Coordinate and initiate actions, implement decisions and recommendations
- Deal tactfully and persuasively with others in controversial situations • Prepare written and oral reports
- Drive a UFA vehicle to respond to emergency incidents

### MINIMUM REQUIREMENTS

- Valid Driver License
- Two years as a UFA Captain or Staff Captain with a minimum of one (1) year as a UFA Captain in an operational assignment
- Nine (9) years in a UFA firefighter position *with* a bachelor's degree (or higher)  
OR  
Thirteen (13) years in a UFA firefighter position *with* an Associate degree
- NIMS ICS 400 Advanced ICS for Command and General Staff
- Successful completion of Incident Safety Officer (ISO) within one (1) year of promotion (based on availability)
- Successful completion of one NIMS ICS Command or General Staff All-Hazards training course within one year of promotion (based on availability)

### LEADERSHIP COMPETENCIES

The following competencies are critical for success in the position and are based on the Korn Ferry FYI – Leadership Architect Competency modeling.

#### FACTOR I: THOUGHT

- **Decision Quality:** Making good and timely decisions that keep the organization moving forward. (12)

#### FACTOR II: RESULTS

- **Action Oriented:** Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm. (2)
- **Ensures Accountability:** Holding self and others accountable to meet commitments. (1)

#### FACTOR III: PEOPLE

- **Interpersonal Savvy:** Relating openly and comfortably with diverse groups of people. (20)
- **Communicates Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. (7)
- **Drives Vision and Purpose:** Painting a compelling picture of the vision and strategy that motivates others to action. (37)

#### FACTOR IV: SELF

- **Courage:** Stepping up to address difficult issues, saying what needs to be said. (10)
- **Instills Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity. (36)
- **Demonstrates Self-Awareness:** Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses. (29)
- **Being Resilient:** Rebounding from setbacks and adversity when facing difficult situations. (26)

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### Knowledge of:

- UFA rules, regulations, and procedures
- UFA budgeting and purchasing procedures
- Knowledge of UFA training standards and emergency medical procedures.
- The familiarity of UFA geography and topographical conditions which affect operations
- Federal, state, and local laws and regulations related to fire protection, firefighting, and employee safety
- Principles and practices of adult vocational training and education
- Use of computers and computerized programs
- Incident command and control strategies and tactics
- Effective Leadership principles
- Principles and modern methods of fire suppression/prevention, emergency medical service, hazardous material abatement, and technical rescue
- Safety principles and practices associated with UFA programs and practices
- Recognized principles of effective Incident Management
- Principles of employee supervision and personnel management including labor relations, training, disciplining of personnel, and information systems

##### Skill in:

- Coordinating multiple priorities and programs
- Leading and directing others
- Establishing and maintaining effective working relationships with UFA employees and personnel from other agencies
- Communicating effectively through oral presentations, written reports, and in person discussions

##### Ability to:

- Maintain managerial control under extremely stressful conditions
- Make life or death decisions during emergency situations
- Work safely without presenting a direct threat to self or others.
- Work in a teamwork environment
- Counsel personnel and conduct performance appraisals.
- Formulate goals and objectives
- Plan, implement, evaluate and direct multiple and varying projects, programs, and activities

### **WORKING ENVIRONMENT**

Regular work schedule is a 48-hour shift followed by 96 hours off with an average 56-hour work week. Work activities vary widely, including administrative work, response to alarms, attendance at meetings, and both field and classroom training. Response to alarms may occur at any time in all weather conditions. May be required to perform other duties of a similar nature, and additional work hours may be required. Emergency work may be strenuous. Normal and emergency response driving is required.

### **PHYSICAL AND MENTAL JOB REQUIREMENTS**

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position requires the individual to sit and stand for long periods. The individual frequently is required to use the arms, hands, and fingers to feel or reach. The sensory requirements for this position include vision, hearing, and touch and the incumbents will be exposed to high heat, noise, and stress. The employee in this position must frequently exercise the use of good judgment and be able to work with minimal supervision. This position requires above-average physical condition with the ability to lift up to 50 pounds frequently and over 100 pounds on rare occasions. Position requires wearing of protective equipment, including self-contained breathing apparatus (SCBA). Individuals will be occasionally subject to work near moving mechanical equipment, heights, wet and humid conditions, smoke, fumes, airborne particulates and/or caustic chemicals and be at risk of electrical shock, and vibration.

Classified as FLSA Non-exempt and eligible for overtime

This position is classified as a Category A position with regard to the Employee's Use of Mobile Phones policy.