

**City of Coconut Creek
Job Description**

Job Title: Battalion Chief
Department: Fire
FLSA Status: Exempt

General Purpose:

Under the general direction of the Assistant/Deputy Chief, performs highly responsible administrative and supervisory work involving the overall management and supervision of a 24-hour shift inclusive of all fire and emergency medical scenes. Work involves implementing departmental goals and objectives, managing and coordinating all administrative aspects of the assigned shift, and supervising and directing assigned personnel to achieve effective operational organization and to prevent and minimize the loss of life and property in emergency and fire situations in a safe manner. Employee works in accordance with Standard Operating Procedures, policies, procedures, and protocols, and is expected to exercise considerable independence and initiative.

Examples of Essential Functions:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, implements, and oversees all daily activities, operations, and programs for the assigned shift
- Supervises staff, including hiring, assigning tasks and projects, reviewing work and assisting staff with prioritization and completion of assignments, approving leave and overtime requests, evaluating performance and recommending and issuing disciplinary actions as needed, coaching and mentoring staff, and providing opportunities for growth through work assignments and training
- Implements emergency management operations, policies and procedures
- Ensures that zone coverage is maintained to ensure adequate response times to calls for service
- Ensures adequate staffing in compliance with department policies
- Ensures the safety of all assigned personnel
- Develops and administers in-service continuing education programs for Firefighting/EMT/Paramedic; coordinates with Division/Assistant Chief to perform in-service training, schedules and procedures
- Coordinates all required training in cooperation with the Deputy Chief and Fire Chief to ensure that all State and Federal regulations are met for license renewals
- Collects, reviews, prepares, and analyzes data for departmental reports and records
- Responds to large-scale emergency calls; directs and controls emergency medical/fire operations up to and including incident site with considerable latitude of

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independent decision-making typically involving both life and death circumstances and potential for considerable property loss; directs/participates in scene safety, suppression, and rescue, and ensures patients are stabilized

- Acquires necessary resources and deploys accordingly
- Inspects Fire Rescue equipment and gear; inspects readiness and accessibility of all departmental equipment; directs the maintenance and repair of equipment; evaluates the need for and recommends the purchase of new apparatus and supplies
- Performs public relations functions; represents the department at meetings, seminars, and functions between the City and various civic agencies and other fire and emergency departments
- Answers complaints and questions from the general public, resolves problems
- Communicates with dispatch, emergency room physicians and staff, police, fire officers and related personnel for the accurate dissemination of information
- Drives, operates and inspects Fire Department vehicles, operates, utilizes and inspects Fire Department equipment and gear; ensures repair, readiness and accessibility of all fire rescue equipment and medical supplies. Ensures proper control and dispensation activities for controlled substances
- Drafts and submits detailed reports; performs research and conducts surveys for reports; maintains various departmental records
- Works shifts, which include long hours, days, nights, weekends, and holidays
- Performs other related duties as assigned and/or required

Minimum Qualifications:

Bachelor's Degree from an accredited college or university in Fire Science, Emergency Medical Services, Public Administration, or a related field that qualifies for supplemental compensation pursuant to Florida Statute 633.422; supplemented by at least seven (7) years of experience as a firefighter/paramedic, including three (3) years at the Captain level.

Possession/maintenance of the following certifications/training:

- Florida Driver's License with acceptable driving record
- Certification by the State of Florida as a Firefighter pursuant to Florida State Statutes 633.412
- Certification by the State of Florida as a Paramedic
- Certification by the State of Florida as a Fire Officer II within twelve (12) months from date of hire
- Designation as either a Chief Fire Officer, Chief Emergency Medical Service Officer, Chief Training Officer, or Fire Marshal by the Center for Public Safety Excellence (required within twenty-four (24) months of hire/promotion)

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- Completion of appropriate level of National Incident Management System (NIMS) training is mandatory within one year of employment.

This is a designated emergency management position in the City's Emergency Operations Plan and will require the employee occupying this position to work during declared emergencies.

SUPPLEMENTAL INFORMATION:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Knowledge, Skills, and Abilities:

- Knowledge of current principles and practices of fire prevention/suppression/rescue and paramedic work, governing laws, ordinances, policies and procedures
- Knowledge of modern rescue, extrication, life support, and transportation techniques; movement of patients and psychological needs of patients
- Knowledge of emergency room procedures as related to EMS
- Knowledge of effective supervisory methods, practices and techniques
- Skill in rendering effective emergency medical treatment at the advanced life support level
- Skill in performing detailed patient examinations and provide diagnostic assessment of patient's condition
- Skill in performing safe and efficient use of fire emergency service equipment
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations
- Skill in swimming
- Skill in operating moderately heavy/heavy fire rescue vehicles and equipment even under adverse conditions
- Skill in operating basic office equipment
- Skill in accessing, operating and maintaining various software applications, including Microsoft Office products, with the ability to learn new software
- Ability to supervise and enforce safe medical rescue methods, procedures and practices
- Ability to oversee emergency scenes and personnel, operations, emergency medical services, patient care, and safety techniques, rendering effective decisions as appropriate
- Ability to effectively deploy ICS/IMS, NIMS and take command as necessary
- Ability to lead the ALS team in patient care and rescue operations
- Ability to understand and follow written and oral instructions in English
- Ability to clearly communicate information both orally and in writing

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- Ability to make decisions readily, render judgment, take action or commit oneself in life or death situations
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities
- Ability to maintain composure under emergency situations; work effectively under stressful conditions
- Ability to demonstrate behaviors that support the City's mission and core values
- Ability to be ethical and fair while representing the City, including adherence to all workplace policies that support ethical business practices and standards of conduct
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation
- Ability to regularly attend work and arrive punctually for designated work schedule

Physical Requirements:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time standing and/or walking.

Environmental Requirements:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

Sensory Requirements:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

Time Analysis for Florida Retirement System application requirements:

- Supervision of and participation with Special Risk (Firefighter/Paramedics) staff whose duties include firefighting and life safety – 70%
- Performs fire prevention training and public education –20%

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- Miscellaneous related duties – 10%

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date