

# GOLDER RANCH FIRE DISTRICT

## EMPLOYEE JOB DESCRIPTION

**Position/Rank:** Battalion Chief - Administrative  
**Reports To:** Assistant Fire Chief - Operations  
**Supervises:** Captains and other staff as assigned  
**Schedule:** Administrative

**FLSA: Exempt**  
**Status:** Full-Time  
**Safety Sensitive:** Yes

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### Primary Function

Administer and manage the fire department occupational safety and health program. In partnership with District divisions, the Battalion Chief-Administration shall operate as the District's Health and Safety Officer to lead and achieve the following objectives: Risk Management, Health and Safety Law, Codes, and Standards, Safety Information for Training and Education, Accident Prevention, Accident Investigation, Procedures, and Review, Records Management and Data Analysis, Specifications for Apparatus and Equipment, Facility Inspection, Health Maintenance, Occupational Safety and Health Committee, Critical Stress Management, and Post Incident Analysis. Requires considerable independence and professional decision-making

### Secondary Job Function

Secondary responsibilities include primary point of contact (POC) to ensure scheduling of Operations personnel through Crew-Scheduler meets district needs, budgetary requirements, and is consistently applied to all shifts. Managed and supervises assigned staff and/or shift personnel. Responds as needed to emergency incidents. Commands and directs all firefighting, emergency medical service (EMS), and other related emergency and non-emergency operations on incident. On a working incident will assume Safety Officer Role, or other functions as assigned by the IC when not the initial IC.

### Primary Duties and Responsibilities

- Manages assigned division.
- Develops, implements, and monitors Health Safety and Wellness programs for all District employees. relative to respective job classifications and responsibilities.
- Evaluates existing program performance and effectiveness and develops intervention strategies where appropriate.
- Monitors and implements strategies to ensure full efficiencies are met in scheduling of operational personnel via crew-scheduler.
- Develops and manages the assigned budget.
- Investigates and resolves citizen complaints.
- Enforces and adheres to district policies (e.g. Purchasing, SOP's, Health and Safety).
- Supervises assigned staff and Captains within the assigned division and completes performance evaluations.
- Responsible for the overall safety of his/her personnel.
- Responsible for maintaining discipline within his/her assigned work area.
- Communicates (oral/written) up and down the chain of command.
- Follows through with required administrative paperwork.
- Complies with the rules, policies, and procedures set forth by the district.
- Performs other duties as assigned.

### Secondary Duties and Responsibilities

- Assumes command of major incidents or multi-company responses, and directs the activities of responding companies.
- Answers emergency alarms in assigned geographical area.
- Manages emergency incidents.
- Performs as Safety Officer or other Incident Command positions as assigned by the IC
- Conducts post incident critiques.

## **Knowledge and Abilities**

- Maintain managerial control under extremely stressful situations.
- Thorough knowledge of the policies and procedures of the Fire District and management philosophies.
- Thorough knowledge of the principles and practices of modern firefighting and fire prevention practices.
- Ability to plan, evaluate, assign and coordinate all activities performed within the assigned shift to accomplish district goals.
- Ability to lead and command suppression personnel and other assigned staff effectively under extremely stressful conditions.
- Ability to perform a broad range of supervisory responsibilities over others.
- Ability to produce technical and administrative documents with clear thoughts using proper English sentence construction, punctuation and grammar.
- Work cooperatively with other District employees and the Public.
- Enter data or information into a terminal, PC or other keyboard device.
- Communicate orally with customers, clients, and the public in face-to-face, one-on-one settings, or on the telephone.
- Observe or monitor people's behavior, or objects to determine compliance with prescribed operating or safety standards.
- Understand and follow oral and written instructions in the English language.
- Learn job related material through structured lecture and reading, and through oral instruction and observation.
- Use of self-contained breathing apparatus and protective clothing to prevent exposure to hazardous materials and infectious waste.
- Work safely without presenting a direct threat to self or others.
- Ability to make split second decisions in a high stress environment.
- Maintain "Fit for Duty" status.

## **Additional Requirements**

- Some positions require the use of personal or District vehicles on District business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Respond after hours to major incidents, as well as rotationally on-call District coverage.

## **Minimum Qualifications**

- Bachelor's Degree in fire science, business administration, public administration, or a related field from an accredited college or university recognized by the U.S. Department of Education.
- Eight (8) years of broad fire suppression experience, to include a minimum of three (3) years of supervisory experience at the level of Captain or higher.
- Completion of an approved Battalion Chief Preparation course, or experience working in an equivalent position of Battalion Chief; to be determined by the District.
- Arizona State Firefighter I and II Certification, International Fire Service Accreditation Congress (IFSAC) or ProBoard Certified
- Arizona State Certified EMCT (EMT-B or Paramedic) or able to gain AZ certification with 180 days of hire
- Current Healthcare Provider level CPR certified (and ACLS for CEPs).  
*(Note: CPR Cert/card MUST be issued by one of the following certifying agencies: AHA, ARC, NSC, ASHI, ECSI)*
- Valid Arizona Driver's license with good record .  
*Must possess a valid driver's license Class D (as defined by Arizona Department of Transportation – Motor Vehicle Division) from any state and an acceptable driving record. Must obtain an Arizona state license within 30 days of appointment.*

*Definitions:*

*1. Acceptable Driving Record: means that the driving record of the employee and volunteer has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division [MVD]).*

*2. Valid means that an individual's current driver's license is not expired, refused, cancelled, revoked, suspended, or restricted.*

**Preferred Qualifications**

- Technician Level in Hazardous Materials and or Technical Rescue
- Train the Trainer or Instructor Certifications
- Chief Fire Officer Designation
- Executive Fire Officer's Certification

# Golder Ranch Fire District Physical Requirements/Working Conditions Job Title: Battalion Chief - Administrative

Physical Activity		Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				x	
Talk	Express or exchange ideas verbally					x
Hear	Perceive sound by ear					x
See	Obtain impressions through the eye					x
Kneel	Bend legs at knee, come to rest on knees			x		
Crouch/Squat	Bend body down and forward, bending legs and spine			x		
Crawl	Move on hands, knees, and feet			x		
Climb	Ascend/descend ladders, stairs, ramps			x		
Sit	Sit				x	
Stand	Stand				x	
Walk	Move about on foot; average distance per shift 3-5 miles			x		
Bend/Stoop	Bend downward and forward by bending spine at waist			x		
Lift	Raise or lower object > 10 lbs. from one level to another				x	
Lift	Raise or lower object > 25 lbs. from one level to another			x		
Carry	Transport an object			x		
Push	Press with steady force, thrust objects forward, downward, outward			x		
Pull	Drag or tug objects			x		
Turn/Twist	Move a body part in circular motion			x		
Balance	Exceeding ordinary body equilibrium			x		
Reach	Extend hands and arms in any direction				x	
Handle	Seize, hold, turn with hands			x		
Distinguish Color	Ability to distinguish color					x
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				x	
Grasping	Applying pressure to an object with the fingers and palm				x	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture				x	
Mental / Cognitive Activity		Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas					x
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas					x
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing				x	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols			x		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations					x
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations				x	

# Golder Ranch Fire District Physical Requirements/Working Conditions Job Title: Battalion Chief - Administrative

Environmental Conditions	Definition	Never	ally (activity or conditions)	y (activity or conditions)	y (activity or conditions)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes				x
	Subject to outside environmental conditions – no effective protection from weather		x		
	Activities occur inside and outside				x
	Subject to extreme cold (typically below 32°)		x		
	Subject to extreme heat (typically above 100°)		x		
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation			x	
	Worker is required to wear a respirator		x		
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		x		
Vibration	Exposure to oscillating movements of the extremities or whole body		x		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		x		
	Working on scaffolding and high places		x		
	Exposure to chemicals		x		
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids		x		
	Worker is required to function in narrow aisles or passage ways		x		
	Worker is exposed to infectious diseases		x		
	Worker is required to function around prisoners or mental patients		x		

### Physical Requirements Checklist

- SEDENTARY**
  - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
  - Sitting most of the time.
- LIGHT**
  - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
  - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
  - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
  - 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.
- VERY HEAVY**
  - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

*This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.*

Approved by: \_\_\_\_\_  
Hiring Authority Signature and Date

Employee: \_\_\_\_\_  
Employee Signature and Date

Date of Origin: 12/21/2004  
Last Modified: 09/11/2015