

**CAROLINE COUNTY FIRE-RESCUE  
JOB DESCRIPTION**

**JOB TITLE: BATTALION CHIEF**

**POSITION JOB DESCRIPTION**

*This job description and its requirements apply to both career (paid) member and volunteer (non-employee non-compensated) member battalion chief positions. Career Battalion Chiefs are those who are employed and compensated by Caroline County. Volunteer Battalion Chiefs are not employees and are not compensated by the County for their services. Career Battalion Chiefs are hired by Caroline County through employment policies as established by the Caroline County Board of Supervisors. Volunteer Battalion Chiefs are appointed at will to this position by the Fire – EMS Chief.*

*For simplicity sake, this job description will use the term “employee” throughout the document to represent both career and volunteer Battalion Chiefs.*

**GENERAL STATEMENT OF JOB**

As a member of Caroline County Fire-Rescue under general supervision, employee shall provide general leadership for all assigned staff in support of County and Department mission, policies, and directives. Employee may be assigned to provide leadership and management of all aspects of administrative program(s) as assigned within the Department of Fire and Rescue. Work involves planning, organizing, directing and coordinating personnel; developing budget recommendations; managing fiscal responsibilities as assigned; recommending and developing policies and procedures as needed; and ensuring compliance with federal, state, local, and Departmental regulations. Work may also involve directing and controlling station administration and emergency response operations, ensuring proper deployment of personnel and equipment, sizing up emergency incident scenes, developing incident action plans, and managing resources to safely mitigate natural and man-made incidents from an all-hazards perspective. Employee confers with the Fire-EMS Chief and Deputy Chief on difficult fire department situations, important administrative decisions and on significant exceptions from established practices. Employee must exercise considerable initiative and independent judgment in coordinating and directing firefighting units during emergency operations. Employee must also exercise tact, courtesy and firmness in contact with the public. Employee is subject to the normal hazards of emergency rescue and firefighting work. Depending on functional assignment, employee reports to either Fire-EMS Chief or Deputy Chief.

Positions are essential. Personnel occupying these positions may be scheduled to work regardless of weather conditions and/or when general county offices are closed.

Person(s) in this position will encounter sensitive information in the performance of their duties and is expected to maintain that information confidentially.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises, directs, and evaluates assigned staff, which may include processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans, schedules, and coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules and makes staffing assignments to ensure adequate coverage at stations; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, protocols, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Fire-EMS Chief, Deputy Chief and other officials to review Department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Ensures station and personnel maintain a state of readiness/preparation for emergency response; checks/maintains stock of equipment and supplies on fire vehicles and in fire station; re-loads equipment and supplies following response to emergency calls; prepares apparatus for subsequent emergencies; coordinates maintenance and repair of station, vehicles, and equipment.

Responds to emergency calls for fire suppression, medical assistance, hazardous materials incidents, specialized rescue, or other emergency situations.

Serves as Incident Commander and directs all firefighting, hazardous material response, and rescue activities until relieved by Fire-EMS Chief, Deputy Chief, or other commanding officer; ensures proper deployment of personnel and equipment; assesses, evaluates, and secures incident scenes; determines the necessity for additional apparatus and personnel and determines appropriate suppression/containment tactics.

Performs general firefighting and search/rescue functions as needed; suppresses, controls and extinguishes fires; locates water supplies and utilizes fire hoses to direct stream of water or chemicals onto fire; positions, raises, and climbs ladders of various heights to access upper levels of buildings and perform rescue operations; creates openings in buildings for entrance, ventilation, or salvage; ventilates smoke and gas from buildings; performs search, rescue, extrication of victims, and forcible entries; assists individuals from burning structures; responds to calls for lost individuals and participates in searches for missing persons.

Provides necessary medical care in accordance with established protocols for basic life support as needed; performs physical lifting techniques associated with moving patients between incident site, stretcher or ambulance.

Coordinates and conducts emergency response training programs for personnel at basic/advanced levels, including firefighting, emergency rescue, hazardous material response, and related areas; coordinates and participates in conducting ability testing, interviewing and processing of applicants, and making applicant recommendations; reviews personnel training requests and makes training recommendations.

Coordinates and directs company fire safety inspections to ensure fire code compliance; investigates spills, leaks, and pollution threats.

Investigates burn complaints; responds to citizen inquiries regarding burn laws, fire insurance requirements, ISO ratings, and related issues.

Directs and participates in preparation of pre-fire plans of first-due fire protection district, prepares data for 911 Center CAD use as requested; makes periodic inspections of homes and buildings for fire hazards.

Drives, maintains, and operates a variety of fire vehicles/apparatus or ambulances; performs driving functions in a safe and efficient manner under various conditions, including in day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits; determines best route to reach location of emergency calls.

Directs inspection, maintenance, and testing of vehicles, apparatus, equipment, buildings, and tools; oversees and assists with maintenance tasks necessary to keep vehicles, buildings, quarters, apparatus, equipment and tools in operable condition, which may include inspecting/testing equipment, testing hoses and pumps, testing ladders, maintaining breathing apparatus, inspecting/repairing hydrants, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, maintaining station grounds, or cleaning station/quarters; monitors equipment operations

to maintain efficiency and safety; reports faulty equipment and coordinates maintenance, repair, and periodic testing of equipment/apparatus; maintains records of equipment testing/maintenance activities.

Performs various administrative functions and participates in special projects; directs preparation and maintenance of various records, reports, and budget requests; develops written plans/programs, standard operating procedures, physical fitness programs, apparatus specifications, ISO surveys, or salary/position surveys; assist in developing punch lists prior to acceptance of new facilities; collects field data for CAD, MSAG, or GIS; supervises and maintains SCBA maintenance plans; provides input for annual budget requests and future capital budget requirements.

Responds to problems or complaints involving assigned personnel or equipment; investigates situations and initiates problem resolution; recommends disciplinary actions as appropriate.

Prepares or completes various forms, reports, correspondence, logs, checklists, fire/EMS run reports, incident reports, casualty reports, injury reports, exposure reports, annual summaries, inspection reports, inventory sheets, purchase requisitions, schedules, performance evaluations, budget documents, vehicle maintenance reports, training reports, testing/maintenance records, or other documents.

Receives various forms, reports, correspondence, logs, checklists, pre-hospital patient care reports, incident reports, annual summaries, inspection reports, maintenance records, inventory records, purchase requisitions, schedules, training requests, training records, time sheets, leave requests, job applications, pre-fire plans, architectural drawings, site plans, maps, technical bulletins, codes, standards, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, policies/procedures, bulletins, or map books for reference and/or review.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, desktop publishing, internet, communications, or other software programs.

Creates/maintains positive public relations with the general public; coordinates and participates in public fire education programs, including Fire Prevention Week activities; participates in civic events and appears before schools/community groups; makes presentations or provides information/education to the public, to local business/industry, and to the criminal justice academy regarding fire safety, fire prevention, and firefighting; conducts tours of fire station and fire trucks.

Communicates via telephone and/or two-way radio; communicates effectively and coherently over radio channels while initiating and responding to radio communications; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisors, employees, volunteers, community service workers, dispatchers, other departments, fire officials, government officials, law enforcement officials, medical personnel, property owners/occupants, victims, family members, utility companies, insurance companies, contractors, vendors, civic organizations, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice or direction.

May be directed to serve as the Department's Public Information Office (PIO) as needed.

Attends various meetings; serves on committees as needed; makes speeches or presentations.

Maintains a current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, methods, procedures, and advances in the profession; reads professional literature; maintains professional affiliations; participates in fire drills, physical fitness training programs, and continuing education activities on topics such as fire suppression techniques, emergency medical services, hazardous material containment, emergency rescue, equipment techniques, hydraulics, use of tools and knots, street layout, or building/hydrant location; attends meetings, workshops, seminars, lectures, and conferences as appropriate.

## **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

- Currently a member of Caroline County Fire-Rescue
- Any combination of education and experience equivalent to 30 credits from an accredited institution
- Any combination of Fire-Rescue experience equivalent to ten years' full-time experience in fire/EMS
  - Volunteer experience counted as .5 years fulltime for every 1 year of volunteering
- All of the following credentials must be completed or able to be completed within 12 months.
  - Basic Cardiac Life Support (Health Care Provider CPR)
  - Emergency Vehicle Operation Course (EVOC) Class III
  - Virginia Emergency Medical Technician – Basic (EMT-B) or higher
  - Virginia Department of Fire Programs Firefighter II
  - Virginia Department of Fire Programs Hazardous Materials Operations
  - Rural Water Supply
  - Basic Pump Operations
  - Incident Command System (ICS) 100, 200, 300, 700, 800
  - Virginia Department of Fire Programs Instructor I or EMS Education Coordinator
  - Virginia Department of Fire Programs Officer II
  - NFA: Incident Safety Officer ISO
  - VDFP Introduction to Technical Rescue Modules 1, 2 and 3

### **PREFERRED TRAINING AND QUALIFICATIONS**

- Virginia Emergency Medical Technician – Intermediate or Paramedic
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS) or equivalent
- Pre-hospital Trauma Life Support (PHTLS) or equivalent
- Hazardous Material Technician
- Certification as a Fire Investigator
- Certification as a Fire Inspector
- STICO
- PICO
- Driver Pump Operator
- Virginia Department of Fire Programs Officer III
- Graduation from a 2 or 4-year college
- Virginia Department of Fire Programs Instructor II or EMS Education Coordinator
- Train-the-trainer instructional endorsements

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery, equipment, and tools, such as an ambulance, fire/emergency vehicle, boat, trailer, defibrillator, suction unit, oxygen delivery system, immobilization equipment, pulse oximeter, fire apparatus, pump, ladder, generator, air compressor, hose, hydrant, extinguisher, self-contained breathing apparatus, extrication tools, specialized rescue equipment, hydraulic tools, chain saw, power tools, hand tools, gas detector, smoke ejector, ventilation fan, radiation monitor, meters, medical/first aid supplies, radio communications equipment, or general office equipment. Tasks require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and

occasionally heavier items (100 pounds or over). Physical demand requirements are at levels of those for very heavy work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving or receiving instructions, assignments or directions to/from subordinates, co-workers, or superiors.

**Language Ability:** Requires the ability to read a variety of informational and technical documentation, charts, directions, instructions, and methods and procedures. Requires the ability to write reports and forms with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision, and to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures and policies, and to follow verbal and written instructions, guidelines and objectives. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, radio communication codes, and fire/medical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages, determine time and weight, and utilize high school level algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using emergency medical equipment, firefighting equipment, and general office equipment and in operating motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, emergency medical equipment, firefighting equipment, general office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have high levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear) and to communicate via telephone or two-way radio.

## PERFORMANCE INDICATORS

**Knowledge of Job:** Has thorough knowledge of the policies, procedures, and activities of the County and of Fire-Rescue Department practices as they pertain to the performance of duties relating to the position through knowledge of the practices, procedures, standards and regulations relating to health and safety coordination at local and government levels. Also has thorough knowledge of EMS practices and procedures. Has considerable knowledge of firefighting, fire prevention, search/rescue operations, rescue/extrication operations, and hazardous material response methods, techniques, practices, and procedures. Has considerable knowledge of applicable laws and ordinances and of departmental policies, procedures, and regulations. Has general knowledge of the current literature, trends, and developments in the fields of emergency medical care, firefighting, emergency rescue, and hazardous material response. Has considerable knowledge of the operation, use, and maintenance of equipment, apparatus, tools, and supplies used in

emergency medical care, firefighting, hazardous materials containment, and search/rescue activities, and has the ability to operate and care for such equipment. Has considerable knowledge of procedures of extrication, movement of patients, rescue techniques, transportation, and psychological needs of a patient. Has knowledge and skill in diagnosing a victim's condition and applying appropriate emergency medical care. Has general knowledge of the hazards involved in emergency response operations and of applicable safety precautions. Is able to safely drive an ambulance at high rates of speed or in adverse conditions. Has general knowledge of location and layout of County streets, subdivisions, buildings, and hydrants. Has general knowledge of the principles of supervision, organization, and administration. Is able to plan, direct, and coordinate the effective use of medical, firefighting, and search/rescue personnel, equipment, and apparatus. Is able to maintain discipline and respect of subordinates and to lead effectively. Has comprehensive knowledge of the terminology, principles, and methods utilized within the Department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, policies, etc., as they pertain to departmental operations and activities. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Is able to plan and coordinate rescue efforts during an emergency, and is able to respond quickly and calmly, exercise good judgment, and adopt effective courses of action during disaster/emergency situations or under stressful conditions. Is able to effectively communicate and interact with subordinates, co-workers, supervisors, members of the general public, public agencies, and all other groups involved in the activities of the Department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Has physical strength and agility to perform prolonged and arduous work under adverse conditions when required.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments/divisions, coworkers, and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with Department employees, staffers, managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and project a good County image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, supervisor, professionals, and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the Department. Knows and understands the expectations of the County regarding the activities of the Department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the Department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving Departmental and County objectives. Organizes, arranges and allocates manpower, financial, and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the Department and County.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and Department matters affecting them and/or of concern to them.

**Staffing:** Works with other County officials and management to select and recommend employment of personnel for the Department who are qualified both technically and philosophically to meet the needs of the Department and the County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet Department goals, enhance staff abilities, build confidence on the job, and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the Department. When a particular policy, procedure, or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies, and procedures for enhancing the effectiveness of the Department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of County policies regarding the Department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.