



# FIRE BATTALION/DISTRICT CHIEF

## Classification Specification

### City of Springfield, Oregon

*A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

General Information	
<b>Classification Title</b>	Fire Battalion/District Chief
<b>Classification Code:</b>	BATCHF
<b>Effective Date:</b>	7/1/2011
<b>Pay Grade:</b>	C52
<b>FLSA Status:</b>	Exempt

### Classification Summary

The Fire Battalion/District Chief is responsible managing the operations and/or training of a Fire bureau, which could include; managing staff to include hiring and firing decisions; developing and implementing short and long-range goals; developing and enforcing operating policies and administrative guidelines; preparing and managing the budgets; and establishing operational and performance standards.

### Distinguishing Characteristics

- This is the first level in the fire management series and is a sworn member of the Fire Department.
- Fire Battalion/District Chiefs make process decisions and decide how to best achieve the objectives, standards or guidelines established by Deputy Chiefs or Fire Chief
- Fire Battalion/District Chiefs are differentiated from Deputy Chiefs in that the higher classification is responsible for making department wide executive decisions.

### Essential Duties

<i>The duties listed below are a typical sample; position assignments may vary.</i>	
1	Manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff s trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, makes hiring, termination, and disciplinary recommendations.
2	Participates in preparing policies, procedures, and long-range and strategic goals for the department; implements policies and procedures.
3	Coordinates the organization, staffing, and operational activities for an assigned division or program(s) including support services, operations, administration, and/or other related areas.
4	Evaluates resource allocations, medical and rescue performance, and/or other related items.
5	Responds to and resolves difficult inquiries and complaints.
6	Participates in the development and administration of assigned budget; forecasts additional fund requirements; monitors and approves expenditures; recommends budget adjustments.
7	Prepares and disseminates paperwork and/or reports related to station operations and activities.

<b>Essential Duties</b>	
<b>8</b>	Participates in/on a variety of committees and/or meetings.
<b>9</b>	May be required to act as first responder in public safety incidents.
<b>10</b>	Actively supports an inclusive and respectful work environment.
<b>11</b>	Performs other duties of a similar nature or level.

<b>Qualifications</b>	
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>	
<b>Training &amp; Experience:</b>	
<ul style="list-style-type: none"> <li>• Associate's degree in fire technology, public administration, or related field; and 5-7 years of firefighting experience at the Captain level.</li> </ul>	
<b>Licensing and/or Certification Requirements:</b>	
<ul style="list-style-type: none"> <li>• National Fire Academy's Fire Officer and Firefighter Program Certifications</li> <li>• NFPA Instructor</li> <li>• Valid Oregon Driver's License</li> <li>• EMT Certification</li> </ul>	
<b>Knowledge Required:</b>	
<ul style="list-style-type: none"> <li>• Management principles and practices;</li> <li>• Fire service principles, practices, and methods;</li> <li>• Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;</li> <li>• Knowledge to effectively use applicable local, state, and federal databases;</li> <li>• Hazardous materials principles;</li> <li>• Fire suppression techniques; incident command system;</li> <li>• Modern firefighting and rescue principles and tactics;</li> <li>• Emergency medical care;</li> <li>• Occupational hazards and safety precautions;</li> <li>• Budget preparation and administration;</li> <li>• Applicable tools and equipment associated with firefighting.</li> <li>• Inclusive and respectful work place practices.</li> </ul>	
<b>Skills Required:</b> <i>(Demonstrated skill in performing the following)</i>	
<ul style="list-style-type: none"> <li>• Creating, modeling, and maintaining a respectful and inclusive work environment;</li> <li>• Developing and monitoring safe work practices, and managing hazards in accordance with best practices;</li> <li>• Monitoring and evaluating subordinates;</li> <li>• Delegating and prioritizing work;</li> <li>• Making technical and emergency decisions quickly in emergency situations;</li> <li>• Performing emergency medical services, technical rescues, and hazardous material operations;</li> <li>• Coordinating and facilitating meetings;</li> <li>• Interpreting and applying applicable laws, rules, and regulations;</li> <li>• Assessing risks;</li> <li>• Using a computer and related software applications;</li> <li>• Preparing, analyzing, and maintaining reports;</li> <li>• Managing and monitoring a budget;</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;</li> <li>• Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.</li> </ul>	

## Physical Requirements

**Medium to Heavy Work:** 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.

Employees hired after October, 1986, shall refrain from using tobacco products.

## Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted