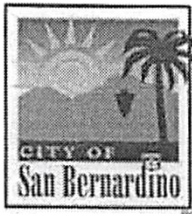


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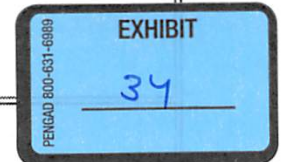


CITY OF SAN BERNARDINO  
Revision Date: Sep 15, 2014

# Battalion Chief

Class Code:  
70241

Bargaining Unit: FIRE MANAGEMENT



## SALARY RANGE

\$12,202.90 Monthly  
\$146,434.80 Annually

### JOB SUMMARY:

Under general supervision, plans, organizes, supervises and directs the work of firefighters, paramedic/firefighters, fire engineers and fire captains; coordinates fire company activities; receives and responds to fire alarms and emergency calls to protect life and property endangered; supervises and conducts fire inspection, prevention and suppression training programs; and performs other related duties as required.

The Battalion Chief is a supervisory position above the level of Fire Captain in the Fire Department. Works under the supervision of the Deputy Fire Chief. Supervises fire fighting and suppression personnel and equipment.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

Provides courteous and expeditious customer service to the general public and City department staffs.

Plans, organizes, supervises and directs the work of fire fighters, paramedic/firefighters, fire engineers and fire captains assigned to widely separated fire companies; coordinates the activities of fire companies in fire fighting and preventative maintenance activities; responds to fire alarms and emergency calls when required.

Directs emergency procedures by assuming command, transmitting instructions until relieved by higher authority; places command vehicle to best advantage to facilitate fire fighting and emergency operations; operates a two-way radio and mobile data computer (MDC) to communicate with the communications center; supervises the laying of hose lines, directing of water streams, placing of ladders and related fire suppression apparatus and equipment.

Checks for the presence of additional or adjacent hazards or exposures; directs fire department personnel to protect surrounding property conducts size-up of each fire to determine the most effective strategies and tactics to employ; establishes adequate emergency ground perimeter around hazardous areas and the evacuation of personnel; orders the shutdown of utilities; ensures the withdrawal of fire fighting personnel and apparatus when the fire cannot be contained.

Ensures that the scene of the fire is protected and that any suspected arson evidence is not removed prior to evaluation by fire investigators; directs salvage and cleanup operations following a fire; determines the need for, calls for or dismisses fire companies and apparatus at the scene of the fire.

Directs and supervises preventive maintenance and housekeeping tasks on Fire Department property; inspects fire companies and equipment to enforce housekeeping practices and the

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maintenance of adequate records and daily journals; coordinates with the Deputy Fire Chief concerning the requisitioning of supplies and equipment and the making of necessary repairs to fire equipment and apparatus.

Assists in determining and justifying fire fighting apparatus and equipment requirements; performs service tests on structural and fire fighting apparatus and ensures that apparatus functions at maximum capacity; participates in water flow tests to determine water pressure and flow capacity for fire fighting use; maintains inventories of fire suppression apparatus and equipment; supervises the maintenance of motorized equipment assigned to fire companies; directs daily inspection of equipment and ensures that fire fighting apparatus receives required preventative maintenance and servicing.

Inspects special fire fighting clothing to ensure condition is adequate for immediate use and completely outfitted for personal protection; prepares and submits various reports to the Deputy and Fire Chief, such as: training, fire fighting, rescue operations, preventative maintenance, equipment efficiencies, general administration and special reports as required; maintains fire fighting statistics and records of fire losses, personnel and fire fighting apparatus.

Supervises and conducts fire inspection, prevention and suppression training programs; resolves problems concerning morale and discipline; assists in personnel management; recommends personnel actions; maintains discipline; accomplishes performance ratings of employees; initiates disciplinary action; participates in writing operational procedures for the Fire Department and makes recommendations affecting overall operations; initiates and conducts informal and formal investigations into personnel injuries, complaints and disciplinary issues.

Assists in placing administrative policy changes in effect; enforces departmental rules and regulations; assumes higher-acting duties and responsibilities when required; maintains personal contact with Fire Department officials of adjoining communities to effect mutual aid and joint response agreements; works 24-hour shifts and overtime; may be recalled to duty in cases of emergency; may be assigned to Fire Marshal and/or Training Officer duties as required by the appointing authority.

Routinely adheres to and maintains a positive attitude towards City and department goals.

**GENERAL QUALIFICATIONS**

*Knowledge of:*

1. Safety practices and precautions pertaining to work;
2. Modern fire suppression and prevention principles, practices and methods;
3. Emergency medical services operations;
4. Operation and maintenance of various fire suppression apparatus and equipment;
5. Principles of management, administration, supervision, training and community relations;
6. Fire prevention, alarm transmissions, equipment maintenance and fire drill procedure;
7. Locations of streets, fire alarms, water hydrants, public buildings and local hazards;
8. State and municipal codes and ordinances affecting fire department operations;
9. English usage, spelling, grammar and punctuation;
10. Basic knowledge of computers.

*Ability to:*

1. Coordinate and direct several fire companies and apparatus during fire fighting, medical emergencies, and other operations;
2. Coordinate and direct fire companies during fire prevention and investigation activities, and departmental training programs;
3. Respond quickly under emergency conditions;

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4. Determine and appraise principal hazards and dangers;
5. Lead subordinates effectively;
6. Analyze situations and adopt a quick, effective and responsible course of action;
7. Communicate clearly and concisely, both orally and in writing;
8. Follow oral and written instructions;
9. Maintain discipline;
10. Remain calm in emergency situations;
11. Conduct thorough investigations and maintain effective relations with property owners;
12. Prepare comprehensive reports, plans and estimates;
13. Appraise workloads;
14. Assist in developing and planning a departmental budget and work program;
15. Establish and maintain effective relationships with those contacted in the course of work;
16. Maintain effective working relations with subordinates and the general public;
17. Demonstrate the use and care of fire suppression apparatus and equipment;
18. Operate a vehicle observing legal and defensive driving practices;
19. Work indoors and out in a variety of environmental conditions, including exposure to extreme heat, smoke, fumes, odors, vibrations, loud noises, hazardous materials, and noxious gases;
20. Wear a self-contained breathing apparatus;
21. Detect color changes in smoke and flames;
22. See in the normal visual range with or without correction;
23. Hear in the normal audio range without correction;
24. Perform duties with normal body mobility, flexibility and dexterity;
25. Transport materials and supplies weighing up to 50 pounds.

**MINIMUM QUALIFICATIONS:**

Two (2) years of uninterrupted service as a Fire Captain with the San Bernardino City Fire Department.

Associate of Arts/Associate of Science degree with a major in Fire Science or major approved by the Fire Chief.

Possession of a valid Class "C" California Driver's License.

Must have achieved State Fire Officer Certification or successfully completed the required classes, before starting the promotional testing process.

ICS 220 (12 to 16 hours, National Fire Academy Model) or I-200 (Basic ICS).

ICS 334 or I-334 or S-334 (Strike Team Leader - Engine). Waive for October 2000.

After January 2001, I-300 (Intermediate ICS) and I-400 (Advanced ICS).

After January 2001, Fire Command 2E (Wildland Fire Tactics).

After January 2003, I-234 or S-234 (Firing-Out).

After January 2003, I-290 or S-290 (Intermediate Wildland Fire Behavior).

**SUPPLEMENTAL INFORMATION:**

**Supplemental Questionnaire Required**

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**SALARY RANGE & TESTING STANDARDS:**

Salary Range P-5

Application Review

Written Exam