



CITY OF OLYMPIA  
Established Date: Jan 1, 2000  
Revision Date: Dec 29, 2010

# Fire Chief, Battalion

Class Code:  
1210

Bargaining Unit: International Association of  
Fire Fighters

## **SALARY RANGE**

\$43.66 - \$45.07 Hourly

### **DESCRIPTION:**

Under general direction of the Assistant Fire Chief (Fire Operations), supervise and direct all staff, operations, and services for fire and EMS training in the department and perform fire suppression and emergency medical services duties as needed.

### **ESSENTIAL FUNCTIONS:**

Examples of Duties:

1. Supervises all aspects of fire and EMS training, fire suppression services, disaster/emergency response activities, emergency medical services, hazardous material incident response, and other activities associated with saving life and property.
2. Plans, develops, and implements operational strategies, tactical responses, pre-incident programs, and variety of short and long range work plans, service improvements, and quality improvements.
3. Responds to all structural fires during duty hours and during off duty hours when requested.
4. Assumes fire incident and emergency management command and/or duties up to and including fifth alarm level.
5. Supervise assigned officers and line personnel.
6. Assure compliance with performance and training standards, quality service delivery standards, and with City and departmental policies and procedures.
7. Conduct performance evaluations; training sessions, and recommend or take corrective and disciplinary action.
8. Assist Captains (Assistant Fire Marshal, Fire Training Staff and Medical Services Officer) with planning, development, and implementation of training program by assessing needs, making recommendations, and conducting training in compliance with applicable training program requirements, codes, laws and regulations.
9. Work closely with Chief of Operations in development, administration, and implementation of program budget, inter-local response, and mutual aid agreements; and in labor contract compliance.
10. Work closely with department Support Systems Manager to coordinate a variety of building, facility, vehicle, and apparatus maintenance activities.
11. Schedule and execute drill and training activities including firefighting and EMS practices, methods and techniques, and operation and use of related apparatus and equipment.
12. Supervise inspection and maintenance of apparatus, equipment and station facilities.
13. Prepare correspondence, reports, recommendations, and studies.
14. Make presentations to public groups, staff, senior managers, and officials.
15. May assume Chief of Operations duties in that person's absence.
16. Punctual, regular and reliable attendance is essential for successful job performance.

### **TYPICAL QUALIFICATIONS:**

Knowledge/Skills/Abilities:

1. Extensive knowledge of department policies, rules and regulations, and controlling laws and ordinances pertaining to fire suppression and fire prevention.
2. Considerable knowledge of methods, materials and equipment used in fire suppression and EMS.
3. Considerable knowledge of current personnel administration, labor-management, and supervisory practices and techniques.
4. Knowledge of technical aspects affecting fire control such as travel of fire, flame propagation, fire behavior, and effects of fire spread in building construction.
5. Knowledge of full range of employee development, mentoring, coaching, and training methods, techniques, and practices.
6. Knowledge of current practices, methods, techniques and regulations pertaining to employee selection, evaluation, and discipline.
7. Knowledge of issues and problems encountered in employee relations, labor relations, human relations, and customer service.
8. Knowledge of full range of safety regulations, workplace safety awareness programs, accident prevention programs, and hazard identification, mitigation, and avoidance programs.
9. Knowledge of other fire department operations, such as fire prevention, fire inspection, arson investigation, emergency/disaster preparedness, and public safety education.
10. Knowledge of codes and ordinances affecting firefighter safety, fire safety and engineering, fire protection systems and laws pertaining to the crime of arson.
11. Skill in translating plans and strategies determined by upper management into action at the operating level.
12. Skill in analyzing complex issues and situations; and recommending effective solutions.
13. Skill in planning, organizing, directing, controlling, and supervising the work of others.
14. Skill in developing, revising, and implementing routine and complex short and long range operations plans.
15. Skill in formulating and setting goals and objectives that are congruent with departmental plans, missions, and service standards.
16. Skill in motivating, encouraging, mentoring, and inspiring workers to meet productivity, safety, customer service, and behavior goals.
17. Skill in performing, monitoring, and insuring quality standards are met in the routine, emergency, and technical work performed by employees.
18. Skill in using data, performance measures, and employee input to make improvements in systems, structures, and services.
19. Skill in performing fire suppression and emergency activities, including administration of pre-hospital emergency medical care to the Washington State EMT-D level.
20. Skill in selecting and applying verbal and written communication methods to inform, persuade, motivate, counsel, advise, and direct.
21. Ability to execute fire and disaster plans under emergency and hazardous conditions.
22. Ability to effectively schedule, assign and evaluate work of subordinates.
23. Ability to assist in the preparation of departmental budget, policy and regulation recommendations.
24. Ability to tactfully deal with City and department staff members at all levels, the general public, developers, and business owners regarding service delivery issues, complaints, discipline, performance evaluation, policies, code requirements, compliance and violations.
25. Ability to inform, persuade and effectively negotiate alternatives to compliance and problem resolution in the best interests of the public.
26. Ability to effectively coordinate, monitor, and complete multiple, ongoing projects, tasks, and assignments under demanding deadlines, emergency conditions, and in dangerous situations.
27. Ability to effectively assume fire incident command.
28. Ability to maintain high personal level of motivation, job satisfaction, and productivity.
29. Ability to understand, use, and apply management and administrative information systems, technical manuals, policies, guidelines, and procedures.
30. Ability to make sound decisions and use good judgment in both routine and emergency situations.
31. Ability to travel to and access diverse indoor and outdoor work locations throughout the urban area to supervise, inspect, review, and monitor work, working conditions, or progress toward goals.
32. Ability to communicate effectively using a variety of methods and in a variety of settings and situations with the public, senior management, employees at all organization levels, administrators, and officials.
33. Ability to successfully and skillfully operate individual and crew served vehicles, apparatus, and equipment and perform firefighter and emergency medical technician work in all conditions if needed.

Experience/Education:

1. Currently employed with a minimum of four years experience as Fire Lieutenant with the Olympia Fire Department.
2. College level course work in the fields of supervision, public administration, fire service administration, fire prevention and other pertinent fields is desirable.
3. Additional course work or experience in fire investigation, fire code compliance and/or fire protection systems is preferred.

Special Requirements:

1. Continued certification as a Washington State Emergency Medical Technician-D is required.
  2. The Battalion Chief must possess a degree of physical fitness that allows full participation as a command officer on a fire, disaster, or other emergency scene, situation, or event.
  3. Valid Washington State Driver's License may be required.
  4. Within one year of appointment obtain the following training and certification:
  5. Incident Safety Officer (ISO)
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1. NFPA 1403 Cert (if assigned to training)
  2. Hazardous Materials Incident Command
  3. ICS 300,400

**SUPPLEMENTAL INFORMATION:**

Contacts:

1. Interpersonal contact is of major importance in supervising and conducting assigned functions.
2. The Battalion Chief has daily contact with all members of the Fire Department and the general public for the purpose of supervising, educating or sharing information, and/or problem resolution.
3. The Battalion Chief must resolve both technical and interpersonal problems encountered while conducting evaluations, discipline, and counseling.

Supervision:

1. The Battalion Chief has full supervisor authority for assigned operational personnel.

Accountability:

1. The Battalion Chief is accountable for supervising and assuring the efficient and safe operation of training, on-going suppression, emergency medical and prevention functions, compliance with a variety of codes and Department policies, procedures, training and safety standards, and effective employee supervision.

Working Conditions:

1. The Battalion Chief assigned to training works primarily in an office.
2. The work schedule requires a day shift schedule.
3. Additional shifts may be required if warranted by circumstances and events.
4. While conducting training or in command at the scene of a fire or emergency, working conditions vary according to the nature of the scene and may, at times, be extremely hazardous.
5. Work involves exposure to weather conditions, all types of terrain, slippery surfaces, hazardous materials, chemicals, toxic fumes and smoke.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

**CLASS SPEC DATA:**

FLSA Status - Non-Exempt  
Pay Grade - 760  
Represented - IAFF