

**CITY OF LOMPOC****BATTALION FIRE CHIEF****DEFINITION:**

Under direction of the Fire Chief on an assigned shift, to have administrative responsibility for an assigned department-wide function, such as fire prevention, training or general administration; to have administrative charge of an assigned fire company; and to perform related work as required.

**CLASS CHARACTERISTICS:**

Positions in the class of Battalion Chief serve as the administrator in charge of an assigned department-wide function and take command of department operation during an assigned shift (in the absence of the Chief) particularly during emergency scene operation. Positions are subject to rotation.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver's License AND Emergency Medical Technician D Certificate. ~~Completion of Lompoc Fire Department suppression Battalion Chief Task Book highly desirable.~~ Completion of the Lompoc Fire Department suppression Battalion Chief Task book shall be required for all internal candidates and required 6 months after appointment for all external candidates.

**ESSENTIAL FUNCTIONS:**

*The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Assumes administrative responsibility for assigned department-wide administrative functions; plans, organizes and implements fire prevention programs; makes or recommends decisions regarding hiring, promotions, terminations, discipline or other change in status; conducts fire, safety, health and related inspections, issues notices of violation and follows-up inspections; reviews and recommends modification of codes, regulations and ordinances; evaluates building plans, determines code requirements and conducts on-site construction inspection; plans, organizes and implements staff training programs presented by the department; schedules personnel to attend training; develops and presents training programs for personnel; conducts drills; prepares functional and department budget; purchases budget items; directs the maintenance of buildings and equipment; prepares administrative studies and reports; assumes control of emergency scene making decisions and gives directions on tactics and strategies; assumes responsibility for the operation of the department on an assigned shift; prepares personnel performance evaluations; responds to citizen inquiries and complaints; develops and implements community relations and information programs; assumes the duties of the Chief, as assigned; participates in Department's Battalion Chief Certification program; performs related work as required.

**PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:**

**CITY OF LOMPOC  
(Battalion Fire Chief)**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical:**

Strength category: Very Heavy-exert force over 100 pounds rarely, over 50 pounds rarely, or over 20 pounds occasionally to lift, carry, push pull or move objects when called upon to respond to an emergency situation. When working in the office, the strength category is Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly to lift, carry, push pull or move objects. May involve significant standing, walking, pushing and/or pulling Frequent fingering, typing, sitting. Occasional standing, walking, bending. Rare to occasional stooping, climbing stairs, pushing, pulling, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck upward, downward and side to side. On rare occasion crouching, crawling, kneeling, climbing ladders. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication and equipment noise.

**Mental/Psychological:**

Work cooperatively and interact appropriately with those contacted in the course of work, including the general public, without exhibiting extreme responses; respond appropriately to criticism from supervisor; utilize complex reading, math and writing skills; understand, remember and carry out complex job instructions; respond quickly to changing situations under emergency pressures; maintain mental and emotional control in the face of extremely stressful situations; communicate effectively orally; work under pressure; work within deadlines; supervise other workers; train other workers.

**ENVIRONMENTAL CONDITIONS:**

Work in extremely hazardous conditions. Works both indoors and outdoors. Depending on the day's assignments and the number and nature of emergency responses in a day, rarely to frequently is exposed to extreme temperatures, dust, fumes, smoke, gases, odors, flames, solvents, grease, oil, slippery or uneven walking surfaces, electrical energy, and chemicals. Rarely to occasionally works at unprotected heights and in confined spaces. Occasionally works around machinery, uses a computer, drives motorized equipment/vehicles. On rare occasion works with explosives. Works both alone and with others. May be exposed to biohazards including blood borne pathogens and infectious diseases.

**CITY OF LOMPOC  
(Battalion Fire Chief)**

**SPECIAL REQUIREMENTS:**

Employees in this classification may be required to utilize respirators in the course of their job duties or under emergency circumstance, and thus must ~~be in compliance~~ comply with California Code of Regulations Title 8 General Industry Safety Order 5144. Employees shall not wear beards, mustaches, sideburns, facial hair or other conditions in such a manner that may prevent or interfere with establishing and maintaining a proper seal of the respirator facemask. This requirement is implemented in order to ensure the safety and health of the employee.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles of fire administration and general management and organization;
- Modern fire suppression and prevention principles, methods, practices and techniques;
- Principles of personnel development, supervision and training;
- Principles of hydraulic and construction engineering;
- Emergency medical techniques;
- City geography and water systems;
- Principles of correct English usage, grammar and composition;
- Basic mathematical and mechanical procedures;
- Fire codes, standards and investigation procedures;
- Building construction methods;
- Hazardous materials and their products;

**Ability To:**

- Perform responsible administrative work;
- Assume responsibility for tactics, strategies, and decision-making at the scene of an emergency;
- Supervise and evaluate supervisory level and shift personnel;
- Conduct inspections;
- Determine code and other requirements and enforce such requirements;
- Prepare and present concise written and oral reports;
- Operate a vehicle observing legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

**CITY OF LOMPOC  
(Battalion Fire Chief)**

**Education:** Graduation from high school or equivalent supplemented by college level course work in Fire Science, Fire Administration or a related field AND completion of two (2) courses in Chief Officer Certification through the California Fire Service Training and Educational System (CFSTES). Bachelor's degree from a recognized four (4)-Year College or university with major course work in Fire Science, Fire Protection Engineering, Business and Management, Public Administration, or related field is highly desirable. (Certified Managers Certificate may be substituted for BA/BS degree.)

**Experience:** Five (5) years of increasingly responsible, fire suppression and/or prevention experience two years of the five at a Fire Captain rank or higher. ~~Completion of the Departmental Acting Battalion Chief Certification program highly desirable.~~ Completion of the Lompoc Fire Department suppression Battalion Chief Task book shall be required for all internal candidates and required 6 months after appointment for all external candidates

12/18