

City of Sioux Falls Job Description

Scale

880

Job Classification

Department/Employee Group

Fire Battalion Chief

Fire Rescue/Midmanagement

FLSA Category

OCC Code

Exempt

Fire Uniform

211

Title of Immediate Supervisor

Fire Division Chief

Job Summary

Under the supervision of a Fire Division Chief, the Fire Battalion Chief will assume the duties and responsibilities designated by the Fire Chief. The duties of the Fire Battalion Chief include, but are not limited to, supervision of companies and company officers, planning, coordination, communication, administration, development, teaching, research, public speaking, evaluation, and command.

Task No.

Description

1. Supervise, instruct, direct, and manage officers and employees. Make recommendations relative to employment and the adjustment of grievances. Enforce compliance with City and department rules, regulations, orders, and policies. Recommend and carry out corrective or disciplinary action when appropriate. Supervise the administration of and compliance with applicable labor agreements. Maintain discipline. Regularly inspect and evaluate the readiness of personnel and equipment in the district to perform and accomplish the department's mission; counsel and evaluate the performance of subordinates.
2. Supervise fire crews at several stations in their training, fire prevention, public education, maintenance, and other activities. Regularly meet with Fire Captains and others in the district/battalion to evaluate performance.
3. Supervise fire crews while responding to emergencies. Assume and, unless relieved by a Chief Officer, maintain strategic command at emergency incidents of various natures within the community. Determine appropriate actions and resources to control emergencies. Supervise and perform the administration of first aid to injured or sick persons.

Task No.	Description
4.	Coordinate major functions of assigned division. Conduct meetings with other officers in matters pertaining to this functional area. Assist the Fire Division Chief in the administration, coordination, budgeting, operation, and activities of the function. Participate in the formulation, implementation, and direction of policies and programs.
5.	Aid the Fire Division Chief in development, review, and evaluation of procedures, standards, and techniques pertaining to the operations and functions of the division.
6.	Instruct and attend training sessions. Ensure proper training procedures are administered and followed based on recognized training manuals and standards. Ensure that all subordinate personnel meet or exceed training standards and obtain a high degree of proficiency in all tasks pertaining to their duty assignments.
7.	Prepare duty rosters, work, training, and maintenance schedules, and fire prevention/survey assignments, ensuring compliance and completion. Participate in and supervise physical fitness programs.
8.	Establish and aid subordinate officers in establishing goals and objectives for fire crews. Ensure completion of the goals and objectives.
9.	Speak as a representative of the department to the media and other agencies on fire service topics.
10.	Perform other such duties and functions as are necessary or incidental to the proper performance of this position.

Minimum Qualifications

Candidates must have attained the rank of Captain and completed probation, have a minimum of six (6) years' service with Sioux Falls Fire Rescue, and hold current certification by SFFR to the following NFPA standards: (1) 1021 – Fire Officer II; (2) 1041 – Instructor II; (3) 472 – Hazardous Materials – Incident Commander.

Candidates must also have completed a minimum of an associate degree in fire administration, fire science or management, business administration, public administration, or other related field from an accredited college or university with a bachelor's degree preferred; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Must maintain a National Registry or South Dakota Emergency Medical Technician (EMT) certification.

Must possess or be able to obtain, prior to hire, a valid driver's license.

Must be a nonsmoker.

Preemployment Screenings

Preemployment screenings may include, but are not limited to, the following: drug screen, references, and physical exam.

Knowledge, Skills, and Abilities

Understanding of the principles, practices, procedures, and equipment used in modern firefighting for protection of lives and property.

Understanding of uses and limitations of the various types of apparatus and equipment used by Sioux Falls Fire Rescue and their operational and maintenance requirements.

Understanding of fire codes and ordinances adopted by the City for the protection of lives and property.

Comprehensive knowledge of Sioux Falls Fire Rescue operating rules, regulations, policies, and procedures.

Understanding of contemporary administrative management methods, principles, and practices, including methods of organization and operation pertaining to public administration.

Ability to prepare technical reports and present them effectively, both orally and in writing.

Understanding of contemporary methods of planning, training, fire prevention, interpersonal dynamics, and organizational theory for the most effective use of the department's resources.

Ability to analyze emergency situations and determine and implement an effective course of action to control emergency incidents.

Ability to establish and maintain an effective working relationship with City officials, Fire Rescue personnel, other City employees, the media, and the general public.

Have knowledge of the geography of the city and its major hazards.

Must maintain a level of physical fitness consistent with the satisfactory performance of job duties.