

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: FIRE BATTALION CHIEF DATE: NOVEMBER, 1996

JOB	CODE:
0031	
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	FMA
FLSA STATUS:	EXEMPT

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<b><u>PERSONNEL COMMISSION APPROVAL:</u></b> <b><u>COUNCIL APPROVAL:</u></b>	<b><u>TBD (REVISED)</u></b> <b><u>OCTOBER, 1975</u></b>
<b><u>JOB CODE:</u></b>	<b><u>0031</u></b>
<b><u>EMPLOYMENT STATUS:</u></b>	<b><u>REGULAR FULL-TIME</u></b>
<b><u>UNIT REPRESENTATION:</u></b>	<b><u>FMA</u></b>
<b><u>FLSA STATUS:</u></b>	<b><u>EXEMPT</u></b>
<b><u>EEOC CODE:</u></b>	<b><u>PROFESSIONALS</u></b>

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DUTIES-JOB SUMMARY

**THE FUNDAMENTAL REASON THIS CLASSIFICATION EXISTS IS TO ADMINISTER THE OPERATIONS OF A SHIFT OR BATTALION, INCLUDING THE GENERAL SUPERVISION AND DEPLOYMENT OF PERSONNEL, AND TO BE RESPONSIBLE FOR THE CARE, MAINTENANCE, AND OPERATION OF ALL ASSIGNED FIRE APPARATUS, EQUIPMENT, AND STATIONS FACILITIES.**

SUPERVISION RECEIVED AND EXERCISED:

Reports to: Fire Division Chief  
Supervises: Fire Captains, Fire Engineers, Firefighter Paramedics, Firefighters

**EXAMPLES OF ESSENTIAL DUTIES**

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- Assists in planning, budgeting, organizing, directing and coordinating the various activities of the fire department and in determining the deployment and assignment of personnel and equipment ~~in order to~~ provide the best fire prevention, suppression and emergency medical services.
- Administers the ~~day to day~~ day-to-day operations of a fire shift;
- Evaluates the fire fighting, fire prevention and emergency medical competencies of company personnel;
- Plans and provides for training to strengthen existing weaknesses.
- Maintains employee discipline and assures that rules and regulations are properly observed and executed.
- Inspects selected target hazards, fire stations and equipment to insure cleanliness, good order and correction of repair of substandard conditions.

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- Prepares report regarding shift activities and records relating to personnel, facilities, equipment and operations.

~~May supervise the activities of the training coordinator. May function as the department training coordinator of the joint powers training programs. May supervise fire operating center and the fire maintenance operations.~~

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

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Note: All required coursework, certifications, time employed, and other requirements must be completed by the time of appointment.

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**Knowledge of:**

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- Good knowledge and background in company operations;
- Administrative techniques, budgeting, personnel administration, fire prevention engineering, public education, customer service, fire training and emergency medical services;
- Thorough knowledge of modern fire fighting methods and the use and operations of a wide variety of fire, motor and auxiliary apparatus;
- and, thorough knowledge of the geographical, water supply, street and structural features of the City and of special fire and property exposures and hazards.

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**Ability to:**

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- Plan, layout, and direct the suppression of a wide variety of fires, emergency medical or hazardous materials incidents.

~~Plan, layout, and direct the suppression of a wide variety of fires, emergency medical or hazardous materials incidents.~~

~~Experience, Education and Training: Experience:~~

~~Three (3) years of experience as a Fire Captain in the State of California~~

~~Education: High School diploma or G.E.D. equivalent Three (3) years experience as a Fire Captain in the State of California plus a State Board of Fire Sciences (SBFS) Certification as a Chief Fire Officer.~~

~~For internal promotions, the following may be considered as equivalent combinations of experience, education, and training:~~

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~~Three (3) years experience as a Fire Captain with the City of Huntington Beach plus a Bachelor's degree preferably in Business Administration, Public Administration, or Fire Science~~

~~OR~~

~~Five (5) as a Fire Captain with the City of Huntington Beach and have earned sixty (60) units of college level coursework related to company operations and/or procedures, human relations, and/or fire training.~~

**License/Certifications:**

- Valid California Driver's License.
- Valid California Emergency Medical Technician (EMT) Certification or valid California EMT-P (Paramedic) License.
- CA State Board of Fire Services (SBFS) Certification as a Fire Officer or CA State Fire Training (SFT) certification as a Company Officer.

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- Meet all course requirements from the current Procedures Manual for SFT Chief Fire Officer certification. The task book does NOT need to be opened yet.
- Meet all course requirements from the current Qualifications Guide for the California Incident Command Certification System (CICCS) Strike Team Leader Engine (STEN) qualification. The task book does NOT need to be opened yet.

**SPECIAL CONDITIONS**

Employees who may drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice Program.

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

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**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS** - INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

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Includes, but is not limited to: the ability to perform strenuous physical labor for extended periods of time requiring physical strength, dexterity, and endurance, which includes: standing, walking, running, sitting, grasping, bending, stooping, kneeling, climbing, twisting, turning, balancing, pulling, and lifting and carrying, on a regular basis. Hear and speak to the general public and co-workers and read and understand technical materials related to firefighting, prevention, and departmental regulations. Exposure to extreme heat, smoke, dust, fumes, inclement weather, noises such as, but not limited to, sirens, alarms, diesel engines, pumps, power saws and hydraulic tools and hazardous materials and infectious or communicable diseases.

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~~Reasonable accommodation(s) for a qualified disability will be considered on a case-by-case basis. Ability to perform strenuous physical labor for extended periods of time requiring physical strength, dexterity and endurance, which includes: standing, walking, running, sitting, grasping, bending, stooping, kneeling, climbing, twisting, turning, balancing, pulling, and lifting and carrying, on a regular basis. Hear and speak to the general public and co-workers and read and understand technical materials related to firefighting, prevention, and departmental regulations. Exposure to extreme heat, smoke, dust, fumes, and inclement weather, noises such as, but not limited to, sirens, alarms, diesel engines, pumps, power saws and hydraulic tools and hazardous materials and infectious or communicable diseases. Reasonable accommodation(s) for a qualified disability will be considered on a case-by-case basis.~~

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