

CITY OF DALY CITY  
JOB SPECIFICATION

APPROVED BY  
PERSONNEL BOARD: 02/08/2007  
CITY COUNCIL: 02/26/2007  
RES. NO.: 07-35

## **BATTALION CHIEF**

### **DEFINITION**

Under the general direction of the Fire Chief to participate as a staff member managing a wide range of fire department activities that may include supervising shift assignments; administrative assignments including planning, organizing and directing programs toward accomplishing goals and objectives of the department; to oversee and direct daily operations of the department; and other duties as assigned.

### **EXAMPLES OF DUTIES**

Responds and assumes command at emergencies and coordinates on-scene activities. Prepares reports on fire service issues and recommends courses of action after considering alternatives. Plans, reviews, and supervises department activities involving fire suppression, training, fire prevention and administration, emergency medical service, disaster preparedness and management information systems. Makes oral and written presentations to fire department personnel, City staff and various community groups. Prepares a variety of written reports that are needed weekly, monthly or annually. Maintains department records, recommends capital projects and prepares annual budgets as assigned. Reviews monthly financial statements. Works with other City departments and government agencies in matters of concern to the fire department. May serve as acting Fire Chief as designated. Handles a variety of personnel issues and assures consistent application of department policies and practices. Reviews and evaluates the performance of employees. Conducts special fire safety programs and insures good public relations. Assures that safety and accident prevention programs are adhered to. Conducts training. Assures completion of engine company assignments and facilitates employee development. Attends training to maintain proficiency in modern management techniques. Attends staff meetings.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Fire service supervisory/management procedures and techniques; methods for controlling, preventing and reducing fire losses; local, state and federal laws and ordinances related to City of Daly City. Familiarity with current body of professional knowledge in fire service. Understand and demonstrate a variety of management skills.

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**Ability to:** Provide leadership. Communicate effectively both orally and in writing; manage complex situations and maintain composure; direct department activities; be flexible and adaptive to change in the workplace; work with others well and be able to influence outcomes; be able to analyze situations and reach proper conclusions; manage emergency situations and work a variety of work schedules. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Five years full-time fire service experience gained working with a Municipal, State or Federal Fire Service Agency, three years of which include supervisory and/or administrative experience comparable to that of a Fire Captain; two years of the above experience shall have been served in fire suppression.

**Education:** Graduation from high school or equivalent. A.A./A.S. Degree to include thirty (30) college semester units in Fire Science, supervision or administration.

**Certification:** Possession of a valid CPR/BLS (Cardio-Pulmonary Resuscitation/Basic Life Support for the Professional) Certificate and California State Board of Fire Services' Fire Officer's Certificate.

**License:** Possession of a valid Firefighter Restricted Class B California Driver's License.

R: 02/07