

City of South San Francisco  
Human Resources Department

**Fire Battalion Chief**  
Class Description

**Definition**

Under general direction, is responsible for either a fire suppression platoon, the training program, or other administrative program as needed; assists in planning, assigning, and coordinating the activities of the department; and does related work as assigned.

**Distinguishing Characteristics**

Employees in this class are assigned as the department Training Chief or Fire Suppression Chief. Employees may be rotated between these assignments and work either a 40- or 56-hour workweek, depending on the assignment. Incumbents also assume responsibility for all department activities, as assigned.

**Typical and Important Duties**

1. Assists in the preparation and administration of department budget.
2. Prepares and maintains a variety of records and reports; prepares a variety of comprehensive staff reports.
3. Conducts performance evaluations; supervises company officers.
4. Attends meetings as a representative of the department.
5. Answers requests for information and maintains effective public relations that may include addressing public gatherings.
6. Responds to emergency incidents taking command until relieved by a superior; directs and supervises fire control work; may personally assist in the work of extinguishing fires and performing related lifesaving and property protection work.
7. Manages the department Training Program; develops, administers, coordinates, and supervises the training of all department personnel; writes technical manuals, policies, and operational procedures; develops training schedules and standards.
8. Manages the Fire Prevention Bureau; participates, administers, and supervises education and enforcement activities.
9. Conducts fire inspections.
10. Investigates fires and determines cause and origin.
11. Checks building plans for fire and life safety code compliance.
12. Serves as Acting Chief or Acting Assistant Fire Chief as required.
13. Performs related duties and responsibilities as assigned.

**Job-related Qualifications**

Knowledge of:

- Principles, practices, and procedures of modern fire suppression, prevention, and hazardous materials incident mitigation techniques.

- Rules and regulations of the City and the department.
- Operation and maintenance of apparatus and equipment used by the department.
- First aid, rescue, and related equipment and practices.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Modern and accepted methods of training, both classroom and in-service.
- City, state, and National Fire Protection and Life Safety Codes.
- Fire investigation methods, procedures, and equipment.

Ability to:

- Effectively manage all functions of the department including Prevention, Training, and Suppression.
- Prepare clear, concise, and complete oral and written reports.
- Maintain records and submit reports.
- Interpret and explain laws, codes, and regulations affecting the various functions of the department.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Effectively direct and coordinate all functions of the department, including fire prevention, fire operations, fire training, and administration.
- Effectively speak in public.
- Effectively command personnel and coordinate emergency incidents.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Operating a personal computer and associated applications.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

**Experience:**

Seven years of firefighting experience in an agency comparable to the South San Francisco, including at least three years of progressively more responsible supervisory experience.

**Training:**

Equivalent to graduation from high school, supplemented by college-level coursework in fire science, preferably supplemented by additional education to successfully meet the Office of the State Fire Marshal's Certification requirements for Chief Officer.

**Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

**Special Requirements**

Essential duties require the following physical skills and work environment:

**Physical Skills:**

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist; climb ladders, stairs, and scaffolding; lift and carry 100 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

**Work Environment:**

Mobility to work in a typical office setting or field environment with exposure to cold, heat, noise, outdoors, vibration, confining spaces, dust, chemicals, explosive materials, mechanical hazards, and electrical hazards.

**Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work on-call, stand-by, and shifts; work protracted and irregular hours.

**Additional Information:**

- Approved: April 1994
- Revised Date: July 1997, June 2003
- Former Titles:
- Abolished:
- Bargaining Unit: PSM
- DOT: No
- Status: Exempt
- Job Code: The 40 hour position is M205; the 56 hour position is M390