



**LIBERTY TOWNSHIP, BUTLER COUNTY, OHIO
FIRE DEPARTMENT
POSITION DESCRIPTION**

Job Title: Battalion Chief
Department: Fire
Reports to: Fire Chief
Pay Classification: Salary, Non-Exempt

SUMMARY: Reports to the Fire Chief or in his/her absence reports to the Assistant Fire Chief. The Battalion Chief performs a variety of administrative, supervisory, and technical work in guiding the direction, implementation, and continuous monitoring of the Fire Department's operations. Serves as the daily Shift Commander and is responsible for management, training, command, and the direction of daily operations. The Battalion Chief must maintain a high standard of work ethic, discipline, and efficiency.

SUPERVISION REQUIRED: Captains and Lieutenants

REQUIREMENTS:

- Valid Ohio Driver's License (four points or less).
- Ability to successfully pass a background check and polygraph examination.
- Minimum of seven (7) years fire and EMS experience, having served at least one (1) year in the rank of Lieutenant in a fulltime/career position or currently serving as a Captain in a fulltime/career position with a municipal, township, or federal fire department.

EDUCATION/WORK EXPERIENCE:

- Certification by the State of Ohio as a Firefighter Level II.
- Certification by the State of Ohio as an Emergency Medical Technician – Paramedic.
- State of Ohio Fire Safety Inspector.
- Must have one at the time of appointment and obtain within one year:
 - State of Ohio Fire Instructor
 - State of Ohio EMS Instructor
- ICS 100, 200, 700, 800 are required (ICS 300 and 400 preferred).

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively in written form and present a positive professional image.
- Thorough knowledge of modern office practices and standard office equipment.
- Must possess excellent communication, leadership and interpersonal skills, as well as a temperament compatible with a leadership position.
- Possess ability to plan, organize, budget, and coordinate activities.
- Must be able to illustrate command presence in emergency and stressful situations.

- Ability to read, hear and comprehend written instruction, commands, training and directives; communicate both verbally and in writing in the English language.
- Ability to work independently.
- Knowledge of the geographical layout of Liberty Township;
- Provide basic and advanced patient care;
- Follow detailed oral and written instructions;
- Operate vehicles and apparatus safely under all driving conditions;
- Operate radio equipment;
- Evaluate conditions, identify problems, and formulate corrective measures.
- Make spontaneous, consistent, reasoned judgments concerning life and property under extremely stressful conditions, including situations of a life-threatening nature.
- Accept responsibility and motivate employees and make judgments and decisions in accordance with laws, regulations and established policies.
- Maintain confidentiality of materials and information.
- Self-motivated and the ability to work without supervision.
- Excellent time management skills.
- Strong customer service skills including tact, courtesy and good phone manner.

ATTENDANCE:

The Liberty Township Fire Department operates twenty-four hours per day, seven days per week, and fifty-two weeks per year. In general, the Battalion Chief is scheduled to work twenty- four hours every third day or other hours as approved by the Fire Chief. Holiday, EDO's, sick, and overtime hours are as outlined in the Liberty Township Personnel Policy Manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following;

- Commands all firefighting, lifesaving and fire prevention operations;
- Instructs company officers in all aspects of their work and enforces departmental regulations; makes monthly inspections of company personnel, quarters, equipment, and records.
- Supervise administrative details; grants time off requests; administers discipline.
- Creates daily staffing assessment for all stations in the township; rotates personnel as needed; completes time sheet for their assigned shift.
- Coordinates all shift activities with all officers of the Department.
- Evaluates personnel under their supervision and takes appropriate action based upon these evaluations and reviews. Reviews and provides feedback on all evaluations completed by company level lieutenants.
- Recommend hiring, discipline, and termination of employee's subject to the Fire Chief's approval.
- Counsels and disciplines as deemed appropriate. Documents and files actions taken in the handling of problems or concerns relating to Department matters and keep the appropriate chief officers advised on such matters.
- Submits requests for equipment, supplies and repairs. Inspects, tests, and evaluates new types of firefighting equipment, recommends types, kinds and quantities of each for future procurement; establishes standard methods of use for equipment.

- Knowledge of Township and Department policy and procedures
- Supervises and participates in training operations for companies, individuals, and recruits as the evaluation officer; completes reviews and reports on training drills.
- Supervises all aspects of Emergency Medical Services when assigned to Chief of Emergency Medical Services.
- Establish and monitor procedures regarding staffing, record keeping, training, and fire tactics when assigned as the Battalion Chief of Operations.
- Establish and maintain a preventive maintenance program for fire department vehicles and facilities. Participate and lead vehicle replacement committee to evaluate and design future apparatus needs for the Fire Department.
- Establish and maintain a fire inspection, fire pre-plan, new construction plan review, and fire prevention programs, in conjunction with the Assistant Chief.
- Affirmative duty to report and act upon any violation or possible violation of Department policy or procedure.
- Monitors the knowledge and evaluates the skills of personnel needed to deliver the accepted standard level of service within the Department.
- Assists in the development, implementation and updating of all Standard Operating Procedures and Policies relating to the Department, and ensures their compliance.
- Participates in the implementation of Department emergency operations, physical fitness programs, training, bureau budgets, and public education programs.
- Ensures all assigned personnel, apparatus, and equipment are ready for duty.
- Carries out duties in conformance with federal, state, county and township laws and resolutions.
- Maintains records and correspondence, and provides verbal and written reports as necessary for duty functions.
- Maintains effective working relationships with employees, other agencies and the general public.
- Serves as liaison between Department personnel and chief officers to address any concerns or issues that may arise.
- Serves as a Command Staff representative on the Labor Management team with the Fire Chief.
- Assist Fire Chief in collective bargaining and attends meetings with management personnel to discuss and plan the collective bargaining and labor relations of the Fire Department.
- Attends all scheduled Fire Departmental staff meetings. Notifies the Fire Chief in writing if unable to attend.
- Complete all necessary reports, correspondence, and documentation as required in the performance of assigned duties;
- Maintain records, files and correspondence, and prepare reports.
- Develop and maintain effective working relationships with associates, officials, professionals, and the general public;
- Perform all other assignments as directed by the Fire Chief.

II. TEAMWORK AND PARTICIPATION

- Create ideas that improve production, organizational performance, or result in cost or time savings for the department.

- Accept duties and projects from all departments and coordinate departments as necessary.
- Follows and enforces all Township and Departmental policies and procedures.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Demonstrate strong multi-tasking abilities.

III. TOOLS AND EQUIPMENT

Motor vehicle; pumper/aerial apparatus; hoses; appliances; tools and equipment to control and extinguish fires; operate specialized rescue equipment; basic and advanced life support equipment; medical transport vehicles; two-way radio; and other fire department issued equipment as assigned.

IV. PHYSICAL DEMANDS

The physical demands described here 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 these essential functions.

Without limitations, while performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; climb stairs and ladders; drive automobiles, vans and medium- and heavy-duty truck chassis'. The employee may occasionally be required to climb or balance; stoop, kneel, crouch or crawl. Occasionally required to lift and/or move more than 100 pounds. The employee may be required to maneuver around construction sites including those with rough terrain and move about in close areas.

The employee must be able to detect the presence of fire and/or smoke using the senses of sight, smell, hearing and touch. The employee must be able to balance on rooftops, ice-, oil- and water-slick surfaces, ledges and beams.

Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The duties of this job are performed inside a climate-controlled office setting; as well as, in all kinds of weather conditions, hazardous situations, and terrains.

The employee will occasionally work near moving mechanical parts and in precarious places and be exposed to wet and/or humid conditions, fumes or

airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain emergency activities when noise levels may be loud.

At times the employee will drive and operate vehicles in all weather conditions; at times will be required to work at extreme heights, on rooftops, below ground, in hazardous situations and around hazardous materials; at times employee will be required to perform treatment on sick or injured people who may have infectious or communicable diseases; be exposed to blood or bodily fluids and required to clean equipment, clothing, linen and apparatus following such exposures.

VI. SELECTION PROCESS

Applicants must submit cover letter, resume, and job application. References will be verified. All successful candidates will complete: leadership assessment, physical abilities assessment, physical examination, psychological test, and oral interview. Selection is based on the most qualified applicant determined by a compilation of all of the above steps

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

If the applicant meets all of the requirements and characteristics as indicated in the job description, hiring is contingent upon successful completion of a drug and alcohol test, a background check, a physical examination, and other tests pursuant to Township policy.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

VIII. SAFETY AND HEALTH

The Battalion Chief is responsible to report and resolve any unsafe and disorderly environment for personnel and visitors; promote employee health and safety; and take a proactive stance regarding employee and public risk management.

The employee in this position shall immediately correct or notify the appropriate officer of any safety issues concerning personnel or property.

The employee will be responsible for all other duties as assigned.

IX. GENERAL PROVISIONS

The duties in this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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