

# South Jordan City

## Job Description

<b>Title:</b>	<b>Battalion Chief</b>	<b>Effective Date:</b>	<b>7/1/2007</b>
<b>Code:</b>	<b>FIR006</b>	<b>FLSA:</b>	<b>Exempt/Executive</b>
<b>Service Group:</b>	<b>Municipal Services</b>	<b>Workers Comp:</b>	<b>Fire</b>
<b>Department:</b>	<b>Fire</b>	<b>Pay Scale:</b>	<b>22</b>
<b>Division:</b>	<b>Administration</b>	<b>Position Type:</b>	<b>FT/40 hours</b>

### GENERAL PURPOSE

Under broad policy guidance and direction, the Battalion Chief manages the activities and operations of one or more sections or bureaus within the Fire Department; within assigned areas, insures compliance with local, state and federal guidelines; plans, organizes and directs multi-company operations at emergency incidents and planned events; and provides general and complex staff assistance to the Fire Chief.

### SUPERVISOR

Fire Chief

### POSITION(S) SUPERVISED

Fire Captain  
Training Specialist  
Community Education Specialist

### ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and core values of South Jordan City in work and professional endeavors.

Accomplish performance goals established and assigned by the employee's manager.

Manage the organization, staffing, and operational activities of assigned fire stations, bureaus and programs; and participate in the development and implementation of the strategic plan for assigned areas.

Create and implement innovative services for assigned areas; monitor and evaluate the effectiveness of services; identify opportunities for improvement; and manage the implementation of changes.

Assist with the selection of personnel; mentor, direct, supervise and evaluate assigned personnel; counsel, commend or discipline personnel as appropriate.

Assist in the development and administration of the assigned budget; forecast additional funds needed; and assist in the monitoring and approval of expenditures.

Coordinate assigned services and activities with those in other departments, divisions, and outside agencies and organizations; represent the Department at public functions.

Respond to emergency incidents and planned events; assume the duties and responsibilities of the Incident Commander, Command Staff, and/or ICS General Staff as appropriate.

Resolve difficult inquiries and complaints; investigate complaints and implement or recommend corrective action as appropriate.

Provide staff assistance to the Fire Chief; prepare and present reports and other necessary correspondence.

May temporarily assume the duties and responsibilities of the Fire Chief.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelors Degree from an accredited college or university with major course work in fire science, emergency management, business management or other related field;
- AND
- B. Ten (10) years of full-time broad municipal fire service-related work to include a minimum of two years of supervisory experience;
- OR
- C. An equivalent combination of education and experience.

2. Special Requirements:

Valid Utah Class D Drivers License  
 Fire Officer I Certification  
 Utah E.M.T. or Paramedic Certification  
 Fire Service Instructor, EMT Instructor Certification

Residency: "Response time" of eight minutes or less to South Jordan City. Individuals who do not meet this requirement at the time of appointment must comply within 90 days of appointment.

Health & Fitness: Required to maintain a fitness level that allows the employee to safely and efficiently perform the essential duties of the position.

3. Knowledge, Skills and Abilities:

Knowledge of modern principles and practices associated with fire, EMS and other related services; applicable laws, rules, regulations, standards and/or policies and procedures; principles, theories, and practices of personnel management, program management, communications, planning, budget development and management, adult learning, public relations and performance management; statistical sampling, modeling and analysis techniques; research methods and techniques; and computers and related software.

Ability to operate a personal computer and Microsoft products; compose and produce reports, documents and related material.

Ability to effectively and efficiently manage multiple sections or bureaus of a municipal Fire Department; read, interpret and apply laws, rules, regulations, policies and/or procedures; evaluate information against a set of standards; manage and coordinate the work of subordinate personnel, groups and/or organizations; use effective methods and techniques to deal with and resolve complex issues; remain sensitive to the community's needs; establish and maintain effective working relationships with staff, city officials, community organizations and the general public; communicate effectively, orally and in writing; participate in and/or command difficult emergency operations; handle media inquiries from both print and broadcast; maintain regular consistent attendance; safely operate a motor vehicle; and exercise independent judgment and initiative.

4. Working Conditions:

Light physical effort generally in an office setting with comfortable working conditions. Such conditions include handling light weights, sitting, standing and walking in a normal office environment. Considerable

exposure to stressful situations. Response to emergencies may involve exposure to dangerous situations under disagreeable conditions such as cold, wet, high temperatures, toxic fumes, smoke, excessive noise, hazardous materials, communicable diseases, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Subject to emergency call back 24 hours per day 365 days per year. Some travel required.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*