

# South Jordan City

## Job Description

<b>Title:</b>	<b>Administrative Battalion Chief</b>	<b>Effective Date:</b>	<b>7/1/19</b>
<b>Org:</b>	<b>100620</b>	<b>FLSA:</b>	<b>Exempt/Executive</b>
<b>Pay Grade:</b>	<b>25</b>	<b>Workers Comp:</b>	<b>Fire</b>

### GENERAL PURPOSE

Under broad policy guidance and direction, the Administrative Battalion Chief manages the activities and operations of one or more sections or bureaus within the Fire Department; within assigned areas, ensure 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

Deputy Fire Chief

### POSITION(S) SUPERVISED

Fire Training Captain  
Logistics Coordinator  
PT Administrative Assistant  
Part-Time Paramedics and AEMTs, as assigned

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Develop, implement and evaluate training programs and skills for firefighters, paramedics and EMT's.

Supervise fire department staff in the areas of training and logistics, including directing work, evaluating performance, etc.

Respond to emergency medical calls to evaluate delivery of services and quality assurance.

Coordinate and work with the hospital and medical director to evaluate service delivery and programs.

Coordinate all emergency medical and paramedic certifications with the State Health Department.

Evaluate workers compensation claims when requested by the Risk Management Department.

Conduct training sessions; write lesson plans for medical education.

Complete detailed reports and keep training records for personnel.

Function as the Privacy Officer for the Fire Department and be responsible for all duties and functions as such in accordance with the federal Health Insurance Portability and Accountability Act (HIPAA).

Prepare monthly reports which detail training hours.

Complete detailed quality assurance reports on incidents as required.

Prepare inventory reports on all medical supplies and control substances.

Oversee budget for ambulance supplies.

Effectively follow directions from supervisor(s).

Promote a positive attitude among department personnel and other contacts.

Maintain personal fitness in order to effectively perform essential duties of job.

Inform supervisor if ability to effectively perform duties of job is impaired.

Oversee electronic Patient Care Reporting program, Image Trend.

Responds from off duty, as needed.

Must pass annual fire department physical examination with department contracted physician.

Participate in training exercises and public education programs.

Manage the organization, staffing, and operational activities of assigned 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.

Represent the fire department and the City and exercise decision-making authority at meetings

May temporarily assume the duties and responsibilities of the Deputy Fire Chief or Fire Chief

Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's Degree from a regionally accredited college or university with major course work in fire science, emergency management, business management or other related field.

AND

- B. Seven (7) years of full-time broad municipal fire service work to include a minimum of two years of supervisory experience at the Fire Captain level.

2. Special Requirements:

Valid Utah Class D Driver License  
Fire Officer I Certification  
Utah Advanced EMT or Paramedic Certification  
Fire Service Instructor

Health & Fitness: Must satisfy the medical requirements of National Fire Protection Association (NFPA) Standard 1582 and at all times maintain a fitness level that meets or exceeds the minimum standard of the department physical ability test and the Wildland Firefighter Fitness Test

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.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Fire Exempt</b>	<b>EEO-4 Class:</b>	<b>Official/Adm</b>
<b>Location:</b>	<b>Fire</b>	<b>EEOP Class:</b>	<b>Official/Adm</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1545</b>