

**TOWN OF GILBERT  
CLASS SPECIFICATION  
Fire Battalion Chief**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Sworn Fire	C52FD	Non-Exempt

**CLASS SUMMARY:**

This class is the fourth level in the Sworn Fire series. Incumbents provide direction and supervision for multiple fire companies and are accountable for overall incident command at an emergency scene. Responsibilities include: providing administrative and policy support; responding to and directing activities and procedures related to safety; managing assigned projects; managing operational budgets; managing inventory; and overseeing the entry of vital data into applicable database(s).

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF  
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
Performs command function at fire and emergency response locations and directs the activities of all respondents. Manages assigned programs and operations within the Fire department. Monitors system readiness and deploys fire units as needed to maintain area coverage. Participates in pre-incident planning. Performs and facilitates post-incident reviews.	Daily 20%
Assists in departmental strategic planning. Produces strategic plan document and action plans for assigned programs and divisions. Develops, reviews, and updates policies and procedures in an effort to improve operations and streamline work processes. Monitors performance and adherence to policies and procedures.	Daily 10%
Plans, coordinates, facilitates and attends workgroup meetings. Attends and is a representative at interagency meetings. Oversees, develops and delivers training programs.	Daily 10%

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Oversees the entry of information into department database systems. Maintains data and reviews and provides activity reporting.	Weekly 10%
Plans, prepares, and administers the operating budget for assigned programs/divisions. Provides budget monitoring and reporting.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	As Required

**TRAINING AND EXPERIENCE:**

Associate’s Degree and 7 years of Firefighter experience, including 2 years of experience as a Fire Captain; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- Valid Arizona Firefighter I and Firefighter II Certification
- State of Arizona Emergency Medical Technician Certification
- CPR certification
- Hazardous Materials First Responder Certification
- Valid Arizona Driver’s License

**KNOWLEDGE OF:**

- Supervisory principles and practices;
- Emergency management and preparedness;
- Modern firefighting principles, practices, and procedures;
- Applicable fire codes;
- Emergency response communication equipment and systems;
- Modern office equipment.

**SKILL IN:**

- Supervising, monitoring and evaluating staff;
- Providing leadership and managerial control under stressful conditions;
- Managing time management effectively;
- Making decisions utilizing good judgment;
- Managing budget;
- Managing projects;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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#### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

#### **WORKING TITLES WITHIN CLASS SPECIFICATION:**

Fire Battalion Chief – C52FD56 (Sworn Structure)  
C52FD40 (Sworn Structure)  
C52FD40A (Sworn Structure)

#### **NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

#### **CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)  
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)  
Date: (05/13)*