



**CITY OF SPRINGDALE**  
Position Description

**POSITION TITLE: Battalion Chief**

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Exempt (Y/N): No

DEPARTMENT: Fire

DATE PREPARED: July, 2012

SUPERVISOR: Div. Chief of Operations or  
Asst. Fire Chief

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**SUMMARY**

At the direction of the Fire Chief, the incumbent may be assigned as a Shift Commander, Fire Marshal, or Training Officer and is responsible for supervision of all emergency and non-emergency operations. The Battalion Chief is responsible for maintaining readiness and staffing for fire department personnel and enforcement of City and Department policies and procedures. The Training Officer is responsible to plan and direct the training program for the Fire Department. Also acts as the risk manager and the infection control officer for the department. The Fire Marshal is responsible for oversight of the City's Fire Prevention Programs. Provides new construction review, fire safety inspections, plans and directs fire safety and public education programs. The Fire Marshal conducts "origin and cause" investigations and fire code enforcement. This position is responsible to perform job duties in an accurate manner in order to protect the health and safety of the citizens of the City of Springdale.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Emergency scene management (Incident command for single company, multi-company and multi-jurisdictional).
2. Response and deployment issues, logistics, shift communication and direction.
3. Personnel management, staffing, management of leave requests, and enforcement of policies.
4. Oversight for proper operation and maintenance of fire fighting equipment.
5. Oversees completion of and takes part in training exercises and officer development (company level).
6. Evaluate effectiveness of groups and individuals and adjust/train as required.

7. Special projects, equipment evaluation and program development.
8. Function as an effective and dependable role model for the shift personnel.

Training Officer:

9. Plan, develop, and implement departmental training programs for fire, EMS, special rescues and hazmat.
10. Schedule, coordinate and supervise instructors to ensure instructors are qualified and have required materials and equipment.
11. Support and facilitate company/station drill and instruction.
12. Develop training budget and monitor budget expenditures within budget limits.
13. Ensure all members have required continuing education for required certifications.
14. Supervise fire and EMS crews/companies during emergency and non-emergency operations.
15. May assume command of emergency operations; including functioning as on-scene safety officer.
16. Develop promotion evaluation instruments; both written, oral and simulation.
17. Read and analyze accident reports for trends and concerns utilizing accepted risk management principles and forwarding to Infection Control Officer as appropriate.
18. Develop, write and edit fire department policy and procedure with emphasis on training, procedures and safety.
19. Represent department on various committees, taskforces and work groups.
20. Ensure compliance with state, federal regulations.

Fire Marshal:

21. Provide fire safety public education – Fire extinguisher classes, evacuation plans, public speaking, mass media interviews and tours.
22. Perform fire safety inspections – All occupancy types except private residential; inventory of situations or circumstances that are a possible fire liability.
23. Perform fire origin/cause investigations – Determine where the fire started and how it started, could possibly lead to criminal charges.

24. New construction review – Track and oversee that new buildings projects have proper fire service safety features.
25. Fire code enforcement – Work in conjunction with other city offices to ensure adherence to state fire code.
26. Identify and coordinate training for fire prevention personnel to maintain the knowledge and expertise necessary to perform the duties of inspecting and fire investigating.
27. Complaints – Intervention on fire safety complaints.
28. Manage department public education program providing supervision and guidance to public education specialist.
29. Perform other related duties as required or assigned.

**Budget Responsibility:** \$ 100,000  
**Facilities and Equipment Responsibility:** \$ 20MM+ Total value

### **SUPERVISION RESPONSIBILITIES**

Directly supervises seven (7) subordinate supervisors who supervise a total of 34 employees in the department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

### **EDUCATION AND EXPERIENCE**

Associates Degree from a two year college or technical school and six years of related experience and/or training; or equivalent combination of education and experience and a minimum of three years of management experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess all the required certificates, licenses, and training for the Captain position plus Officer II, Haz-Mat Technician, completion of all NIMS certificate training, and specialized rescue, fire, and hydraulics training as determined by the department.

### **INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

### **EXTERNAL COMMUNICATIONS**

Regular contacts with businesses, vendors, citizens, outside representatives, community groups as needed.

### **USE OF EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, standard office equipment, standard firefighting and rescue equipment, two way radio, etc.

### **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

### **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 the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **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 the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles;

toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives, and risk of vibration.

The noise level in the work environment is usually moderate to loud.