



CITY OF SPRINGDALE
Position Description

POSITION TITLE: Battalion Chief-Shift Commander

Exempt (Y/N):

DEPARTMENT: Fire

DATE PREPARED: August, 2006

SUPERVISOR: Division Chief/Operations

SUMMARY

Supervision of all emergency and non-emergency operations (calls) in a 24 hour period. Responsible for maintaining readiness and staffing for fire department personnel and enforcement of City and Department policies and procedures. 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.

Budget Responsibility: \$ N/A Annual dollars
Facilities and Equipment Responsibility: \$ 20MM+ Total value

SUPERVISION RESPONSIBILITIES

Directly supervises six subordinate supervisors who supervise a total of 24 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

High school diploma or GED plus specialized training and/or additional college courses and five years of related experience and/or training; or equivalent combination of education and experience and a minimum of four 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 a valid Arkansas Driver's License, EMT Certification, Firefighter I & II, HazMat Technician, Officer I & II, Incident Command.

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.