

***Worley Fire Protection District***  
***Battalion Chief of Operations***  
***Job Description***

**POLICY:** The Battalion Chief of Operations position is established to provide a highly responsible officer to assist the Fire Chief in the administrative and supervision of the Worley Fire District. The major emphasis of this position is to provide management of fire and emergency medical services which includes, but is not limited to, the following: training, development of personnel, fire suppression operations, facilities / equipment maintenance, recruitment / retention of Volunteers, fire inspections, and pre-plans. This position is an FSLA exempt status position and exempt from collective bargaining as well.

**RESPONSIBILITIES:**

1. The Battalion Chief of Operations shall adhere to Worley Fire District policy and procedure manual.
2. The Battalion Chief of Operations shall ensure that the Worley Fire District policy and procedure manual is adhered to by all subordinates.

**PROCEDURE:**

1. SUPERVISION RECEIVED
  - a. The Battalion Chief of Operations shall report to the Fire Chief.
  - b. The Battalion Chief of Operations shall accept delegated command of the Worley Fire District in the absence of the Fire Chief. When acting in this capacity, the Battalion Chief Operations shall follow the Fire Chief's job description.
  - c. The Battalion Chief of Operations shall be required to work without direct supervision.
  - d. The Battalion Chief of Operations shall be responsible to cover staffing vacancies with an agreement with local 5005.

- e. Share 24/7 on-call responsibilities with the Worley Fire chief.

## 2. SUPERVISION EXERCISED

- a. Supervises all subordinate career and volunteer staff directly, and other District staff, officers, or volunteers through subordinate officers.
- b. Shall participate as a team member.

## 3. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Shall work primarily a forty (40) hour week as coordinated and scheduled with the Fire Chief.
- b. Shall respond to and actively participate in the mitigation of emergency incidents.
- c. Shall attend all officers and staff meetings and provide input.
- d. Shall enforce all adopted safety standards for responders.
- e. Shall continually work to promote the positive public image of the Worley Fire District and be party to no act or omission that may detract from a positive public image.
- f. Shall actively participate in facilities, apparatus/equipment repair and maintenance.
- g. Training
  - i. Scheduling
    - (1) Establish and publish the Worley Fire District training on a quarterly basis.
    - (2) Seek input from officers and members on training needs.
    - (3) Manage Bi-Monthly training of volunteers
  - ii. Standard Evaluations
    - (1) Maintain existing and develop standard evaluations.
    - (2) Establish written performance standards for all evaluations
    - (3) Evaluate all standards at least once each year.

iii. Records

- (1) Coordinate with the Administrative Assistant to maintain an up-to-date current training record system.

iv. Instruction

- (1) Provide instruction for all training administered in house, this can be personally or with other qualified instructors.

4. PERIPHERAL DUTIES

- a. Attend monthly Kootenai County Emergency Medical Services System meetings.
- b. Attend periodic conferences, workshops and seminars as directed by the Fire Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
- c. Shall maintain a complete knowledge of the Worley Fire District Budget.
- i. Shall be responsible for budget preparation and expenditure control of those budget lines assigned to this position.
- ii. Shall coordinate all purchases with the Fire Chief.
- iii. Shall be an authorized representative of the Worley Fire District at those agreed upon state, county and local organizations.

5. KNOWLEDGE ABILITY AND SKILLS

- a. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of the Worley Fire District.
- b. Must possess leadership and communication skills to effectively work with other employees, volunteers, supervisors and the public.
- c. Thorough knowledge of modern fire suppression, prevention and emergency medical services principles, procedures, techniques and their application. Within 90 days of hire have Considerable knowledge of applicable laws, ordinances, District policy and procedures and regulations.
- d. Proficient in the proper operation and maintenance of the apparatus and equipment used by the District

- e. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition (as further detailed in section 8); Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; and the ability to meet the special requirements listed below.

## 6. SPECIAL REQUIREMENTS

- a. Fifteen years of progressively responsible experience with a rural combination fire District, volunteer organizations, and brush fire fighting organizations is desirable.
- b. Hold a minimum of a level one certification for instructor. Ability to qualify as a State Instructor.
- c. Certificates for Firefighter 1, Firefighter 2, Driver Operator, Fire Officer 1 and 2.
- d. Accredited classes on fire codes, building construction, and enforcement.
- e. Accredited classes on incident command or sufficient training.
- f. Must possess or be able to obtain by time of hire, a valid State Driver's License for the state with which you reside.
- g. Must be able to pass a pre-employment medical physical and drug/alcohol test.

## 7. TOOLS AND EQUIPMENT USED

Emergency medical transport unit, fire apparatus, fire boat, fire pumps, hoses, and other standard firefighting equipment, ladders, medical equipment, radio, pager, personal computer, and phone.

## 8. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions, as follows of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and

reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

- b. The employee must frequently lift and/or move up to ten (10) pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## 9. 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.

- a. Work is performed in office, vehicles and outdoor settings, in all weather conditions, including extreme temperatures, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, oil and biological hazards.
- b. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- c. The noise level in the work environment is usually quiet in the office settings, and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.