Job Description

Job Title:	Battalion Chief	Classification:	Classified
Department:	Fire	Grade:	342
Occupational Group:	Fire	FLSA:	Non-exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; manages the operations of all fire suppression/EMS personnel at multiple fire stations of the Joplin Fire Department on an assigned shift.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Coordinates and directs the day-to-day activities of all fire suppression and emergency assistance staff and services from multiple fire stations during assigned shifts, including determining the type of equipment and number of employees needed for response to a request for assistance.
2. Inspects all fire stations and equipment periodically to ensure that all tools, equipment, apparatus and related materials needed for fire suppression and emergency assistance calls are clean, properly stored, fully functional and safe to operate at all times.
3. Utilizes Incident Command System (ICS) to manage emergency incidents, including implementing and assuming command until relieved by a senior officer, securing the area, setting up operations, safety, staging and emergency medical areas to facilitate the efficient, effective, and safe deployment of staff and equipment, and ensure that the emergency scene is controlled as quickly and effectively as possible.
4. Responds as the Incident Commander to fire, emergency assistance, and rescue calls to ensure that services are being provided safely, effectively, and timely; assumes the role of Department Liaison under a Unified Command Structure during incidents requiring a multi-agency response.
5. Provides post-incident support for victims, including referral to appropriate agencies.
6. Coordinates routine and specialized training, including advanced fire suppression sessions for employees.
7. Meets with other shift commanders and Fire Department management staff to identify performance and response problems, identify potential training and skill deficiencies, and determine training programs to improve the skills and performance.
8. Meets with and educates community groups and other City residents to explain fire safety and fire prevention practices and techniques; informs groups about the functions of the Joplin Fire Department.
9. Evaluates employees' skill/performance levels to ensure that established standards for operation and employee fitness are met; develops performance improvement plans as necessary.
10. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
11. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Fire Chief issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.

12. Contributes effectively to the Fire Department, communicates effectively with co-workers, both within Fire as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
13. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned by the Fire Chief of his/her designee.

Minimum Qualifications

Knowledge of: Fire suppression principles, methods, techniques, and practices; purpose and use of various tools, equipment, and apparatus used in fire suppression, rescue, and medical assistance operations; first aid, CPR, and other basic emergency medical assistance techniques; City of Joplin policies, procedures, tactics, strategies, fire safety codes, and ordinances; street names and locations in the City; effective customer service techniques; general management principles of supervision and training.

Skill in: Problem solving and appropriate decision making in an emergency situation; following complex oral and written instructions, procedures and guidelines; utilizing applicable communications equipment used in emergency and non-emergency operations; safely and effectively operating a full range of fire suppression/emergency response apparatus and equipment; applying basic or advanced emergency medical assistance techniques; establishing and maintaining effective working relationships; utilizing applicable computer software systems; preparing and delivering employee training programs; managing, supervising, evaluating and coaching personnel.

Education: Graduation from an accredited college or university with an Associate's degree in Fire Science, Fire Service Administration, or related discipline.

Experience: Five years of professional full-time fire suppression work experience, at least two years as a Captain or equivalent rank in the professional fire service.

Licenses and Certifications: Possess and maintain a valid state issued driver's license; certification from an International Fire Service Accreditation Congress (IFSAC) or National Board on Fire Service Professional Qualifications (ProBoard) accredited agency as a Firefighter I and II; certification as a Missouri EMT-Basic from the State of Missouri; completion of Fire Officer I and II and the Joplin Fire Department's Driver/Engineer Academy. Prefer certification as a Fire/Arson Investigator, Fire Inspector, and Incident Safety Officer.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Working at a fire station requires standing in work areas; walking between work areas may be required. Must possess the ability to stand or walk for long periods of time, climb ladders, and stairs. Position works outdoor frequently in a variety of extreme weather conditions; subject to extreme noise, life-threatening conditions, situations associated with firefighting, fire rescues, fire investigations, and medical rescues; subject to safety concerns such as exposure to toxic agents, chemical, electrical, and mechanical hazards depending on the emergency environment; subject to fumes, smokes, odors, poor ventilation, hazardous materials, poor lighting, and visibility; subject to mental stress of life and death situations; strength, stamina, and mobility necessary to perform medium to heavy physical work in confined and cramped spaces; exposure to wet, slick and

hazardous surfaces; exposure to traffic and busy roadways during emergency incidents. Must possess the ability to operate a motor vehicle. Positions in the classification push, pull, bend, stoop, kneel, squat, twist, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing in excess of 100 pounds, or heavier weights with the use of proper equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment, operate equipment, and tools. Vision required to read printed materials, manuals, work instructions and a computer screen. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hearing and speech to communicate in person, on scene, and over the telephone or radio.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Work requires wearing of a Self-Contained Breathing Apparatus (SCBA) and confining equipment or gear for an extended period. Must meet and maintain NFPA 1582 and other applicable Federal, State, and Departmental physical fitness and physical training standards established prior to and during employment. Complete and maintain training requirements for Haz-Mat, Department of Homeland Security National Incident Management Systems, and all annual training required by FEMA. Must be 18 years of age.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; change FLSA status to non-exempt.	