

**Title:** Battalion Chief  
**PG:** 63  
**Status:** Civil Service  
**Position Reports to:** Assistant Fire Chief  
**Department:** Fire

**Class Code:** 2036  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is responsible technical, managerial and administrative work in performing command fire functions. An employee in this classification is responsible for managing the activities of multiple fire fighting companies on an assigned shift. Participates in the development, implementation and application of departmental rules, regulations and standard application of departmental rules, regulations and standard operating procedures. Evaluates tactics and employee behavior while directing fire suppression. Under the direction of an Assistant Fire Chief, supervises training activities on the shift and ensures that all required station records are maintained. Periodically visits stations to inspect personnel, apparatus and equipment. Submits reports and recommendations regarding staffing levels, status of equipment and other budgetary considerations. Answers alarms and may assume command, depending on the nature of the situation. Work is reviewed through conferences, reports submitted and results obtained.

### **ESSENTIAL FUNCTIONS:**

1. Serves as commanding officer of a fire suppression shift of the Fire Department.
2. Manages and directs the activities of an assigned group of employees. Advises subordinates on the application and interpretation of rules, regulations, policies and standard operating procedures.
3. Conducts personnel and equipment inspections. Participates in the review of requests of equipment on his/her shift. Participates in the budget review concerning these requests.
4. Completes employee performance evaluations or oversees their completion by subordinates. Responsible for employee transfers within his/her shift.
5. Responds to employees requests for overtime and leave. Ensures that necessary personnel are assigned to apparatus. Reviews all line of duty injury reports. Determines which companies to put in or out of service if such action becomes necessary.
6. Plans multiple company drills and is responsible for training. Coordinates and manages fire ground operations.
7. Provides recommendations to higher level management. Assists in policy making, sits on boards, oversees meetings.
8. Makes recommendations regarding merit increases for subordinates. Makes recommendations concerning the hiring and dismissal of employees.
9. Responsible for the conduct, efficiency, and discipline of the personnel assigned to the shift.

### **ADDITIONAL RESPONSIBILITIES:**

1. If a Battalion Chief/Paramedic, performs emergency paramedical care where and as needed to the extent and level determined by the fire chief and/or medical director.
2. Communicates clearly with subordinates in both emergency and non-emergency situations.
3. Ability to deal courteously and firmly with the public and maintain good public relations.
4. Performs related work as required

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of fire ground incident command procedures and modern fire fighting equipment and methods.
2. Thorough knowledge of rules, regulations, policies and procedures of the department.
3. Considerable knowledge of administrative management methods, principles and practices, and methods of organization and operations.
4. Ability to analyze complex fire related problems and situations and to adopt quick and effective courses of action with regard to surrounding circumstances.
5. Ability to command and lead in an effective manner.
6. Ability to direct, train and supervise subordinate personnel.

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7. Ability to prepare administrative and technical reports to present them effectively both verbally and in writing.
8. Ability to establish and maintain harmonious and effective working relationships with other employees and the public.

**WORKING ENVIRONMENT/CONDITIONS:**

Light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

The job risks exposure to the following environmental hazards:

Bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives, and violence.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Four (4) years of continuous fire service experience at the rank of Fire Lieutenant with the Lakeland Fire Department.
2. Successful completion of sixty (60) college credit hours, thirty (30) of which must be within the area of fire science, business or public administration or emergency medical service, or any combination thereof.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida Class D driver's license.
2. Must maintain a valid home telephone number.
3. Fire Officer I certification.
4. All classes/certifications must be completed or obtained by date of application.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.