

**Index #:** 5405

**POCATELLO FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**Subject:** Battalion Chief – Operations

**To:** All Personnel

**Revision Date:** March 2009

**From:** Mike Duersch

**Last Reviewed:** March 2009

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**POSITIONS PURPOSE:**

This position is a member of the Fire Department management team and provides direction and supervision of fire operations on an assigned shift. The incumbent responds to major emergency calls and serves as incident commander and operations safety officer. This position plans and conducts training related fire protection, rescue, emergency medical services, hazardous materials, and emergency management, providing coordination of curricula, lesson plans, examinations, and scheduling courses as assigned.

**PRINCIPAL ACCOUNTABILITIES:**

1. Ensures fire emergency services are provided on an assigned shift by directing operations response activities of assigned personnel.
2. Provides training to subordinates in various aspects of fire fighting, fire prevention and emergency medical assistance by evaluating training needs, developing curricula, conducting training classes, and evaluating student performance and training effectiveness.
3. Coordinates Emergency Medical Technician and EMT-Paramedic continuing education programs to ensure that personnel obtain and maintain current knowledge and skills to effectively provide emergency medical services.
4. Ensures that personnel on their assigned shift receive proper training in emergency and non-emergency functions by scheduling and coordinating training sessions and related activities.
5. In the role as the Department's Public Information Officer, provides information and responds to inquiries from the public, the media, and others related to fire safety, life safety, hazardous materials and specific emergency incidents.

6. Leads, assigns, directs, motivates, evaluates, and makes recommendations regarding discipline and commendation of subordinates in order to maintain high morale, high productivity and professional competence and to ensure compliance with City/Fire Department policy and department standard operating guidelines.
7. Serves as incident commander in the absence of higher authority and when assigned in order to ensure effective and coordinated response to emergency situations.
8. Assists in general management of the department by serving as a member of the department's management team and providing input regarding policies, procedures and budget issues and by participating in team management meetings to ensure members of each company, shift and department are fulfilling their mission in fire protection, emergency medical services, rescue, hazardous materials, and emergency management.
9. Conducts and/or assists with less complex fire investigations to determine the cause, origin, and propagation path of fires.
10. Assists with Department administration and special projects by conducting analysis and preparing reports as directed.
11. Performs other related duties as assigned.

**NATURE AND SCOPE:**

The Battalion Chief-Operations is a member of the Fire Department management team. The position reports to the Assistant Chief of Operations and may assume that position's duties as assigned. The incumbent has responsibility for directing fire operation on an assigned shift on a day-to-day basis and has responsibility for all subordinates on that shift with shift Captains reporting directly to the Battalion Chief. The incumbent may indirectly supervise employees involved in inspections, public education, investigation, other preventive activities, emergency operations training, and other activities.

The position requires an Associate's Degree in Fire Science or equivalent combination of experience, education and training as well as certification as an Emergency Medical Technician or paramedic. A valid driver's license is required. In order to

qualify for advancement to this position the incumbent must have 10 years experience in fire suppression and some fire code enforcement experience.

A major function of this position is to prepare and provide training in various aspects of emergency services including fire prevention and suppression, emergency medical services, hazardous materials response and other aspects of department operations.

The position is the major link between management and subordinate personnel on the various shifts with the responsibility of providing leadership and supervision. The incumbent evaluates subordinates and participates and/or provides input into disciplinary actions. The incumbent is accountable for the smooth functioning of fire services, for motivating employees, and for ensuring that a continuous flow of information is provided to and from subordinates and superiors regarding department goals, procedures, policies and other issues.

The position functions primarily in an office or classroom environment, however, the incumbent is required to respond to major emergency incidents where hazards can be extreme and where the incumbent is exposed to extremes of weather. Some training is also provided out of doors and in hazardous areas.

Primary internal contacts are with Fire Department personnel and other City employees involved in emergency response. External contacts include the media, various community groups while providing information and training, emergency responders from other jurisdictions, fire and other emergency victims, and the general public.

APPROVAL SIGNATURES:

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Union Representative

\_\_\_\_\_  
Date