

**BATTALION CHIEF – TRAINING/HEALTH & SAFETY
FIRE & RESCUE DEPARTMENT**

EXEMPT
SALARY LEVEL: Grade 23

JOB CODE: 331
DATE: 7/1/2013

SUMMARY: Performs difficult protective services and administrative work in training/health and safety; and other related duties as required. Work is performed under the general supervision of the Deputy Chief(s). Limited supervision may be exercised over a large group of emergency response personnel during emergency incidents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully an employee in this class is accountable for planning, organizing, directing, coordinating, and/or conducting all training activities of the department staff. Other activities include assisting risk management in the teaching and coordination of safety programs city wide. Work requires that the employee stay abreast of state-of-the-art fire suppression and EMS procedures, techniques, and equipment and requires the employee to incorporate the necessary changes into in-service training. The employee is subject to the hazards associated with firefighting and rescue work including working in both indoor and outdoor environments, in extreme hot and cold temperatures, loud noise, vibration, moving parts, high heat, chemicals, fumes, odors, dusts, gases, poor ventilation, oils, wearing respirators, and working in close quarters. The employee is also subject to the final OSHA standards on blood borne pathogens. Work is performed under the general supervision of the Deputy Chief(s) and is evaluated through conferences and written reports concerning the quality and effectiveness of work completed. An individual must be able to perform each essential duty satisfactorily and maintain satisfactory attendance. Reasonable accommodations may be made to enable an individual with disabilities to perform these essential duties.

- Coordinate and train all Fire and EMS personnel to maintain the required certification and recertification standards;
- Coordinate and train all fire suppression personnel vehicle operators;
- Coordinate and train all rescue and Hazmat personnel to maintain required certification;
- Develop, coordinate and implement training for new recruits for firefighters positions;
- Assist the incident commander in supervision, direction and decisions on emergency scenes and implements emergency strategies and priorities on the scene as Incident Safety Officer;
- Review all accident and injury reports for Fire Department personnel and develop preventive measures when possible;
- Assist Risk Management with all fire department personnel accidents and injuries;
- Assist with coordinating and teaching safety related classes' City wide;
- Record and maintain files on all personnel activity that pertains to training, safety and blood borne pathogens;
- Coordinate and teach mandatory supervisory training for officers;
- Coordinate physical fitness test on all suppression personnel and directs fitness team functions;
- Maintain training aids and materials and update as needed;

- Assist with the preparation and administration of entrance and promotional test for personnel;
- Participate in policy and budget development process; develop goals and objectives for the department in training and safety;
- Make recommendations to the Fire Chief on equipment, facilities, and training needs for OSHA, NFPA, NIMS, and City/department policy compliance;
- Research, update, and implement new departmental guidelines and procedures; ensures proper training in new procedures;
- Attend various committee meetings representing the City and/or Fire Chief;
- Serve as liaison with other City departments and agencies;
- Serve as liaison with County, State, and Federal agencies.
- Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: A Bachelor's Degree in a related field is required and a minimum of seven (7) years of fire and rescue service with two (2) of those years as a current supervisor. Any combination of certifications, education and experience may be considered. The applicant must have extensive experience in fire suppression, rescues, emergency medical services, teaching and hazardous materials.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license. Possess valid and appropriate certificates Fire Officer II, NFA Leadership I, II and III, EVOC, Pump and Aerial Operator, Hazardous Materials Operations, Fire Instructor Level II, NFPA 1403 Compliance Officer; NFA Incident Safety Officer, VA EMT or NREMT (Paramedic preferred), Virginia Office of EMS, EMS Education Coordinator Certification, NIMS 100, 200, 700, and 800. ICS 300 and 400. All certificates must be recognized by the Commonwealth of Virginia (Pro-board, IFSAC, NREMT). Participate in and maintain good physical condition as prescribed in the Department's Physical Conditioning and Wellness Program.

Note Previous ALS Incentive pay will not be reduced at this level.

Language Skills: Ability to read and comprehend laws and policies. Possess the ability to write documents of all types using proper grammar, punctuation and spelling. Possess the ability to speak and communicate effectively using correct English.

Other Knowledge, Skills and Abilities: Thorough knowledge of modern principles and techniques of fire, EMS, rescue, and hazardous materials and training delivery. Have thorough knowledge of flammable liquids and gases and hazardous chemicals, their proper use and storage requirements. Administrative ability and physical endurance and agility. Ability to plan, assign and direct the work of all fire personnel. Must have the ability to coordinate and understand state and local agencies.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: 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. Employee is to be a non-tobacco user.

Required Physical Activities: Requires considerable physical effort working continuously with average and frequently heavy weight or frequent requirements for long periods of, but not limited to climbing, balancing, flexing, stooping, kneeling, crouching, walking, running, jumping, crawling, lifting, pushing and hoisting.

Vision Requirements: Meet minimum standards as required by the Department of Motor Vehicles and corrected to 20/20.

Environmental Conditions: Work is performed inside and outside, in all weather conditions. Additionally, work is performed during emergency and non-emergency conditions and in environments with immediate danger to life and health; requiring the utilization of various personal protective devices.

EQUIPMENT ESSENTIAL TO DO THE JOB: Fire, Rescue, and Hazardous Materials Apparatus (Pumpers, Aerial Devices, Specialized Apparatus, and EMS Transport Units) Ladders, Fire Hoses, Nozzles, Defibrillators, SCBA, PPE, Compressors, Power Equipment, Data Processing and other various office and training equipment.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. The City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

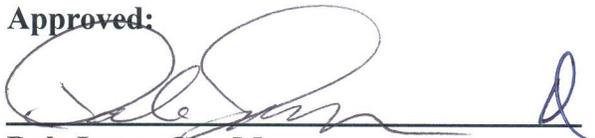
I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

Approved:



Dale Iman, City Manager

July 1, 2013