



# HOLLEY-NAVARRE FIRE DISTRICT

8618 Esplanade Street  
Navarre, FL 32566  
(850) 939-5236

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## BATTALION CHIEF

### GENERAL DESCRIPTION

This is a highly responsible position within the Holley-Navarre Fire District, responsible for coordinating emergency and non-emergency activities. The Battalion Chief is responsible for the proper administration and execution of the duties, practices and procedures herein delegated, to supervise and perform in the daily shift operations and command and control of the emergency scenes.

### SUPERVISION RECEIVED

The Battalion Chief will be under the direct supervision of the Fire Chief.

### SUPERVISION EXERCISED

The Battalion Chief exercises direct supervision over all Captains and Lieutenants serving in a company officer position as well as general supervision over all personnel assigned to their operational shift. The employee is responsible for all functions and decisions that provide for the safety and well-being of all citizens in the absence of the Fire Chief.

### ESSENTIAL FUNCTIONS / TYPICAL TASKS

- Provides administrative assistance to the Fire Chief in areas such as policy development and implementation. Participates as a member of management's labor relations team, prepares and responds to collective bargaining proposals.
- Investigates internal and external complaints and takes appropriate actions. Evaluates and disciplines personnel under their command, up to and including suspension authority in accordance with District policy.
- Supervises and directs the field operations and activities of company officers and members assigned to fire stations. Transmits orders and assumes command in emergency situations until relieved by the Fire Chief.

- Plans, assigns, supervises and schedules the activities of the officers and members of each company assigned to the shift, as well as the inspection of stations and equipment.
- Supervises and participates in fire safety inspections and pre-fire planning to assist in learning the potential hazards in certain areas or buildings. Supervises and participates in providing medical care in levels of EMT-B after completion of prescribed courses, certification and upon the continued education in those fields of study.
- Conducts scheduled in-service training along with arranging specialized training when opportunities are made available and is responsible for general efficiency of all personnel assigned to the shift.
- Maintains a physical well being to safely accomplish the arduous tasks associated with and required at fire and rescue situations.
- Provides a motivational atmosphere for the members of the District on a daily basis by setting a good example, a positive attitude and demeanor.
- Types reports, daily logs, payroll reports, duty injury reports, and approves personnel duty trades and days off.
- Supervises the selection of yearly vacation schedules, prepares monthly station assignment schedules.
- Fields inquiries by citizens concerning home fire safety and other related topics.
- Assists in other administrative duties as assigned by the Fire Chief.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Requires considerable knowledge of the principles, practices and procedures of modern fire operations and administration.
- Requires considerable knowledge of fire codes, ordinances, District rules and regulations, SOP's/SOG's and the ability to enforce them tactfully and impartially.
- Ability of attaining the most potential from the employees under their command, by using the skills of good management effectively and fairly.

- Motivation for self-improvement and development through continued education in formal classes or self-study, as well as maintaining a physical well being.
- Requires ability to instruct subordinates and peers in modern firefighting methods and proper techniques in regards to apparatus and equipment operation.
- Knowledge of the geographical layout of the District as well as an understanding of District infrastructure relative to water main distributions. In addition he/she must have the ability to use this knowledge to assist in making decisions for mitigating emergency situations in the most efficient manner.
- Ability to lead, direct and supervise personnel effectively; to maintain discipline; to exercise sound judgement and to cooperate with other District officers and to deal with the general public in a professional manner.
- Ability to comprehend the English language as well as to comprehend written and verbal orders so communications will be disseminated to both superior officers and to subordinates accurately.
- Knowledge of modern EMS procedures, state statutes and Florida administrative code relating to EMS.
- Knowledge and ability to direct all operations at emergency incidents and supervise the personnel involved, to safely and efficiently bring them to a conclusion.

## **WORK ENVIRONMENT**

The work environment typifies both a general office atmosphere and a moderate public interaction. Moderate public interaction will occur when he/she responds to both medical and fire emergencies. The work environment away from the station will expose him/her to severe environmental conditions, such as: wet humid conditions; cold, freezing conditions; and dry, hot conditions. Work will occur near moving mechanical parts and equipment. High noise work will occur in places high above street level and below grade level. The work will expose him/her to fumes and airborne particles, to possible biological, radiological and nuclear contamination. The Battalion Chief will be responsible to coordinate multi-agency responses to fire and rescue emergencies within the confines of the District until properly relieved by the Fire Chief.

## **TOOLS AND EQUIPMENT**

Equipment used includes, but is not limited to, personal computer, copy machine, portable radio, telephone and fax machine. The Battalion Chief will participate in fire-fighting and rescue using hand tools, hydraulic tools, electrical equipment, hose and appliances, ladders, extrication equipment, medical equipment, O<sub>2</sub> appliances, and

suction units.

## **PHYSICAL DEMANDS**

The Battalion Chief will experience a variety of physical activities during his/her tour of duty. While performing general office work, he/she will be sitting, standing, talking to the public and to duty personnel. He/she will listen to duty personnel, work reports, answer the telephone in the absence of office personnel and field questions from the general public concerning safety relation items. He/she will, when working out in the general public, be asked to lift heavy fire-fighting equipment (in excess of 100 pounds), conscious and unconscious victims, hose, ladders and ropes. The Battalion Chief will be required to meet the medical physical requirements set forth in NFPA 1582 Medical requirements for Firefighters and maintain these physical standards.

## **REQUIRED MINIMUM QUALIFICATIONS**

A minimum of seven (7) years of consecutive current duty as an HNFDC Company Officer OR ten (10) years' experience in a career Fire Department at the level of company officer or higher.

Thorough knowledge of street system and physical layout of the District.

Ability to climb ladders and work at considerable heights, and also to work well below grade in dark, confined spaces.

Ability to learn a wide variety of firefighting duties and methods within a reasonable time period.

Ability to adapt to a number of different situations that could all happen at the same time.

Ability to learn EMS procedures and operations, learn patient care and how to deal with serious patient trauma.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to disseminate and understand oral and written instructions.

Ability to learn to operate all fire and medical apparatus and equipment and to share knowledge of one's own individual skills and expertise.

Have good health and strength sufficient to perform hazardous work and motivation to maintain personal fitness and wellness.

Possess a positive mental attitude with the desire and motivation to be a student of the fire service through attendance at classes and conferences related to current and desired positions within the organization.

Graduation from a standard high school or vocational school or GED.

An Associate's Degree in Fire Science, Emergency Management or related field is highly preferred.

Pass a comprehensive background check.

Be certified as a State of Florida Firefighter 2 in accordance with Florida Statute 633.

Be certified as a State of Florida Pump Operator in accordance with Florida Statute 633.

Be certified as a State of Florida Fire Service Instructor I in accordance with Florida Statute 633.

Be certified as a State of Florida Live Fire Training Instructor I in accordance with Florida Statute 633 within 18 months of promotion/appointment.

Be certified as a State of Florida Fire Officer I in accordance with Florida Statute 633. Certification as Fire Officer II within 12 months of appointment/promotion.

Certification from the State of Florida as an EMT in accordance with Florida Statute 410. Certification must be maintained as a condition of employment. Certification as Paramedic is preferred.

Possess and maintain a valid State of Florida driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.