



Date Est: 05/1959
Last Rev: 06/2023
Last Title Change: N/A
FLSA Status: Exempt
Classification: Battalion Chief
Probation: 12-Months
Pay Range: \$127,200 - \$190,800

NORTH LAKE TAHOE FIRE PROTECTION DISTRICT
866 Oriole Way – Incline Village, NV 89451-9439
(775) 831-0351 Fax (775) 831-2072 www.nltfpd.org
Ryan Sommers – Fire Chief

BATTALION CHIEF

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, performs professional fire administrative and managerial duties involved in planning, organizing, coordinating, supervising, and implementing assigned programs, activities, and operations on the assigned Shift including operations, emergency medical services, disaster preparedness, fire prevention, fire inspection, fire investigation, code enforcement, training, facility/equipment maintenance, and related programs, services, and operations; serves as Officer-in-Charge for assigned shift and responds to incidents to perform duties as required and/or assume command responsibilities; coordinates assigned activities and services with other shifts, departments, and outside agencies; and provides highly responsible and complex staff support to the Assistant Fire Chief and Fire Chief.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordinate the organization, staffing, and operational activities for assigned programs, activities, and operations of the Fire Department including operations, emergency medical services, disaster preparedness, fire prevention, fire inspection, fire investigation, code enforcement, training, facility/equipment maintenance, and related programs, services, and operations.
- Serve as Officer-in-Charge for the assigned shift; supervise line personnel (EMT-Intermediate/Firefighters and Paramedic Firefighters); respond to alarms as required by departmental policy; act as incident commander at emergency scenes and assume command of operations unless relieved of command by a superior officer; prepare follow-up incident reports and investigations as required.
- Participate in the development and implementation of goals, objectives, policies, standard operating guidelines and priorities; recommend and implement resulting policies and procedures and standard operating guidelines.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Direct, coordinate, and review the work plan for assigned Shift programs, functions, services, and activities; assign work activities, training and projects; monitor workflow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Participate in the selection of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.



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- Participate in the development and administration of assigned program budget(s); forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Oversee the development and implementation of the Shift's fire and life safety inspections programs; supervise and participate in the inspection of commercial, industrial, residential, and other buildings including the inspection of fire protection systems; oversee and participate in the interpretation and enforcement of codes, laws, and district ordinances related to fire suppression, fire prevention, and related health and safety codes; supervise and participate in fire sprinkler, alarm, and hydrant flow tests; supervise proper maintenance of hydrants in the Fire District.
- Supervise and participate in fire cause and origin determinations; determine preliminary origin and cause of fire at emergency scenes; obtain and preserve evidence; assist law enforcement in follow-up investigations of fires and suspects; preserve cases for court.
- Oversee the development and implementation of the District's public education and public relations activities. Design, develop, supervise, and participate in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire, burn prevention, fuels reduction, defensible space and emergency medical services.
- Oversee the development and implementation of the District's electronic documentation program, and training programs; develop and implement training programs for firefighting, emergency medical, and other emergency response services and programs; identify the fire training needs of company personnel; provide or coordinate staff training and drills in firefighting methods, techniques, and related subjects; work with employees to correct deficiencies; enforce policies and procedures and recommend disciplinary action, as necessary; maintain and review training records.
- Oversee the development and implementation of the District's equipment/apparatus maintenance and testing program; supervise and conduct maintenance and repairs of radios, pagers, and alert monitors; plan and review the maintenance, testing, and repair of self-contained breathing apparatus; plan and supervise ladder testing and annual pumper and hose tests; evaluate, maintain, and replace personal protective equipment and station uniforms for assigned personnel; maintain medical aid equipment and supplies.
- Complete, prepare, and review a variety of forms, reports, schedules, recommendations, and related documentation; prepare emergency scene reports; prepare accident, injury, and exposure reports; review reports submitted by subordinate staff including Engine Company reports.
- Provide staff assistance to the Assistant Fire Chief and Fire Chief; prepare and present staff reports and other correspondence as appropriate and necessary; maintain a variety of records and prepare administrative reports.



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- Serve as liaison for the Fire District with other departments, and outside agencies; participate on a variety of committees.
- Administer, oversee, and supervise assigned programs and special projects; may oversee the construction of new fire stations; may participate in the planning of future stations.
- Maintain skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue. Attend mandatory training classes on specialized techniques such as CPR, EMT re-certification, hazardous materials handling, and infection control.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Assume responsibility for the Fire District in the absence of the Assistant Fire Chief and Fire Chief.
- Perform related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

LICENSES AND CERTIFICATIONS (REQUIRED AT TIME OF APPLICATION, UPON APPOINTMENT, OR AS SPECIFIED):

- A valid driver's license with "F" endorsement or equivalent
- Minimum of 18 yrs of age
- Associate's Degree with major course work in fire science, fire administration, public administration, or other related field supplemented with specialized Fire Officer training
- Firefighter I, Firefighter II, and Fire Officer certifications
- AEMT and CPR/AED certifications
- Hazardous Materials Fire Responder certification
- Awareness/Operations certification
- Must obtain a Level V Hazardous Incident Command (NFPA) within the first six months of appointment as defined in CFR 1910.120.

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree will be required in a related field within three years of appointment, as to be determined by the Fire Chief.
- Five years of increasingly responsible fire service experience including three years of supervisory or administrative experience at a level comparable to that of a Fire Captain.



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SPECIAL REQUIREMENTS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

KNOWLEDGE OF:

- Emergency service operations, services, and activities to include fire suppression, fire prevention, emergency medical services, disaster preparedness, hazardous materials response, and associated programs, services, and operations.
- Fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, and fire investigation.
- Incident command administration techniques.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Problem-solving techniques and methodology.
- Local concerns and political issues.
- Methods and techniques of public relations.
- Principles and practices of disaster preparedness, response, and recovery. Operating characteristics, uses, and maintenance requirements of pump engines, fire apparatus, and other firefighting and emergency medical apparatus and equipment.
- Mechanical and hydraulic principles of fire apparatus.
- Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
- Principles of combustion and cause of fire.
- Principles of building construction and fire protection systems.
- Geography and street layout of the District and surrounding area.
- Current safety practices as they relate to equipment and procedures involved in the fire service.
- Record keeping and basic report preparation principles and practices. Principles of business letter writing and report preparation.
- Public safety computer systems.

ABILITY TO:

- Oversee and participate in the management of assigned Shift operations, programs, and services including fire suppression, fire prevention, emergency medical services, and operations.
- Oversee, direct, and coordinate the work of lower-level staff.
- Select, supervise, train, and evaluate staff.



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- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations. Participate in the development and administration of District goals, objectives, and procedures.
- Prepare and administer program budgets(s).
- Collect, analyze, and evaluate data.
- Prepare clear and concise technical, operations, administrative, and financial reports.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Retain the presence of mind and act quickly and calmly in emergency situations.
- Analyze emergency situations and develop appropriate courses of action.
- Perform a variety of fire suppression, fire prevention, emergency medical response, and technical rescue activities.
- Effectively use specialized fire suppression tools and equipment including safety equipment.
- Observe and follow safe firefighting and job place practices.
- Operate modern office equipment and computers including applicable software applications; learn to effectively use a variety of departmental computer and computer-related equipment.
- Respond to requests and inquiries from the public. Prepare and present public information and educational programs.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Work irregular and on-call hours including weekends, evenings, and holidays. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

ENVIRONMENT:

Work is performed in a standard office with frequent travel to various locations to attend meetings and/or perform activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; wear protective apparel including goggles, face protector, aprons, safety shoes, and self-contained breathing apparatus; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside city boundaries to attend meetings; subject to mandatory call back at any time.

PHYSICAL:

Primary functions require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or



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carry light to moderate weights; frequently lift and/or move moderate to heavy weights; perform arduous and prolonged tasks under adverse and dynamic conditions; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized vehicles and equipment.

Vision:

See within the normal range of vision with or without correction; specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hearing:

Hear in the normal audio range with or without correction.

BENEFITS (Follows current Policies & Procedures, subject to change by the District, legislation, or changes in the collective bargaining agreement with Local Union #2139) to include but are not limited to:

- No Nevada State Income Tax, if residing in Nevada
- Pension Plan (NV PERS) – contributions paid 100% by District. Participants vested after five years.
- Holiday Pay
- Vacation, Sick, Comp Time, Military leave plans
- Additional pay may be awarded for education, overtime, longevity (after 5 yrs), or acting
- Uniform allowance
- 100% Employee Health, Dental, Vision, Short-term disability, AD&D, and Life Insurance paid by the District, and 85% of dependent coverage.
- Workers' Compensation
- Family Medical Leave Act (FMLA) up to 12 weeks unpaid per rolling 12-months
- Employee Assistance Plan
- Deferred Compensation (Section 457) plan available
- Voluntary additional insurance plans are available