

## BATTALION CHIEF

**DEPARTMENT** : **WATERLOO FIRE RESCUE**  
**SALARY** :  
**FLSA** : **EXEMPT**  
**CIVIL SERVICE** : **INCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

### **GENERAL DESCRIPTION OF DUTIES**

Professional, technical and supervisory position responsible for providing general supervision to fire fighting personnel on an assigned shift, commanding and coordinating all single alarm emergency incidents and overseeing daily shift activities, general orders, City and department rules and regulations, public relations, personnel matters, compliance with OSHA and NFPA standards, assisting with annual budget preparation and long and short range planning for the department. Duties include but are not limited to the following: plans, organizes and directs shift operations; coordinates and directs on-site fire fighting personnel activities through subordinate officers; writes daily duty assignments; coordinates balanced apparatus placement throughout the City during daily and emergency shift activities; evaluates the performance of personnel on assigned shift; prepares reports, monitors support activities, attends conferences, conventions and other educational meetings on behalf of the department; addresses civic clubs and organizations regarding the activities of the department; other duties as assigned. The work is performed under the general direction of the Director of Safety Services and Chief of Fire Services but considerable leeway is granted for the exercise of independent judgment and initiative. May assume responsibility for the operation of the Fire Rescue Department in the absence of the Chief of Fire Services. Normally supervises up to thirty-eight employees.

**At the discretion of the Chief of Fire Services, the Fire Marshal, if otherwise qualified, may be promoted to Battalion Chief and continue to hold the Fire Marshal classification.**

### **EXAMPLES OF ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES (Illustrative Only)**

These functions are considered essential for successful performance in this job classification and are derived from the performance objectives stated in Medical Protocol for Fire Fighters, Municipal Fire and Police Retirement System of Iowa and NFPA 1001, Standard on Fire Fighter Professional Qualifications:

A Battalion Chief candidate shall maintain a sufficient physical and mental fitness level to perform the following functions with safety and competency:

1. Safely drive fire fighting/other emergency vehicles.
2. Visually assess the emergency or fire scene and/or condition of patient(s) and request additional assistance when necessary.
3. Properly use and monitor fire fighting equipment and tools.

4. Perform rescue, clean up and salvage activities.
5. Verbally communicate with others in person, by telephone or via two-way radio.
6. Understand, follow, and give orders.
7. Provide emergency medical services at least at the First Responder level or as required by department.
8. Properly maintain and utilize required personal and/or chemical protective equipment including SCBA and encapsulated suit.
9. Utilize Incident Command System.
10. Assist in on-site control including traffic control, providing assistance to bystanders, and calming distraught persons.
11. Prepare accurate reports.

12. Function as a supervisor, member of the team or as an individual.
13. Free/lift/move patient(s) in a safe manner and prepare patient(s) for transport.  
  
Using universal precautions, correctly perform emergency medical services, and properly utilize medical equipment and supplies.  
  
Transport patient(s) and belongings to a medical facility, monitor patient(s), and provide needed care in route, and report patient(s) condition and treatment provided to medical staff. Remain available to assist medical staff when requested
14. Maintain Haz-Mat certification at least at operations level.  
  
Be prepared and respond to releases and potential releases of hazardous materials for the purpose of controlling the release including assessing the emergency scene and identifying the area and extent of exposure and implementing an emergency response plan.  
  
Use field survey instruments and equipment, performing classification, identification, and verification of hazardous materials including visually identifying hazardous materials by color-coding system. Use chemical reference materials including books, charts or computers.  
  
Perform, assist or oversee hazardous materials control operations and assist with mitigation of Haz-Mat incident including implementing appropriate decontamination procedures.
15. Inspect residential and commercial buildings for fire hazards and report violations for follow up.
16. Operate computer both at the Fire Station(s) and in the trucks.

17. Attend and participate in ongoing training drills and utilize training materials to learn, know and be able to demonstrate proficiency in:
  - a. drills and evolutions.
  - b. safe use of all equipment, tools and supplies.
  - c. role of the fire fighter at fires, response to emergency medical calls and hazardous exposure situations.
  - d. knowledge of components of fire and its behavior.
  - e. fire department rules and regulations.
  - f. locations of streets, direct routes, water mains and hydrants in response area.
18. Report and prepare for duty on time presenting a neat and clean appearance and dressed in uniform. Remain on duty for twenty-four (24) hour periods, interacting with coworkers in confined area.
19. Inspect, service, inventory, maintain and perform scheduled operational tests on all equipment and tools.
20. Communicate clearly and professionally with coworkers, supervisors and members of the public.
21. Prepare trucks and equipment for next emergency response.
22. Mental and emotional demands include the ability to:
  - a. Perform tasks with intense concentration for extended periods of time.
  - b. Remain calm.
  - c. Present self in non-threatening and courteous manner to the public in emergency situations.
  - d. Work as a member of the team while functioning as an individual.
  - e. Understand, follow, and give orders.
23. Investigate complaints of fire hazards, dangers, violation/findings.
24. Provide education programs to the public and

conduct fire station tours.

25. Know the cause of fire and its behavior.
26. Attend work regularly at the designated place and time.
27. Work independently and with others with minimum supervision.
28. Perform all work duties and activities in accordance with City policies, procedures and City, Fire Rescue, NFPA and OSHA safety rules and regulations.
29. Perform all other related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES,**  
**ACCEPTABLE EXPERIENCE & TRAINING**

1. Minimum ten (10) years experience with Waterloo Fire Rescue with minimum five (5) years at rank of lieutenant or higher.
2. Graduation from an accredited four-year college or university with a Bachelor's Degree with major course work in fire management, public or business administration or other related field, supplemented by completion of approve training in fire department administration, operations, inspection and prevention with extensive experience in fire department emergency operations with a considerable management role

**OR**

Any equivalent combination of experience, education and training that provides the required knowledge, skills and abilities necessary to perform the work.

3. Emergency Medical Responder Certification at least at First Responder level or as required by department.
4. Maintain HazMat Certification at least at operations level.
5. Basic computer skills.
6. Possess and maintain a Class D Iowa Driver's License and good driving record based on

City of Waterloo driver performance criteria. Disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; a combination of three or more at-fault or not-at-fault accidents within a three-year period. An applicant's driving record will be reviewed at least annually.

7. Thorough knowledge of modern principles and techniques of fire prevention, including inspection methods, fire hazards and methods of eliminating hazardous conditions.
8. Thorough knowledge of the State and City laws and ordinances regarding fire prevention.
9. Thorough knowledge of the principles and materials of building construction maintenance.
10. Thorough knowledge of modern fire fighting, EMS, rescue and hazardous materials principles, practices and methods.
11. Thorough knowledge of mechanics as it relates to fire equipment, fire apparatus, methods of manufacturing and specifications and the uses and limitations of various types of related apparatus and equipment and its operations and maintenance requirements with the ability to supervise the effective use of such equipment and apparatus.
12. Thorough knowledge of State and Federal regulations relating to OSHA, FLSA, hazardous materials, underground storage tanks, SARA and relevant NFPA standards and regulations.
13. Thorough knowledge of the principles and practices involved in instructing and training fire fighters together with the ability to apply

- them to specific training problems.
14. Thorough knowledge of rules and regulations of the Fire Rescue Department.
  15. Knowledge of the locations of City streets, principal buildings and fire hydrants.
  16. Ability to react quickly and calmly in emergencies and to direct the work of fire fighting personnel in emergency situations.
  17. Ability to communicate clearly and concisely, orally and in writing.
  18. Ability to supervise fire personnel, maintain discipline, accept lines of authority and promote effective working relationships with supervisors, coworkers, public officials and the public.
  19. Ability to maintain records and prepare reports.

20. Ability to make presentations before civic and community groups and school children.
21. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.
22. Must comply with the City of Waterloo Residency Policy for Critical Employees.
23. Must pass Civil Service examination procedures that will include an oral examination.

### **WORK SCHEDULE**

May be assigned to work twenty-four (24) hour shift schedule or forty (40) hour Monday-Friday schedule depending on job duties and staffing needs. May be required to report when off duty for operations where additional staff is needed to effectively control a fire or rescue operation or to fill in for an unscheduled absence. Must be available for department and City meetings that require the attendance of the Battalion Chief.