



The City Beautiful

City of Coral Gables Job Description

Job Title: Fire Battalion Chief
Department: Fire
Classification: 5120
Pay grade: 27F
FLSA: Non-Exempt

Prepared Date: 9/09
Approved By: Walter Reed
Approved By: Marjorie H. Adler

Summary

Administrative, supervisory and technical work in the direction of Fire Department operations.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Directs battalion activities.

Assigns personnel and equipment.

Reviews and evaluates work.

Provides recommendations needed for discipline in the chain of command.

Inspects stations, apparatus and equipment.

Verifies and analyzes reports as required.

Conducts and organizes training classes to staff.

Responds to fire or other emergencies in accordance with Incident Command Procedures.

Performs related duties as required.

Knowledge, Skills, and Abilities

Knowledge of City's policies, rules and regulations, and Union Contract articles. Knowledge of modern techniques of fire/rescue principles, practices and procedures. Knowledge of Mutual Aid procedures and Incident Command procedures. Knowledge of departmental policies and procedures, City Personnel Rules and Regulations and collective bargaining agreements. Knowledge of supervisory principles and practices. Knowledge of the operation of the various types of apparatus and equipment used by the fire department. Knowledge of departmental policies pertaining to the dispatch of emergency fire and rescue equipment and personnel. Knowledge of the geography of the City of Coral Gables, including the location of streets and hydrants and the types and characteristics of fire hazards within the City. Ability to supervise the effective use of the various types of apparatus and equipment.

Ability to plan, assign and direct the work of subordinates, both under emergency conditions at the scene of a fire or other emergency, and in routine work. Ability to prepare reports. Ability to communicate effectively with the public and the other City employees. Skills in written and oral communications.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines.

Work is predominantly indoors within a usually quiet to moderately noisy environment. May involve extended periods of time at a key board or work station. May work outdoors when necessary, where there may be exposure to extreme temperatures, electrical hazards, noise, heights, dust and smoke. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Must have the physical ability to enter into and inspect buildings, climb stairs and/or ladders, reach above and below shoulders, walk and bend. May involve some lifting, carrying, pushing and/or pulling of objects and materials of 5 to 20 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High School graduate or equivalent; Associate degree in Fire Service, Public Administration or related area as determined by the Fire Chief.

State of Florida Certified Firefighter; State certification as an EMT/Paramedic.

Valid Florida Driver's License.

Minimum of two (2) years experience as a Fire Captain.

Completion of required state and local fire safety training programs.