

CITY OF HAYWARD

BATTALION CHIEF (56 HR)DEFINITION

To perform responsible management, technical, and administrative work in commanding and coordinating fire suppression, hazardous materials investigation, inspection, prevention and personnel training activities; and to provide highly responsible and technical staff assistance.

DISTINGUISHING CHARACTERISTICS

This is a management level position in the Fire Department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Deputy Fire Chief and/or Fire Chief. Responsibilities include the direct and indirect supervision of Fire Captains and other subordinate level personnel.

~~EXAMPLES OF ESSENTIAL DUTIES~~

Depending upon assignment, duties may include, but are not limited to, the following:

1. — Assists in the development and implementation of goals, objectives, policies and priorities.
2. — Directs and supervises forces in the suppression of fires and in the control of incidents involving hazardous chemicals and other materials; ascertains the need for and type of equipment necessary to counteract the emergency; makes technical decisions as to the best methods of extinguishing fires and controlling incidents after observing the developing activities and receiving oral reports from command officers.
3. — ~~A~~Administers programs such as fire code enforcement, hazardous materials regulations, equipment maintenance, communications, objective based planning, or water supply.
4. — Makes periodic inspections of personnel and the general condition of equipment, apparatus, and fire stations.
5. — Participates with company Captains in the training of personnel and serves as an instructor for specialized in-service training courses.
6. — Responds to fires and other life and property threatening emergencies and supervises the

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deployment
and coordination of emergency resources in the mitigation of the emergency.

Identifies training needs, and recommends how needs can be met.

Develops, maintains, and coordinates a comprehensive fire and emergency operations training program.

EXAMPLE OF ESSENTIAL DUTIES (continued)

~~7. — Identifies training needs, and recommends how needs can be met.~~

~~8. — Develops, maintains, and coordinates a comprehensive fire and emergency operations training program.~~

~~9. —~~

Implements the department's ~~fire inspection~~ vegetation management program on an assigned platoon.

~~10. —~~ Assists and participates in the preparation and administration of the department budget.

~~11. —~~ Performs research and makes recommendations regarding capital purchases and facility improvements.

~~12. —~~ Prepares and maintains a variety of records and reports.

~~13. —~~ Administers and enforces Fire Department regulations, personnel rules and memoranda of understanding.

~~14. —~~ Represents the City in the community and at professional meetings as required.

~~15. —~~ Coordinates Fire Department activities with other City departments and divisions, and with outside agencies.

~~16. —~~ Supervises, trains, and evaluates assigned staff.

~~17. —~~ Serves as Acting Deputy Fire Chief or Fire Chief as assigned.

~~18. —~~ Provides administrative support to Deputy Fire Chief or Fire Chief in the areas of labor

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relations,
 disaster preparedness, training, program development, budgeting, hazardous material management,
 and disaster preparedness education.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of and Abilities:

~~A. — Knowledge of p~~Principles and practices of organization, administration, budget and personnel
 management and
 training.

QUALIFICATIONS (continued)

~~B. — Knowledge of m~~Modern firefighting and incident command system operations, rescue
 principles, practices,
 -techniques, and procedures, including the operation and maintenance requirements of the various
 types of fire apparatus and equipment.

~~C. — Knowledge of m~~Mechanical, chemical, and related characteristics of a wide variety of
 flammable and explosive
 materials and objects.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

~~D. — Knowledge of ff~~ire prevention and hazardous materials regulation principles, practices, and
 procedures.

~~E. — Knowledge of~~Federal, State, and local laws, codes and regulations pertaining to fire
 suppression, prevention,
 hazardous materials and personnel training.

~~F. — Knowledge of ll~~abor relations practices and procedures.

~~G. — Knowledge of p~~Principles, practices and procedures related to disaster preparedness and

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emergency education.

Ability to:

MH.—~~Ability to~~ make effective use of personnel, equipment and apparatus in emergency situations.

I.—~~Ability to~~ instruct effectively, maintain discipline, stimulate interest and command respect of subordinates.

J.—~~Ability to~~ analyze, develop and implement solutions essential to the control of fire suppression and hazardous material problems.

K.—~~Ability to~~ conduct a thorough fact finding investigation and enforce regulations firmly, tactfully, and impartially.

L.—~~Ability to~~ communicate clearly and concisely, orally and in writing.

M.—~~Ability to~~ establish and maintain cooperative working relationships with those contacted in the course of work.

N.—~~Ability to~~ develop and maintain good employee morale, motivation, discipline and employee relations within the department.

EXPERIENCE AND EDUCATION

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

EXPERIENCE AND EDUCATION (continued)

Experience:

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— Four (4) years command experience at a level equivalent to that of Fire Captain in the Hayward Fire Department. Period of time spent in an acting capacity in the rank of Fire Captain may also be applied towards meeting minimum qualifications. However, such credit will be limited to periods of acting time as a Fire Captain which are thirty (30) consecutive calendar days or longer.

Education:

— Equivalent to completion of twelfth (12th) grade supplemented by college level courses in Fire Science, Public or Business Administration or related field such as Engineering, Fire Management or Fire Protection. A Bachelor's Degree in related field is desirable.

Accredited Fire Science coursework may be accepted in lieu of experience at the rate of ten (10) semester units for one (1) month experience up to a maximum of 6 months.

~~LICENSE OR CERTIFICATE~~ License or Certificate:

— Possession of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; be able to tolerate some exposure to noise, vibration, chemicals, moving objects, traffic, engine exhaust, dust, mechanical and electrical hazards, and odorous environments; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 75 pounds; climb (stairs, ladders, fence, etc.); converse by telephone, by email, in person, and be clearly understood; read and comprehend documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation. Must obtain and maintain all certifications, licenses, or other credentials as mandated by applicable laws, regulations, or agency policies, including any updates or renewals necessary to remain in good standing.

PROBATIONARY PERIOD: One (1) Year.

1005 (40hr)/1004 (56hr)CS91F410 Battalion Chief (56 HR)

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September 1971

Revised December 1991

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AAP GROUP: 11

FPPC STATUS: Designated

FLSA STATUS: Exempt