

CITY OF BURBANK

FIRE BATTALION CHIEF

DEFINITION

Under direction, to plan, direct, and coordinate the activities of a major functional area of the Fire Department, including fire suppression, fire prevention, training and safety, emergency medical services, and administration; and to do related work as required.

ESSENTIAL FUNCTIONS

Commands a shift in charge of all fire companies; directs the operations of companies at fires, special services activities, lifesaving, medical and rescue operations; supervises investigation of fires and ensures preservation of evidence in cases of suspicious fires; directs the preparation and maintenance of reports and records; directs the maintenance of apparatus, equipment, buildings, and grounds; plans and directs the activities of the Fire Prevention Bureau; directs the supervision of fire prevention inspections and investigation activities; directs enforcement of laws and regulations governing safety; assists private organizations in organizing and training fire prevention and suppression personnel; reviews codes and ordinances and suggests needed changes and revisions; assists in special court cases; plans and directs a departmental training program; supervises the ordering, stocking, and issuing of departmental supplies; plans installation of fire hydrants; directs the supervision of servicing fire hydrants; performs public education activities; responsible for department communications; supervises, trains, and evaluates employees; recommends hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern principles and practices of fire prevention, fire suppression, lifesaving and rescue and public education; use and maintenance of fire fighting equipment and apparatus; departmental rules and regulations; City geography, fire hazards, and fire fighting resources; first aid; modern training methods including those most pertinent to a fire department; physical endurance and agility to perform the required duties.
- Ability to - operate all types of fire fighting equipment and apparatus and to instruct others in such operation; direct the work of others; learn a variety of laws, regulations and technical information; prepare reports and keep records; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Completion of 60 semester units in fire science, public administration, business administration, or related field at an accredited college.

Special Conditions & Requirements: Permanent appointment as a Fire Captain by the final filing date. Employees in this classification, who are required by applicable laws and regulations to have respiratory protection, shall comply with the American National Standards Institute's requirements on Practices for Respiratory Protection.

License & Certificates: A valid California Class "C" driver's license or equivalent with the applicable endorsement(s) required by the California Vehicle Code at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualification: A Bachelor's degree in fire science, public administration, business administration, or related field.