

## CITY OF RICHMOND

### POSITION DESCRIPTION

**CLASS TITLE:** Battalion Chief/Shift Commander

**DEPARTMENT:** Fire

**PAY GRADE:** 6

**CHARACTERISTICS OF THE CLASS:** Under direction performs skilled technical firefighting administrative and directive work of considerable difficulty in the operation of an assigned shift. Responsible for the discipline, evaluation and training of subordinate personnel as well as the operation and maintenance of equipment, quarters and fire apparatus used to combat, extinguish or prevent fires. Performs related work as required. Career personnel will also assume delegated responsibilities assigned by the Chief.

#### **DUTIES AND RESPONSIBILITIES:**

- (1) Responds to all fires and other emergencies in full protective gear, which includes air packs when entering structure fires.
- (2) Responds to all fires received and directs the routes to be taken to the fires and sets up command center.
- (3) Directs the laying of hose lines, direction of water streams, pressure of water streams, placement of ladders, ventilation of building, rescue of persons, administering first aid and placing of salvage covers.
- (4) Career personnel also perform tests on supplies and equipment and maintain up to date records of their findings. In addition, they will perform other delegated duties assigned by the Chief
- (5) Directs the overhauling and cleaning up of premises after fires have been extinguished.
- (6) Conducts roll call and inspects personnel when required.
- (7) Trains company personnel by conducting classes on shift level.
- (8) Responsible for maintaining records of personnel, supplies and equipment.
- (9) Responsible for maintaining current maps and street indexes of the city.

- (10) Assists Assistant Chief in making surveys and submitting recommendations concerning needs for fire alarm boxes, water and other extensions of the fire alarm system.
- (11) Assists training bureau in planning and developing training programs for the members of the fire service.
- (12) Responsible for participating in training classes.
- (13) Will do other related duties as assigned.
- (14) Informs subordinates to the rules and regulations of the Division of Fire in the City of Richmond.
- (15) Evaluates the performance of employees under their command.
- (16) Trains recruits in the phases of firefighting when assigned to the shift.
- (17) Responsible for making sure that proper training methods are being utilized when assigned to the shift.
- (18) Ascertains the proper utilization of equipment and apparatus when assigned to the shift.
- (19) Prepares and submits fire run reports when assigned to the shift.
- (20) Responsible for accurately relaying messages to the subordinate personnel.
- (21) Directs the cleaning of quarters, equipment and apparatus when necessary.
- (22) Accurately relays messages to the oncoming shift that relates to them.

**TRAINING AND EXPERIENCE:** Must have at least five (5) current years of firefighting service with the Richmond Fire Department with two (2) years of experience in the rank of Captain.

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:** Ability to read and understand technical information furnished by the National Fire Protection Agency and the Department's Standard Operating Procedures. Ability to maintain confidential information. Skill intact and diplomacy to deal with the public and departmental personnel. Skill in written and oral communications in order to prepare reports and conduct training classes. Possession of a valid Kentucky driver's license.

**PHYSICAL ATTRIBUTES NECESSARY:**

- (1) Mobility in the operations of motor vehicles in driving a department vehicle on emergency runs. Mobility to operate vehicle during adverse conditions while maintaining radio contact with dispatcher or other units.
- (2) Mobility in upper and lower body necessary in working an active fire scene. Involves quick response in gathering equipment, pulling hoses, making connection to hydrants, gaining entry to structure, and climbing ladders. Requires walking, running, climbing, bending, stretching, carrying and stooping (Over 25 lbs.)
- (3) Physical stamina in enduring long periods of time exposed to adverse weather conditions, including the fire scene itself.
- (4) Mobility to secure and investigate a fire scene. Gathering evidence from fire scene could involve climbing, stooping, stretching and walking.
- (5) Mobility and physical strength in assisting medical personnel in emergency situations.