

# EXHIBIT B



## **CLASS SPECIFICATION**

**CLASS TITLE:** Fire Battalion Chief

**DEFINITION:**

Under general direction, plans, directs, coordinates, supervises and evaluates the daily fire department activities on an assigned shift basis; performs supervisory and technical work in fire suppression and prevention, emergency rescue, training and command fire department operations in the absence of the Deputy Chief and Fire Chief. As directed, may assume responsibility for managing projects and/or programs, and provides technical assistance and advice to higher-level management personnel. Follows and enforces all applicable laws, ordinances, codes, regulations, policies and procedures; ensures compliance with organizational direction, systems and processes.

**DISTINGUISHING CHARACTERISTICS:**

The Battalion Chief is directly responsible for the overall management of assigned twenty-four (24) hour shift of personnel. The incumbent represents the department and the City in all matters of policy, rules and regulations in the absence of a superior officer. The employee is also responsible for managing designated projects and programs, as assigned, and is expected to carry out responsibilities and necessary activities without direction except as new or unusual circumstances require.

**SUPERVISION RECEIVED ANDEXERCISED :**

Receives general direction from the Operations Deputy Fire Chief.

Exercises direct supervision of assigned shift Fire Captains and indirect supervision over lower-level fire department personnel. Assumes supervisory responsibility over designated teams, projects and programs.

### **EXAMPLE OF DUTIES**

Duties may include, but are not limited to the following:

- Schedule and supervise companies assigned the day-to-day work of department personnel in a wide variety of departmental activities including training, fire prevention inspections, equipment checks and station and grounds maintenance.
- Act as incident commander at emergency scenes, prepare follow-up incident reports and investigation as required.
- Prepare and/or ensure completion of various administrative reports and maintain records related to daily activities and incidents, engine company training, fire prevention activities, time keeping, shift personnel certification and records, and equipment and grounds maintenance.

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- Assume responsibility for the overall operation of the department during the absence of the Deputy Chiefs and Fire Chief.
- Participate in assigned organizational and tactical planning and development as a member of the department's management team.
- Assume responsibility for managing assigned projects and/or programs.
- Ensures adequate investigations of fires and other incidents.
- Assist in the enforcement of fire codes and ordinances.
- Supervise companies assigned to conduct testing of departmental apparatus and maintenance programs, including daily, weekly and monthly apparatus checks and maintenance.
- Supervise training of departmental personnel.
- Conduct performance reviews of Fire Captains under their supervision and recommend personnel actions as required.
- Perform any other firefighting or administrative duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Principles and practices of modern municipal fire administration including incident command systems, fire suppression, fire prevention, hazmat response and emergency medical techniques.
- Fire chemistry, building construction and their interrelationship.
- Modern personnel and budgetary management practices including motivational theory, leadership techniques; operation and maintenance of firefighting and rescue equipment.
- Laws, codes, ordinances and regulations affecting fire prevention, suppression, hazardous materials and emergency response activities.
- City and department policies, procedures, forms, programs and processes.
- Napa street system, geography, buildings, fire hazards, communications systems and water supply system.
- The principles and practices of local government administration including employee supervision, training and appraisal.
- Computer applications related to the work.
- Fire apparatus, equipment, tools, devices, facilities and their proper utilization, maintenance requirements and methods.

#### Ability to:

- Plan, direct and supervise the day-to-day departmental activities of assigned shift personnel in the areas of fire prevention, suppression, training and emergency rescue activities.
- Establish effective and cooperative working relationships with the public, city officials, departmental employees and representatives of other agencies.
- Assume effective command and exercise sound judgment at fire and emergency scenes.
- Communicate effectively, both orally and in writing; prepare detailed, concise and accurate reports.
- Work either twenty-four (24) hour shifts or forty (40) hour weeks depending on the needs of the Department.
- Be available to respond to emergency calls while off duty, as necessary.
- Promote an inclusive, respectful, and high-performance organizational culture.

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Education and Experience : Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Five years of municipal fire department experience with at least one year as a Fire Captain.

Possession of an associate's degree is required. A bachelor's degree is highly desirable.

### Special Requirements:

Possession of a Chief Officer or Chief Fire Officer (2016) Professional Certification issued by the California State Fire Marshal (including all prerequisites) is required.

Possession of an Emergency Medical Technician (EMT) Certification is required.

Completion of the City of Napa Acting Battalion Chief program is required.

Advanced Incident Command System for Complex Incidents (ICS-400) Certificate is required.

Safety Officer (S-404) Certificate is required.

Possession at time of hire and continued maintenance of a valid California Class C Driver's License is required.

### Working Conditions/Physical Requirements:

Training and operations activities involve observing and monitoring people, data and objects to ensure compliance with safety standards; climbing and working off ladders greater than 10 feet above the ground to observe roof conditions/operations; lifting and moving gurneys, hose, ladders and extrication equipment weighing over 50 pounds distances over 20 feet; bending or stooping repeatedly or continually over time to pick up equipment on the ground; working outdoors in a variety of weather conditions with exposure to the elements and very hot and cold temperatures; moving more than one limb simultaneously to pull hose, operate a radio and write, and perform technical rope work; reviewing and checking the work products of others; and tolerating very hot and cold temperature during interior firefighting situations, outdoor winter training and swift water training; During fire and other emergency operations sets up or removes barricades and sets flare patterns; discriminates among colors or matches colors to identify NFPA placard identification and observe and make decisions based on flame and smoke colors; listens for and hears vicinity alarms, smoke detectors, personal alarm devices, chemical alarm devices, sirens and horns and radio tone alerts; requires use of explosive strength; sits or stands for extended periods of time without the ability to rest at will. Participation in wildland fire operations involves walking over rough, uneven or rocky surfaces for extended periods of time unable to rest at will. Operates radios, warning light and siren control heads making fine, highly controlled muscular movements to adjust the position of a control mechanism; reaches into a Knox Box for keys using arm over shoulder level. During fire suppression or contaminated air emergencies, must wear and use a self-contained breathing apparatus.

When participating in meetings or performing work in the office, the incumbent in this classification sits for extended periods of time with the ability to change positions at will; prepare written materials such as reports, evaluations, inputting statistics, shift schedules, rosters and e-mail

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using proper punctuation, spelling and grammar by entering data into a keyboard device requiring repetitive arm/hand movement; communicates with the public and staff face to face and using a telephone and on a two-way radio. When reviewing or monitoring safety and accident reports, the incumbent observes, compares or monitors data to determine compliance with prescribed operating or safety standards. Training responsibilities require the incumbent to communicate orally in a group setting and instruct others in a classroom or field setting. During drill evolutions the incumbent lifts arms above shoulder level. During drills and on the fireground, the incumbent observes or monitors objects and people's behavior to determine compliance with prescribed operating or safety standards. When serving as Duty Chief, the incumbent wears protective gear, carries appropriate tools, and wears a self-contained breathing apparatus, weighing a combined total of 100 pounds, while performing many of the emergency-related duties; uses common hand tools, such as a hammer, saw, screw driver or similar tools, when making minor repairs to equipment. In order to drive and when performing ladder and hose evolutions, the incumbent coordinates the movement of more than one limb simultaneously.

Employment Type: Full-Time Classified

Bargaining Unit: NCFO

FLSA Status: Exempt

Established: January 1993

Revised: November 18, 2014; December 20, 2016, TBD