

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>FR67</b>
<b>FLSA:</b>	<b>E</b>
<b>WC:</b>	<b>7704</b>
<b>PG</b>	<b>514</b>
<b>EEO:</b>	<b>2</b>

**CLASSIFICATION TITLE:**                    **Fire Battalion Chief (Fire Officer III)**

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**PURPOSE OF CLASSIFICATION**

This position is responsible for the management, direction, coordination, and evaluation of personnel assigned to a group of fire stations on a particular shift. Responsibilities also include assuming the role of Incident Commander on large scale, moderate to complex emergencies, determining risk to people and property, selection of proper strategies and implementation of appropriate tactics in the mitigation of emergency incidents, and is accountable for the safety and well-being of firefighting personnel and civilians throughout such incidents.

**ESSENTIAL FUNCTIONS**

**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. Other duties may be required and assigned;**

Establish procedures for assigning personnel to stations and encouraging professional development of subordinates.

Develop programs that improve and expand service and build partnerships with other City departments, external agencies, and surrounding jurisdictions.

Prepare a divisional budget, developing a budget management system, soliciting bids, planning for resource allocation, and working with records management systems.

Evaluate inspection and pre-fire planning programs at the station level to determine effectiveness and developing public safety plans for large facilities.

Manage multi-agency planning, deployment, and operations.

Manage, and evaluate a departmental health and safety program.

Implement the policies, procedures, and programs of the fire service in the community's emergency management plan; coordinate planning and operations with local, state, and national emergency management agencies.

Establish personnel assignments to maximize efficiency, given knowledge, training, and experience of the members available in accordance with policies and procedures. Assist in the evaluation and processing of recruit firefighter candidates. Provide assessment information of promotional candidates as part of the promotional procedures.

Prescribe methods to facilitate and encourage members to participate in professional development to achieve their full potential.

Develop a plan for providing an employee accommodation, given an employee need, the requirements, and applicable law, so that adequate information is included to justify the requested change(s).

Assist in the development of an ongoing education training program, given organizational training requirements, so that personnel of the organization are given appropriate training to meet the mission of the organization. Coordinate and schedule training for a group of fire stations.

Assist in the preparation of community awareness programs to enhance the quality of life by developing nontraditional services that provide for increased safety, injury prevention, and convenient public services.

Analyze and interpret records and data, given a fire department records system, so that validity is determined and improvements are recommended.

Develop a model plan for continuous organizational improvement, given resources for an area to be protected, so that resource utilization is maximized.

Evaluate the inspection and pre-fire plan program at the station level, given current program goals, objectives, performance data, and resources so that the results are evaluated to determine effectiveness.

Prepare an action plan, given an emergency incident requiring multiple agency operations, so that the required resources are determined and the resources are assigned and placed to mitigate the incident.

Develop and conduct a post-incident analysis, given a multi-agency incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the appropriate forms are completed and processed in accordance with policies and procedures.

Develop a measurable accident and injury prevention program, given relevant local and national data, so that the results are evaluated to determine effectiveness of the program.

Develop a plan for the integration of fire services resources in the community's emergency management plan, given the requirements of the community and the resources available in the fire department, so that the role of the fire service is in compliance with local, state, and national requirements.

## **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

## **MINIMUM TRAINING AND QUALIFICATIONS**

Must be 18 years of age and possess a High School Diploma (or GED); a Bachelors Degree in Fire Science or Public Administration is preferred. Must be a Certified Firefighter in the State of Georgia or possess an NPQ I or II Certification. Must possess NPQ Fire Apparatus Operator Certification, NPQ Fire Instructor II Certification, NPQ Fire Officer III Certification or equivalent training and experience. Must have a minimum of three years experience as a Fire Captain. Must have Federal ICS 100, ICS 200, ICS 300, ICS 400, IS 700, IS 800, and IS 801 to IS 814 Certifications. State of Georgia EMT-Intermediate or Paramedic Certification required. Ability to meet and maintain current requirements set forth by the Georgia Firefighter Standards and Training Act. Must successfully meet the minimum physical ability requirements established by the Georgia Firefighters Standards and Training Council and the minimum medical fitness requirements of the NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments, 2007 Edition, Chapter 6. Possession of or ability to readily obtain a valid Class B driver's license issued by the State of Georgia within three months of being hired.

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently. Physical demand requirements are at levels of those for very heavy work. The candidate must be able to be certified by an M.D. to be able to meet the medical conditions in the latest edition of NFPA 1582.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information related to firefighting. Includes giving assignments and/or directions to other members or assistants.

**Language Ability:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to firefighting. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques related to firefighting; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape, visually with firefighting equipment and tools.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using firefighting equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, firefighting equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions related to firefighting. The worker needs to relate to people in situations involving more than giving or receiving instructions such as in interpreting basic architectural drawings/diagrams in an emergency situation. Must be adaptable to performing under considerable stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

### **Knowledge of Job:**

Has extensive knowledge of the functions and requirements to plan and administer the Fire Department. Maintains a thorough knowledge of modern firefighting and rescue techniques, methods, and practices. Has a thorough knowledge of mechanical, chemical, and related characteristics of a wide variety of flammable, explosive, and similar materials. Has a good knowledge of City geography, including principal buildings and water supplies. Has the ability to ensure that all rules, regulations, standards, and ordinances are well understood and implemented by subordinates. Is skilled in supervising and overseeing the operations of the department and other participating departments/agencies to ensure compliance with all applicable codes and ordinances. Knows how to develop and administer short and long range plans for fire services and emergency management. Has the ability to use independent judgment and discretion in critical situations. Is able to work in a dangerous environment. Has the

ability and knowledge to evaluate the activities of staff members, provide assistance when needed, and recommend methods for improvement when needed. Is able to provide training to employees, the public, and others involved in departmental exercises, including explanations and written instructions in order to ensure that standards and regulations are understood and implemented. Is skilled in the compilation of various records and related information. Is knowledgeable and proficient with computers. Has the ability to prepare various records and reports as required. Has good management, technical, supervisory, and mathematical skills. Is able to utilize various tools and equipment as necessary in the completion of daily management and firefighting activities. Is knowledgeable in the terminology of profession including medical, legal, etc.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Keeps abreast of any changes in policy, methods, computer operations, equipment needs and policies, etc. as they pertain to departmental operations and activities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, other members and the general public.

**Quantity of Work:** Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends required training meetings and alarms regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to superior officer with respect to absence or tardiness to required training classes or other assignments.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment. Is able to use independent judgment in determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between and departments within the City.

**Relationships with Others:** Shares knowledge with managers, supervisors and for mutual and City benefit. Contributes to maintaining high morale among all- City employees. Develops and maintains cooperative and courteous relationships with department staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with assigned station officers, the Fire Chief, City Administrators, other professionals, and the public.

**Coordination of Work** Performs daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the City regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the City. Within constraints of City policy, formulates appropriate strategy and tactics for achieving departmental and City objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the City.

**Organizing:** Organizes work and that of subordinate personnel well. Ensures that members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

**Staffing:** Works with the department, and upper management where appropriate, to select and recommend membership of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the City. Personally directs the development and training of department personnel ensuring that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principle of effect leadership and how such principles are to be applied.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*