

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

<b>Code:</b>	<b>FR69</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 of Special Operations and Training  
(Fire Officer III)**

Applications are accepted on-line only at [www.roswellgov.com/employment](http://www.roswellgov.com/employment)

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**PURPOSE OF CLASSIFICATION**

This is a skilled and technical position consisting of supervisory, managerial, leadership and administrative work. This position serves as the Department Training Officer and is responsible for administering and managing the Fire Department Training Division and Special Operations Units, as well as the maintenance and operation of Department training facilities and equipment. 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;**

Supervises the City's Fire and Emergency Services training programs and coordinates Special Operations Units including assigned staff, instructors and all other resources. Supervises, directs, and evaluates Training and Special Operations Division personnel, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance evaluations. Directs the day-to-day operations of the Training and Special Operations Division.

Ensures all full time and part time personnel meet the current training standards of the State Fire Academy, the Georgia Firefighter Standards and Training Council, the Georgia Department of Human Resources and the Insurance Service Organizations. Determines course objectives, develops course outlines, develops tests, prepares lesson plans and supporting aids, supervises instructors, support personnel, equipment and resources to ensure quality education and training is delivered to all personnel.

Coordinates with Fire Chief, Deputy Fire Chief of Operations / Administration and all other staff and line officers to determine and recommend annual, quarterly and monthly training objectives. Plans, manages and supervises the scheduling of the annual Training Program and Training Calendar. The program includes fire, medical, rescue, apparatus operation and other topics and skills determined necessary for the proper performance of duties by members of the Department.

Selects instructor personnel based upon skill, knowledge and ability. Develops and supervises instructor cadre that is sufficient in number, availability, certification and subject expertise to support and maintain the Department's training programs. Establishes a comprehensive Fire and Emergency Services training program that includes instruction and training on a recurring basis during evening, weekend and weekdays to facilitate as broad as possible participation by all Roswell Fire Department staff.

Constructs oral and written examinations and performance tests that are comprehensive, effective, clear, non-discriminatory, and reliable to ensure they are valid. Evaluates effectiveness of training based upon the curriculum, test instruments, student score distribution and student program evaluations.

Observes and supervises trainees, provides guidance and counseling as well as evaluating their performance.

Plans, coordinates and supervises single and multiple company drills and exercises and recruit training program.

Develops and directs company officer and apparatus operator training programs. Encourages, promotes and approves cost effective individual training classes that are required or beneficial for professional and organizational development and career progression.

Provides general supervision for the Training Captain and assigned instructors and special operations personnel.

Responds to fire, special operations, and EMS calls as needed. Reacts quickly and calmly while under pressure in emergency situations. Analyzes situations and initiates appropriate course of action. Determines the need to establish command, organizes and coordinates an incident command system, transfers command, and performs assigned duties within the incident command system and applicable safety rules and regulations, and Department SOP.

Prepares the annual report of the Training and Special Operations Division.

Supervises the procurement and maintenance of all Training and Special Operations equipment.

Supervises all training related building and grounds maintenance and construction projects. Manages all the “self-help” projects and coordinates with City Building Officials for major repair projects of training facilities.

Ensures that City and Fire Department rules, regulations, policies, and procedures are enforced.

Disseminates and coordinates safety information, procedures and requirements with all Members of the Department, corrects hazards as quickly as possible, and reports any safety hazards or maintenance problems to the Fire Chief.

Monitors daily activities to identify and report indicators of effective training and areas that may need additional training.

Evaluates fire control policies by keeping abreast of new methods and, when necessary, conducting studies of the effectiveness and efficiency of departmental operations. Assists in development and implementation of current departmental Standard Operating Procedures for medical emergencies and fire service operations.

Coordinate City response during disaster situations through leadership of the Roswell City Emergency Operation Center, support of its infrastructure and regularly training staff members from all City Departments.

Surveys training and special operations related buildings, grounds, and equipment to estimate needs of the department and to help prepare annual departmental budget. Prepares and implements the annual operating budget. Monitors expenditures within approved budget, maintains accountability of equipment and supplies, and provides periodic status reports.

Confers with officials and community groups and conducts public relations campaigns to present need for changes in laws and policies and to encourage fire prevention.

Serves as liaison with other City departments and outside organizations.

Conducts post-emergency critique sessions to assess and provide feedback related to staff actions.

Maintains complete and current logs, reports, and records of administrative affairs assigned to the position.

This position performs duty as a Senior Officer on call for the Department and leads personnel and manages other resources within the Integrated Emergency Management System at the scene of an emergency. Effectively serves as Incident Commander.

Implements and enforces national standards and City and Department policies and procedures. Work is carried out based on National Standards, applicable federal, state and local laws, regulations and codes, and City and departmental procedures with general supervision received from the Fire Chief.

## **ADDITIONAL JOB FUNCTIONS**

May provide operational supervision of all Department Fire and EMS services in the absence of the Fire Chief or Deputy Fire Chief of Operations / Administration.

Serves as the department Public Information Officer and Safety Officer. May serve as a Public Speaker, and conduct classes, or demonstrations.

Performs other related duties as required and or assigned by the Fire Chief.

## **MINIMUM TRAINING AND QUALIFICATIONS**

Must 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, NPQ Rope Technician Certification, NPQ Surface and Swift Water Technician, NPQ Hazardous Material Technician Certification or equivalent training and experience. National and or State Safety Officer and Public Information Officer Certification is preferred. 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 agility 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.*