



BATTALION CHIEF FIRE AND EMS – 24 HOUR OPERATIONS

CLASSIFICATION	M
RANGE	\$39,446 TO \$58,575
FLSA	NON-EXEMPT

GENERAL STATEMENT OF DUTIES:

Provides operational and administrative oversight for the operations of Botetourt County Fire and Emergency Medical Services. Performs both field and office duties requiring advanced medical and firefighting skills. Commands personnel at the scene of an emergency. Utilizes excellent communication and organizational skills, ensures that the citizens of and visitors to Botetourt County receive the best possible Fire and Emergency Medical Services.

DISTINGUISHING FEATURES OF THE CLASS:

This position is essential. Personnel occupying this position will be scheduled to work 24 hour shifts and are subject to emergency call back when not on duty. This position requires work regardless of weather conditions, holidays, nights and weekends. Person(s) in this position will encounter sensitive information in the performance of their duties and are expected to maintain that information confidentially.

Involves professional work in the performance of emergency medical and fire services both in emergency calls and in non-emergency support. General responsibilities focus on administration of emergency services operations. This position performs under the direction of the Chief of Fire and EMS.

EXAMPLES OF WORK *(Illustrative Only):*

- Oversees all activities of the career Fire and EMS operations assigned to his/her 24 hour shift.
- Organizes, assembles and arranges resources to meet goals.
- Evaluates performance of individuals directly supervised by this position and maintains records, reports, requisitions and schedules.
- Performs public relations work, promotes emergency services and public safety issues in the community.
- Effectively communicates organizational policies and other information to subordinates.
- Maintains accurate records.
- Attends and makes presentations at meetings of volunteer Fire and EMS agencies and the public when necessary.

Keeps abreast of current methods and principles pertaining to the fire and emergency health care field.

Performs fire ground duties as assigned by OIC including but not limited to: interior fire attack, a member of the rapid intervention crew, incident safety officer, and when necessary or as requested as incident commander.

Functions as a core member of EOC staff.

Serves as needed in all incident management functions under the NIMS framework.

Acts as Hazardous Materials Officer

Acts as Emergency Services on-call contact as required.

Informs volunteer fire chiefs and rescue captains of all operational issues that will affect their areas of responsibility.

Assists with policy guideline development, upkeep and distribution of master manual.

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have comprehensive knowledge of National Fire Protection Association standards, occupational Safety and Health Administration in the Commonwealth of Virginia and Virginia Department of Health Office of EMS requirements. Thorough knowledge of Botetourt County rules and regulations. Thorough knowledge of effective supervisory and control principles and practices. Ability to make decisions quickly and effectively, even under emergency and hazardous conditions and to plan, direct and organize activities of subordinates, often under stressful conditions. Must be able to pass a standard medical physical, including drug and alcohol test, sight and hearing tests. Must live within one hour of Botetourt County during tenure of employment. Must be able to perform all firefighting and EMS related tasks. Must maintain a valid Virginia driver's license, have and maintain a good driving record and comply with state regulations covering drivers of emergency vehicles.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Minimum of 21 years of age. High school graduate or GED required, Associates or Bachelors degree preferred. EVOC, EMT-B, FFII, Fire Instructor I and Fire Officer I, ICS 200, 300, 400, 700, and 800 and Certified Driver Pump Operator required. Proven ability to manage Fire and EMS operations. Seven (7) years of verifiable field experience and five (5) years of verifiable career supervisory experience required. EMT – Intermediate or Paramedic and Fire Officer II certification preferred.

Internal Candidates must currently be serving at the rank of Lieutenant or higher.

FUTURE REQUIREMENTS:

If hired prior to January 2018, Fire Officer II and Fire Instructor II certifications will be required within one (1) year of employment.

Beginning January 2020, an Associates degree, National Fire Academy Leadership I, II, III, NFA PICO and STICO will be required; a Bachelors degree will be preferred.