CITY OF ATASCADERO
Battalion Chief – Community Risk Reduction

GENERAL PURPOSE

The Battalion Chief – Community Risk Reduction position is a management level exempt employee in a leadership, second-in-command role who supports and implements the vision of the Fire Chief. This position provides highly responsible managerial and technical support to the Fire Chief, including acting as department liaison with other City departments and outside agencies and serving as a member of the Fire and Emergency Services Department Management Team. This position may be designated as Fire Marshal, or may supervise a designated Fire Marshal at another rank in the department. This position assists the Fire Chief with special administrative duties and performs related work as assigned. This position is designated sworn; however, serves as an integral member of the Department’s management team, providing technical expertise and program support in areas of assignment. This position will exercise independent judgment by implementing the City’s policies and procedures as they relate to the Fire and Emergency Services Department.

CLASS CHARACTERISTICS

Under general direction of the Fire Chief, the Battalion Chief - Community Risk Reduction position is a managerial level position which is responsible for the direction of major programs/services provided by the Fire and Emergency Services Department. This position is responsible for planning, directing and performing varied and sensitive code compliance work, including the review of plans and specifications, the physical inspection of facilities, and the development and implementation of a variety of fire prevention programs and projects. This position plans, supervises, reviews and personally performs a variety of inspection and code enforcement duties to ensure compliance with fire and life safety codes for new and existing construction and commercial or industrial activities; performs administrative, investigative, supervisory and technical responsibilities in managing the Fire Prevention Division, including plan checks for compliance with fire codes and ordinances, hazardous materials management, fire investigation and hazard abatement including weed abatement and vegetation management; develops and implements educational programs to promote fire safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position. Duties may include, but are not limited to:

- Assists the Fire Chief in the development and implementation of goals, objectives, strategic planning, policies and work standards for the department.
- Serves as the bridge between administrative and field staff to ensure the completion of organizational and objectives and the transmission of necessary information.
- Assists the Fire Chief in developing policies and procedures for the Department in order implement directives from the City Council or City Manager.
- Plans, organizes, assigns, supervises and reviews the work of a comprehensive Fire Prevention program and staff to ensure compliance with fire and life safety standards.
• Recommends selection of staff; trains staff in work procedures and provides for their professional development; recommends discipline or provides employee counseling as required.
• Interprets, enforces and explains city municipal, fire and life safety codes.
• Administers the City weed abatement program including the inspection of properties and coordination between the department, weed abatement contractor, and property owners.
• Reviews plans and specifications for new construction, and the renovation, remodeling and other modification of residential, commercial and industrial properties for compliance with fire access and life safety laws, codes, and local and state code and fire regulations. Confers with and represents the City in meetings with architects, engineers, developers and property owners and various groups, commissions and associations regarding difficult design and construction issues; provides a high level of customer service and resolves difficult and sensitive citizen inquiries and complex issues. Works cooperatively with the City Building Official, Community Development staff, the State Fire Marshal, and the community to assure thorough, organized and timely permit processing. Represents the department in meetings with commercial and industrial representatives to facilitate consensus on fire prevention measures, permit processing and customer service issues.
• Oversees the work of fire suppression staff in fire prevention activities, including mandated fire inspections.
• Formulates and recommends changes to Uniform Fire Code and City Ordinances.
• Inspects or supervises inspections of commercial and industrial establishments, construction sites, residences, public buildings and other facilities for the enforcement of laws and regulations.
• Investigates fires to determine the cause, prepares reports on corrective actions needed, gathers evidence and works on case development with legal staff in arson cases.
• Meets with civic groups and organizations to encourage community programs and other activities in the interest of fire prevention and public education.
• Plans, develops, and coordinates public education and information programs.
• Maintains a current knowledge of fire and life safety, construction materials and access strategies; makes recommendations for policy and procedural modifications and implements changes after approval.
• Assists in the preparation and management of the departmental budget.
• Prepares and presents agenda items for the City Council and other advisory groups as they relate to Department activities.
• Prepares accurate inspection and other reports, correspondence and other written materials.
• Manages various Fire and Emergency Services Department programs.
• Assist the Fire Chief in the training of City staff for emergency planning and preparedness, use of the City Emergency Plan, and procedures following an activation of the Emergency Operations Center.
• May represent the Fire Chief in the Emergency Operations Center or work as the EOC Coordinator in the event of activation.
• Serves as an effective team member in the Incident Command System (ICS) during a major incident.
• May represent the Fire Chief in meetings, hearings, and requests for an agency representative at speaking engagements.
• Along with the Fire Chief, will provide overhead coverage and/or emergency response duties evenings and weekends. This is an exempt (salaried) position.
• Other duties as assigned.
PERIPHERAL DUTIES

- May serve as the Acting Fire Chief in the absence of the Fire Chief.
- May act as the Public Information Officer (PIO) for the department; may work in close coordination with the City’s PIO; may prepare written press releases and speak to the media.
- May act as the Incident Safety Officer for the department, responsible for personnel safety and accountability during a major incident.

QUALIFICATIONS

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. A typical way to obtain the knowledge and abilities would be:

Education and Experience:
- Extensive firefighting experience that included fire suppression and prevention duties and the operation of pumpers and other equipment common to the fire service.
- Have a minimum of 5 years of experience in the role of Fire Captain.
- A four-year degree from an accredited college or university with major coursework in fire protection, public or business administration or a related field.
- Three (3) years of fire prevention and inspection experience.

Knowledge, Skills, and Abilities
- Extensive knowledge of firefighting principles and techniques; emergency medical service and rescue methods; Fire and Emergency Services Department administration as may be relevant to work of a manager; local, state, and national fire safety codes and laws; building materials and construction; principles of combustion; considerable knowledge of fire/arson investigation and case processing; supervisory practices; laws and court decisions regarding the rights of employees.
- Skill in the use of tools and equipment listed.
- Ability to use sound judgment in evaluating situations and in making decisions.
- Ability and desire to be a team player and consensus builder with the ability to make presentations and work effectively with developers, community groups and City staff.
- Understanding of principles and practices of employee supervision, including work planning, assignment, review, evaluation and the training of staff in work procedures; laws and court decisions regarding the rights of employees.
- Ability to build trust and confidence with the department, community, City Council, City Manager and fellow City employees through performance.
- Knowledge of applicable laws, codes and regulations related to fire and life safety, access and hazardous materials handling and storage; fire prevention and basic fire suppression strategies, methods and equipment; current principles, materials and methods used in residential, commercial and industrial construction.
- Skilled in developing and administering an effective fire prevention compliance and educational program to enhance City and life/safety building and occupancy regulations and ordinances.
- Ability to interpret, apply and explain complex laws, codes, regulations and ordinances.
- Ability to perform and document thorough and accurate facility inspections.
- Proficient with computer applications related to the work.
- Effective at resolving building design and code compliance issues.
- Skilled in facilitating individuals and groups for working in team environments.
- Ability to establish cooperative working relationships with peers, other city employees, subordinates and the public.
- Ability to work effectively with businesses, property owners, permit applicants, residents and other City departments to assure timely and effective customer service.
- Ability to work with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, including dealing with individuals in stressful or confrontational situations.
- Using initiative and independent judgment within legal, policy and procedural guidelines.

Special Requirements:
- Possession of (or ability to achieve) and ability to maintain a valid Class C California driver’s license or equivalent.
- CPR certified.
- EMT or Paramedic certified.
- Possession of California State Fire Marshal, Fire Prevention Officer II and/or Fire Investigation I certificates are desirable.
- Disaster Service Worker Designation: Pursuant to California Labor Code Section 3211.9, service is essential in times of extreme emergency or disaster. For this reason, State law designates public employees as “Disaster Service Workers”. Even when off-duty, this position with Atascadero Fire & Emergency Services may be required to return to duty in case of extreme emergency or disaster.
- Tattoos: Employee shall follow department policy.
- Tobacco Use: Employee shall agree to refrain from using any tobacco products while employed with Atascadero Fire & Emergency Services

**TOOLS AND EQUIPMENT USED:**

Emergency medical equipment, extrication and rescue equipment, fire apparatus, fire pumps, hoses, ladders, heavy equipment, radio, pager, and other standard firefighting equipment; personal computer, including word processing and applicable software; motor vehicle.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, strength and stamina to inspect various fire and construction sites and attend meetings away from the Fire and Emergency Services Department; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee may be required to walk and stand at special projects or on the fire ground. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration. The noise level in the work environment is moderate and may occasionally be loud to very loud. The employee may be placed in dangerous environments including, but not limited to, the fire scene, vehicle accident scenes, Hazardous Material incidents and possible exposure to blood borne pathogens.

OTHER CONDITIONS OF EMPLOYMENT

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved: /s/ Rachelle Rickard   8/21/19
Rachelle Rickard, City Manager   Date