

**FORT LUPTON FIRE PROTECTION DISTRICT
1121 Denver Avenue
Fort Lupton, Colorado 80621**

POSITION DESCRIPTION

POSITION: **SHIFT BATTALION CHIEF**

STATUS: **FULL-TIME; FLSA EXEMPT**

EMPLOYMENT STATUS: **AT-WILL**

WORK HOURS: **24-HOUR SHIFT/56 HOUR WORK WEEK ROTATING SCHEDULE. THIS INCLUDES WORKING A 48 HOURS ON 96 HOURS OFF AND AS NEEDED TO SATISFACTORILY PERFORM THE DUTIES OF THE POSITION. THE WORK SCHEDULE IS SUBJECT TO CHANGE BASED UPON THE NEEDS OF THE DISTRICT AND MAY REQUIRE TEMPORARY ADMINISTRATIVE HOURS 8 AM TO 5 PM OR VARYING SHIFT.**

SALARY RANGE: **\$116,630.00 ANNUALLY To \$141,764.50 ANNUALLY**

BATTALION CHIEF Grade I \$116,630.00

BATTALION CHIEF Grade II \$122,461.50

BATTALION CHIEF Grade III \$128,584.58

BATTALION CHIEF Grade IV \$135,013.81

BATTALION CHIEF Grade V \$141,764.50

EFFECTIVE DATE: **DECEMBER 2022**

This position description is established by the Fort Lupton Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the SHIFT BATTALION CHIEF position. This position is “at-will,” which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Summary of Position: The SHIFT BATTALION CHIEF is responsible for all aspects of the day-to-day administration, operation and supervision of the District's Daily Shift Operations, including but not limited to, assisting the Fire Chief and Fire Marshal in planning, coordinating, and implementing daily shift functions, pre-fire planning, maintenance, inspections, fire prevention, administrative functions, structural safety, rescue operations, fire suppression response, medical response, and fire/medical training of the District's volunteers and career staff. The SHIFT BATTALION CHIEF is expected to exercise discretion and independent judgment in all his/her duties, including, administering, managing, and overseeing the budget, stations, training, administrative duties, station, and personnel management, which are an essential component of the District's operations. The SHIFT BATTALION CHIEF's responsibilities include the coordination and delivery of quality training and continuing education in the areas of fire suppression, hazardous materials, emergency medical services, special rescue, fire prevention, public fire safety education, extrication, safety, interpersonal relations, customer service, and emergency vehicle operations. A primary duty of the SHIFT BATTALION CHIEF will require him/her to direct the District's fire ground and complex emergency operations.

Chain of Command: The SHIFT BATTALION CHIEF reports directly to the Fire Chief.

Supervision Exercised: The SHIFT BATTALION CHIEF shall supervise Captains, Lieutenants, Firefighters, and all personnel of lower rank. A primary duty of the SHIFT BATTALION CHIEF will require him/her to direct the District's fire ground and complex emergency operations.

Essential Duties and Responsibilities: This description is illustrative only and not intended to be all-inclusive.

1. Exercises discretion and independent judgment with respect to matters of significance relating to the Operations Division including, but not limited to, training, safety and health; government relations, compliance with Federal, State and local laws and ordinances, quality control, personnel, and station management.
2. Required to drive motor vehicles safely and lawfully in emergency and non-emergency situations.
3. Responsible for maintaining an effective an efficient incident command role at the scene of all incidents or trainings. Responsible for assigning resources to subsequent incidents that may occur while operating at the original incident.
4. Operates as an Incident Commander at all multi company responses, complex rescue operations, haz-mat, or other incidents until/unless relieved by an equal or superior officer.
5. Manages and oversees the appropriate number of resources are directed to respond from the closest location for appropriate safety, response, management, and control of the incident and adequate coverage for the District without over or under resourcing to cause a burden or delay in services. Including mutual and auto aid requests. Responsible for directing and relocating apparatus for adequate District coverage as necessary.
6. Responsible for determining the most effective and safe work methods and operation modes at incidents.

7. Responsible to make decisions quickly and decisively under extremely stressful conditions during emergency operations and also perform strenuous physical labor under the same conditions.
8. Manages and oversees the Operations Division assisting the Fire Chief and Fire Marshal in planning, coordinating, and implementing daily shift functions, station management, pre fire planning, maintenance, inspections, fire prevention, administrative functions, structural safety, rescue operations, fire suppression response, medical response, and fire/medical training of the District's volunteers and career staff.
9. Must demonstrate strong administrative skills related to documentation, human resources, legal matters related to the fire service, worker's compensation reporting, records management, grant writing, strong analytical and problem-solving skills, including the ability to collect, integrate, analyze, and use data and information to compare and evaluate possible actions or courses of conduct based upon the data.
10. Supervises District personnel daily and makes recommendations regarding hiring, promotion, termination, corrective/disciplinary actions, and other terms and conditions of employment of employees and volunteers under his or her supervision. May issue oral reprimands and make recommendations regarding written corrective actions and further disciplinary action.
11. Experience in the delivery of emergency medical and transport services. Ensures the proper EMS resources are available or requested as needed for the District. Oversees and manages the contracted ambulance in the stations and response for the District.
12. Coordinates, assists, presents, and supervises instructors in presenting quality-training opportunities. Which includes the planning, implementation, and supervision of a District training program on an annual basis.
13. Completes, reviews, and maintains accurate records and documentation related to the District including but not limited to medical reports, training records, time sheets, scheduling, and call reports. This includes the operation of computer and other office equipment for email, documents, spreadsheets, entry and organization of records as required.
14. Assists in the recruitment and interviewing of potential firefighter recruits. Completes and/or ensure timely completion of annual performance evaluations on all personnel under his/her supervision. This includes identifying and correcting deficient work behaviors and implementing performance improvement plans as necessary.
15. May be required to coordinate, assist, present, and supervise any instructors in presenting quality-training opportunities.
16. Directly manages the scheduling, personal, sick, and other leave requests of online supervisors/firefighters and ensures minimum staffing for each shift. Coordinates staff coverage for shifts and other special events as needed.
17. Assists the Maintenance Division in areas of light maintenance, grounds maintenance, snow removal, and cleaning, as required regarding facilities/grounds, equipment, and apparatus.
18. Assists in the recruitment and interviewing of potential firefighter recruits and other District staff.
19. Assists in areas of light maintenance of firefighting/EMS tools and equipment, regular inspection of hand tools, equipment, hose, and other firefighting equipment as required.

20. Be responsible for the safety and general cleanliness of the facilities, grounds, apparatus, and other District property.
21. Knowledge of EMS service delivery and training/CME requirements.
22. Completes special projects, as required, including non-incident related projects that will have completion deadlines and standards.
23. Maintains positive, effective working relationships with District volunteers, employees, supervisors, the Board of Directors, the public, and other agencies, such as police, ambulance, Division of Fire Prevention and Control, City Government, community groups, and other professional service providers.
24. Assists in the completion of pre-fire planning reports, business inspections, hydrant maintenance program, hose testing, ladder testing, hydrostatic testing, maintains computer records as required, and other ensures compliance with ISO/NFPA related guidelines.
25. Manages and directs the hose-testing, nozzle testing, gas monitor calibration, ladder testing, SCBA Maintenance, bunker gear inspection, rescue equipment, and other equipment/programs and maintains computer records related to same.
26. Assists the Fire Marshal with the fire prevention program and inspections.
27. Responds to emergency and non-emergency calls as required, shall be required to supervise emergency calls, and work 24-hour shifts a part of the position duties. May be required to perform all duties and responsibilities of a Firefighter/EMT.
28. Attends community meetings, as required.
29. Effectively delivers presentations and information to diverse groups.
30. Operates equipment related to the fire service, including but not limited to, driving and operating fire apparatus and pumps; communicating messages via radio; fire hoses; nozzles; air packs (SCBA); various tools; fire extinguishers; fans; ropes; ladders; extrication equipment; emergency medical equipment; AED; oxygen bottles; suction units; spine boards; cervical collars; and ambulance cots. Must also be able to use VCR, slide projectors, computers, sound systems and other audio-visual devices to present training materials.
31. Works assigned shifts as scheduled at the assigned District's facilities for the proper completion of all official business and satisfactory performance of the assigned duties.
32. The Battalion Chief will generally respond in a single resource command unit as required and may also be required to safely drive/operate fire engines, tenders, brush trucks, or operate other apparatus as needed.
33. Positively and effectively work within a team environment and shared decision-making process.
34. Present a professional image of the District at all times.
35. Consistently and correctly, apply the District's rules, policies, SOG, and procedures.
36. Completes annual performance evaluations on all personnel under his/her supervision. Oversees all assigned subordinate personnel in the accomplishment of their duties and development of professional growth; writes and conducts evaluations, develops career goals for subordinates, makes recommendations regarding advancement of personnel. Reviews evaluations completed by subordinate officers. Investigates and documents allegations of poor performance/behavior of subordinates.
37. Effectively communicate pertinent information to the Fire Chief in a timely manner.
38. Timely prepare complete and accurate District reports and other records.

39. Maintain minimum training requirements and certifications as required by the District.
40. Perform such other duties as may be prescribed by the Fire Chief or his or her designee.

Minimum Qualifications and Required Certifications:

1. Minimum of at least five years documented experience working in a combination Fire Department and in the delivery of emergency medical services.
2. Minimum three years documented experience as a Fire Department supervisor in a command role of Lieutenant/Captain or higher position.
3. Prior training classes in leadership or Company Officer level courses.
4. Possess and/or ability to obtain a valid Colorado Driver's License with an acceptable driving record.
5. Successfully meet all requirements for the position upon conditional offer of employment, including, but not limited to, doctor's physical, a drug and alcohol test, and background investigation.
6. Must be at least 21 years of age at the time of appointment to this rank.
7. Demographic and operational knowledge of the Fire District.
8. Or, a combination of education, experience, certifications, and training which clearly demonstrates the candidate's ability to perform the essential functions of the position.

The SHIFT BATTALION CHIEF shall possess and maintain the following:

1. Valid Colorado Driver's License with an acceptable driving record.
2. Possess a minimum of High School Diploma or GED. Bachelor's Degree is preferred.
3. Current Colorado State/IFSAC Fire Instructor I or higher. Fire Instructor II preferred.
4. Current Colorado State/IFSAC Fire Officer I or higher. Fire Officer II preferred.
5. Current State of Colorado/National Registry Emergency Medical Technician-B.
6. Current Colorado State/IFSAC Hazardous Materials Operations Certification or higher. Hazardous Material Technician preferred.
7. National Fire Academy Managing Officer Program preferred.
8. NIMS 100/200//300/400/700/800.
9. Valid CPR card or ability to obtain within 12 months of hire.

Working Environment/Physical Requirements:

This position requires work in a variety of locations and conditions, including fire station, living quarters and office areas, in and around a wide variety of automotive, mechanical, chemical, and medical equipment or supplies, and emergency scenes of every type.

1. A portion of this position will involve sedentary, administrative work in an office environment; however, in training and emergency situations, the Shift Battalion Chief may be required to perform the duties of a Firefighter/EMT.
2. Strenuous physical activity under extreme adverse conditions may be required periodically.
3. Must possess the ability to lift items in excess of one hundred fifty (150) pounds occasionally and up to sixty (60) pounds frequently.

4. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping digging, spraying, reaching over head, reaching away from body, and repetitive motion.
5. Will be required to work in all weather conditions and in extreme temperatures below twenty degrees (20 degrees) Fahrenheit and in excess of one hundred degrees (100 degrees) Fahrenheit.
6. Work may be performed under hazardous and adverse conditions, including but not limited to, weakened structures, slippery and uneven surfaces, proximity to moving mechanical equipment, burning structures, broken glass or other materials, electrical currents, high places, and confined spaces.
7. Work may result in exposure to contaminated environments, including but not limited to, hazardous materials, smoke, gases, chemicals, fumes, odors, mists and dusts.
8. Work may result in exposure to air or blood borne infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, etc.
9. Work may result in exposure to high noise levels requiring the wearing of hearing protection.
10. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.
11. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job
12. This position will involve periods of high physical, mental and/or emotional stress.

Print Name: _____

Signature: _____

Date: _____