



Thurston County Fire Protection District 8

Proudly Serving Northeast Thurston County Since 1953

POSITION DESCRIPTION: BATTALION CHIEF

Summary: Shall manage District responders for incident readiness & response (IR&R). Responds to emergency incidents and manages the incident consistent with Incident Management System (IMS) protocols and training. Incumbent may be involved in the overall guidance of operational and administrative functions as designated by the Fire Chief or Assistant Chief. Incumbent is expected to act in a professional, positive and (as needs dictate) confidential manner at times.

The Battalion Chief shall supervise shifts of the District's IR&R staff, and be supervised by the Assistant Chief.

The incumbent shall sincerely subscribe to, promote and reinforce the spirit and intent of the District's Servant Attitude behavior model.

Note: Incumbent's position description may include subsidiary section with more specific listing of secondary District business function responsibilities.

Duties and Responsibilities:

1. Provides support to assigned IR&R staff to ensure timely response to multi-company alarms and/or to any incident involving potentially critical elements.
2. Provides coaching, training, guidance, performance reviews and career development counseling for any assigned personnel including timely completion of members' *Performance & Development Plan* documentation; ensures accurate completion of training records and incident reports.
3. Ensures proper procedures are followed in the scheduling, timekeeping and tracking of staff for payroll purposes.
4. Acts as the District senior officer or Incident Commander on scene of an incident.
5. Responds to inquiries and other requests from on-scene property owners, family members, neighbors, etc. May serve as the point of contact for news media and other governmental entities, including law enforcement, public works and the county coroner.
6. Responds to emergency alarms and directs, or ensure proper direction of, emergency scene activities consistent with IMS protocols. Shall fill IMS positions as indicated by the initial on-scene Incident Commander.
7. Ensures documentation of incidents and other activities is complete and accurate, including records security and disposition according to established policies and procedures.
8. May be assigned additional program responsibilities by the Fire Chief and Assistant Chief.

Essential Functions:

1. Supervises assigned District IR&R staff.
2. Ensures effective, efficient and timely District operations at the scene of emergency incidents.
3. Ensures incident safety requirements are met by personnel on the scene.
4. Attends and participates in District Management Team meetings as called by the Fire Chief.
5. Ensures a primary determination of cause and origin of a hostile fire is determined and documented.

Education and Experience:

- Must have a minimum of five (5) years' experience in the fire service supervising personnel at a company (3-5 persons) level or higher, including management of emergency incidents. Must meet and maintain all requirements of the rank of Lieutenant.
- Must have and maintain certification at the IFSAC Fire Officer II level (or "Pro-Board" and/or Washington State Fire Marshal equivalency) at the time of appointment. Mandatory requirement shall be enforced for staff on and after 1 January 2020.
- Must possess a valid Washington State driver's license and maintain authorization to operate all currently used mobile apparatus under the *District's Driver Training & Certification Program*.
- Must complete and maintain competency with District approved tactical command & control protocols at the chief-rank level (or complete within six (6) months of appointment). Mandatory requirement shall be enforced for staff on and after 1 January 2020. This requirement and resulting training shall be documented in the incumbent's Performance & Development Plan (PDP).
- Must be willing to commit to eight (8) or more hours of out-of-District training annually. This requirement and resulting training shall be documented in the incumbent's Performance & Development Plan (PDP).

Equipment/Mechanical Aids Used:

Must have working knowledge of District operational apparatus, appliances & equipment. Must have strong familiarity with District Policy, budget, human relations resources, administrative equipment (e.g. computers, communications) and systems (e.g. payroll, incident management reporting).

Working Conditions:

Response & training conditions may include physically and mentally stressful situations to include extreme temperatures, contaminated atmosphere, hazardous materials, adverse weather, heights, confined areas, medical trauma and illness. Other conditions include routine office (working with electronic equipment, files, furnishings), classroom (working with audio-visual equipment), drill-ground (miscellaneous props & structures) and outdoor (a variety of weather extremes) environments. Contact with the public in both emergency and non-emergency situations is expected. May be required to be at the station and away from their family for extended periods of time.

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.