

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Battalion Chief	<b>Job Family:</b> VIII
<b>General Classification:</b> Management	<b>Job Grade:</b>

**Definition:** To lead and manage Fire Suppression and Training Division personnel and programs associated with disaster preparedness, fire protection, fire suppression, Firefighter safety, hazardous materials incident prevention and response, and emergency medical response and training of Firefighters, other City employees, and citizens.

**Distinguishing Characteristics:** Battalion Chiefs report directly to the Deputy Fire Chief and, through the chain of command, to the Fire Chief. They may command either a shift of Suppression Division companies or serve as the Chief Training-EMS-Safety Officer. Other major assignments may include responsibility for managing fire equipment, apparatus purchase and maintenance, the emergency medical services and/or hazardous materials response programs, safety programs, maintenance of buildings and grounds, Fire station construction projects, and/or other major projects as assigned. Each of the Battalion Chief's duties involve tasks not listed here. Battalion Chiefs may serve as Acting Deputy Fire Chief or Acting Fire Chief as assigned (by the Deputy Fire Chief, Fire Chief, or City Manager) as needed.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Serves as Incident Commander leading and managing the control of fires, hazardous materials incidents, major rescue and/or emergency medical incidents, and other emergency situations through effective and safe employment of Mountain View and mutual aid firefighting and adjunct forces.
2. In the absence of the Deputy Fire Chief and/or Fire Chief, may serve as Acting Deputy Fire Chief and/or Acting Fire Chief.
3. Manages and coordinates programs assigned to the Battalion Chief's shift or office.
4. Trains, motivates, and evaluates personnel.
5. Develops and administers special programs and budgets, such as apparatus purchase/maintenance, training, safety, hazardous materials incident response, emergency medical services programs, etc.
6. Participates in the continual evaluation and development of department operational guidelines and training practices to ensure the department's capability and readiness to respond effectively to fires, hazardous materials, emergency medical and rescue incidents, and other emergencies.

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7. Prepares, reviews, and evaluates various reports to ensure records and reports are complete and accurate.
8. Develops and authorizes work schedules, vacation schedules, station reassignments, and requests for accrual or usage of leave time.
9. Assigns personnel to stations, districts, and companies.
10. Participates in other activities, such as serving as a member of the labor relations negotiating team, attending Environmental Planning Commission meetings, City Council meetings, staff meetings, and public speaking engagements.
11. Maintains a high level of physical fitness commensurate with performing sudden exertion resulting in maximal or near-maximal heart rates without the benefit of a prior warm-up.
12. Works effectively and cooperatively with members of other City departments and contractors.
13. Interacts with groups, both inside and outside the organization, at all levels involving considerable tact, discretion, and a high level of customer service skills.
14. Ensures order and readiness through the development, knowledge, enforcement, and compliance with department General Orders, the Memorandum of Understanding, City policies, rules and regulations, and other City and departmental guidelines.
15. Performs other assigned duties in a professional manner.

**Minimum Qualifications:**

Knowledge of: Theories and practices of modern fire protection, including suppression and prevention strategies and tactics; principles and techniques of Fire Department management; principles and techniques of personnel management; and fire chemistry, hazardous materials, safety programs, building construction, industrial processes, transportation vehicles, emergency medical systems, training methods and communication systems, and the incident command system. Theories and practices of disaster planning and preparedness.

Ability to: Plan and prepare for the response to major emergencies and disasters; recognize and correct hazards relating to structural conditions, contents and processes, and hazardous materials storage and use; lead personnel (including selecting, training, assigning, and motivating and evaluating personnel); lead a large fire combat force in emergencies using the California Incident Command System and Firescope-Field Operations Guide; communicate effectively with other management personnel, subordinates, and the general public; develop and manage fire protection, hazardous materials, safety programs, and emergency medical-care programs; conduct training classes on various subjects; make

presentations to the City Council, Fire Department staff, and the public; write reports and memorandums; develop and administer budgets; effectively relate to the public tactfully under stressful conditions; establish and maintain effective working relationships with those contacted in the course of work; effectively deal with internal and external customers in a professional manner; and meet state/federal standards for use of self-contained breathing apparatus.

**Experience and Training Guidelines:** A combination of relevant education, experience, and training that satisfies the required minimum qualifications, knowledge, and abilities.

A bachelor's degree in fire administration or fire technology, business administration, public administration, or a comparable major and six years of broad and increasingly responsible experience in fire suppression and fire prevention work, two years of which must have been at the rank of Fire Captain (equivalent to a company officer) or higher. In addition, must possess and maintain a high level of physical fitness and must be, or have been, a certified Emergency Medical Technician. Certification and experience as an Acting/Relief Battalion Chief/Division Chief with emergency response responsibilities is highly desirable.

**Required Licenses or Certificates:** Valid California Driver License. California State Fire Marshal certification as a Fire Officer (or equivalent) and initiation of the Chief Officer task book are highly desirable.

**Working Conditions:** Requires intermittent, strenuous physical effort and unavoidable exposure to hazardous environments, which are inclusive of working in situations known to pose immediate danger to life and health (IDLH). Required to work various shifts and additional hours as assigned.

Established:

Revised: January 2025

HRD/CLASS SPECS

Battalion Chief