



<b>Job Title:</b>	<b>Battalion Chief</b>	<b>Department/Loc:</b>	<b>Fire Department</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>	<b>Date Drafted:</b>	<b>October 7, 2021 (Rev. 4/24)</b>
<b>Reports To:</b>	<b>Assistant Fire Chief</b>		

**Position Summary**

Under the general supervision of the Assistant Fire Chief. This Class is to supervise shifts, units, and/or divisions within Cayce Fire Department. Under limited supervision, plans, directs, and supervises the personnel and programs of the department as outlined by the Fire Chief. Ensures strict enforcement and compliance with all applicable laws, codes, policies, procedures, and standards, relating to public safety and welfare of personnel. Performs related professional and administrative work in the direction, fire suppression, fire prevention and department training as required. Works under stressful, high risk conditions.

**Position Responsibilities- Essential**  
*This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Works on an assigned rotating 48-hour shift.
- Acts on behalf of the Assistant Fire Chief when designated.
- Keeps the Assistant Fire Chief informed of the shift’s activities and problems; assists the Assistant Chief and Fire Chief with budgeting, planning, and administration of department; may assume additional supervisory and administrative duties in the absence of the Assistant Chief.
- Plans, directs and supervises the personnel assigned to fire shifts, ensuring compliance with all laws, regulations, policies, procedures and standards of quality and safety.
- Assists in the development and implementation of department policies and procedures.
- Supervises subordinate officers and personnel through chain of command, supervisory duties include instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, selecting new employees, recommending employee transfers/promotions and discharges, and recommending and approving employee discipline.
- Plans, directs, and coordinates services within department; evaluates and identifies present and future needs; establishes priorities; formulates and recommends long and short range plans; formulates, recommends, updates, and distributes goals and objectives; researches, develops, and recommends implementation of new strategies for innovative and better service.
- Performs supervisory functions such as training, work assignments and evaluation, counseling, disciplining, as required; assists in the selection of new employees and recommends transfers or promotions. Takes necessary steps to ensure the well-being of subordinate employees.
- Attends and conducts meetings as required.
- Interprets new and existing public safety laws and departmental policies and procedures; reviews activities of subordinates ensuring proper procedures and standards are met.
- Assists with the departmental budget; assists in preparing specifications for large purchases such as fire apparatus, air packs, etc.



- Assumes command of fire suppression activities at the scene of, search and rescue, fire scenes, or other major emergencies, or when directed; participates in more difficult fire suppression problems and instructs subordinates in methods to be followed in special cases.
- Documents incident reports; maintains records required for legal processes of court; serves as a witness in court proceedings.
- Coordinates and delivers required fire training for the department, as directed.
- Assists in the department's fire and life safety programs to include, public education and inspection programs.
- Develops and maintains cooperative relationships with other City departments, outside vendors and the general public contacted in the course of work; assists in resolving problems or complaints.
- Performs routine, new business, and new construction inspections at the direction of the Fire Chief/Fire Marshal.
- Maintains required continuing education for ICC Inspector certification.
- Provides leadership and coordination in high risk and/or emergency situations; performs general fire suppression duties.
- Ensures the proper maintenance of departmental vehicles and equipment.
- Attends periodic training sessions, maintains required level of proficiency in the use of fire suppression, rescue, and medical equipment.
- Reviews reports and monthly statistics, directing personnel as needed; prepares administrative reports.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the department, city agencies and the community. Promotes public safety cooperation and awareness with school and civic groups; conducts public safety meetings/classes; establishes positive community relations. Receives and responds directly to citizens' inquiries, concerns and complaints concerning fire suppression activities.
- Keeps the Assistant Fire Chief advised of any and all incidents or events that require his/her attention.
- Cooperates with firefighters or public safety officers of other state, local and federal agencies in investigations.
- Operates various types of office equipment such as computers, printer, calculator, radio equipment, telephones, copier, camera, etc.
- Uses office and computer supplies, protective gear, and a variety of fire/medical issued materials and supplies.
- Assists in recruitment and hiring activities; develops recruitment literature and participates in recruitment programs; participates in parts of the applications process.
- Participates in safety related training, makes suggestions as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Follows safety rules and regulations and uses personal safety equipment.
- Maintains prompt and regular attendance; adheres to city policies and procedures regarding absences and tardiness.

### **Position Responsibilities- Non-Essential/Other**

- May be required to assume various command duties and operations at the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.
- Prepares reports, papers, and other documents appropriate to the department; maintains and updates records and manuals.
- Attends seminars and studies written materials to maintain knowledge in the field.
- Monitors staffing to ensure that an adequate number of firefighters are scheduled each day; schedules and monitors training hours to ensure each firefighter receives adequate in-service training during the year.
- Performs general building maintenance as necessary.
- Performs general administrative work as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, answering the telephone, copying and filing documents, sending and receiving faxes, etc.



- Performs other related duties and other duties as assigned.

**Essential Skills and Experience**

- Requires an associate’s degree in fire science, business, public administration, emergency management or other relevant field, with eight years of experience in fire suppression, at least two of which have been at a supervisory/management level; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities.
- Advanced knowledge of fire suppression, theory, and administration to oversee planning and implementation of fire and emergency field operations and to prepare reports/analyses, policies at a level generally acquired through completion of necessary classes is highly preferred.
- An advanced level of interpersonal skill is necessary in order to provide effective leadership to subordinate personnel as well as to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying good or services to the jurisdiction.
- Analytical abilities necessary to make sound, logical decisions quickly and sound judgment is required to act in best interest of citizens and jurisdiction. Analytical ability to plan work schedules and evaluate work performances.

License and certifications

- High School diploma, or equivalent
- Valid South Carolina Driver’s license (Class E)
- IFSAC Firefighter II, or equivalent
- Fire Officer III
- ICC Fire Inspector I (within 1 year)
- Haz-Mat Technician
- Management, supervisory, techniques training desirable.
- National Registry EMT or higher

**Mental & Physical Demands- ADA Guidelines**

**Physical Demands**

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|-----------------|------------|------------------------|------------|
| • Sit           | Frequently | • Reach Above Shoulder | Frequently |
| • Walk          | Frequently | • Climb                | Frequently |
| • Stand         | Frequently | • Crawl                | Frequently |
| • Handling      | Frequently | • Squat or Kneel       | Frequently |
| • Reach Outward | Frequently | • Bend                 | Frequently |

**Lifting Requirements**

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|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Frequently |                 |              |

**Pushing and Pulling Requirements**

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|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds  | Frequently   |
| • 13 to 25 pounds   | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Frequently |                     |              |



**Definitions**

- *N/A* Not Applicable Activity is not applicable to this occupation
- *O* Occasionally Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- *F* Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- *C* Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright/dim light, dusts and pollens, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, radiation, disease/pathogens, toxic/caustic chemicals and explosives. The job may risk exposure to some unknown environmental hazards, as well.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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