City of Rapid City
Job Description

Job Title: Battalion Chief

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<tr>
<th>Job Code:</th>
<th>FRBC</th>
<th>Job Family:</th>
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<td>Pay Grade:</td>
<td>NUBC-23</td>
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<td>FLSA Status:</td>
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<td>Date Revised:</td>
<td>10/19/2020</td>
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General Summary: This position is responsible for the daily supervision and direction of each shift or battalion of firefighter EMS personnel, both in all daily activities and emergency response actions.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Responds to emergency incidents, determines nature and extent of emergency and threat to persons, property, and environment; determines and implements course of action until the emergency is ended, or is relieved by a senior officer; and, commands response companies.
- Responds to non-emergency requests for service, determines nature and extent of problem, and implements course of action.
- Prepares incident reports and completes other written reports and records.
- Sets performance objectives for shift and assists Division Chief(s) in formulating department goals and objectives;
- Assists Division Chief(s) in preparation of division budget.
- Develops mentor/protégé relationships with junior officers to facilitate succession planning.
- Reviews incident report documentation for all activity each work shift.
- Checks to make sure that all reporting is current, complete, and appropriate as to call type and complexity.
- Arranges ambulance inter-facility transfers.
- Monitors work/rest of Emergency Medical System (EMS) crews and initiate crew re-assignment as warranted.
- Assists in developing test elements for officer promotional exams in the operations division.
- Evaluates candidates during the testing process for knowledge, skills and abilities.
- Helps administer and facilitate scoring and grading promotional exams.
- Issues burn permits on request for qualified instances of burning.
- Monitors burn activities for recurring permitted installations (example: native ceremonial sweat lodges).
- Manages staff: interviewing, firing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

Education and/or Experience:

Bachelor’s degree from four-year college or university and five years related experience.

Certificates, Licenses, Registrations:
Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Emergency Medical Technician-B (EMT-B) certificate is required.

Working Conditions:

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 is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; risk of radiation and vibration. The noise level in the work environment is usually moderate to loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.