



Battalion Chief Interview and Selection Process

Position: Battalion Chief
Official Posting Date: June 21, 2021
Application Closing Date: July 9, 2021
Anticipated Interview Date(s): Week of July 19, 2021
Assessment Center Date(s): July 26th and July 27th
Fire Chiefs Interview: Week of August 1, 2021
Projected Start Date: 09.01.2021

South Adams County Fire Protection District is currently seeking qualified applicants interested in participating in an upcoming lateral interview process for the position of Battalion Chief. If you are qualified and interested in this position please submit the documentation as outlined below in "Application Packet Requirements".

Any applicant who is requesting reasonable accommodation for a disability under the Americans with Disabilities Act (ADA), must do so at the time of application. Please contact Human Resources to discuss or coordinate this confidential process.

Applicants must submit an application packet in email to careers@sacfd.org with **three separate pdf or .doc attachments**, as are listed below. Applications must be received no later than 1700 (5pm) on 07.09.2021.

Application Packet Requirements

1. Cover letter - Indicate the position you are applying for, describe your experience, and explain why you want to work as a Battalion Chief for SACFD
2. Completed SACFD 'Application for Employment' form (unless candidate is currently employed by the South Adams County Fire Department).
3. Candidates currently employed by the South Adams County Fire Department must have a minimum two (2) years of career experience as a Captain.
4. Resume - no more than 2 pages and should include:
 - a. your work or volunteer history
 - b. high school and college education
 - c. list all relevant certifications you have obtained
 - d. If you have obtained it, list a current CPAT certificate
5. Please DO NOT include photocopies of certifications, identification, driving records, diplomas, letters of reference, or other additional materials with your application packet.

Required Qualifications:

- High School diploma or equivalent.
- Associates Degree in a related field.
- Valid State of Colorado Driver License within 30 days of acceptance of position and consent to run MVR.
- Legally authorized to work in the United States.
- Able to speak, read, and write the English language.
- State of Colorado EMT-Basic Certification.
- Fire Officer I Certification
- National Fire Academy N.I.M.S. program certifications. (100, 200, 300, 400, 700, 800)
- Hazardous Materials Operations or higher certification certificate.
- Blue Card IC Certification

Please note that your application, as well as all supporting documentation, will be considered as part of the interview process. Applications that are incomplete or do not follow specific instructions, as outlined above, will not move forward in the interview process.



South Adams County Fire Department
JOB DESCRIPTION
Battalion Chief

Position: Battalion Chief
Supervisor: Deputy Chief of Operations
Division: Operations
FLSA Status: Exempt
Effective Date: January 2021

This Job Description is established by the South Adams County Fire Protection District (“District”) to outline the basic requirements, duties and general responsibilities of the Battalion Chief position, and is written to complement the District’s Member Handbook and Standard Operating Guidelines.

****This position holds a probationary status of 12 months from date of promotion or hire****

The headings in this Job Description are for reference only and shall not affect its interpretation.

Position Summary:

The Battalion Chief’s primary duty is the performance of office or non-manual work directly related to the management and general business operations of the District’s Operations Division through the exercise of discretion and independent judgment.

Supervisory Authority:

The Battalion Chief supervises all Operations Division personnel assigned to a shift, including but not limited to the shift Captains, Lieutenants, Engineers, and all paid and volunteer/reserve firefighters.

Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Battalion Chief and should not be considered an all-inclusive list.

1. Demonstrate a comprehensive knowledge of the District’s rules, policies and procedures, as they pertain to the Operations Division specifically and the District

generally, including but not limited to the rules, policies and procedures contained in the District's Member Handbook, Payroll Procedures Manual, Standard Operating Guidelines, Collective Bargaining Agreement, and consistently and appropriately enforce the District's rules, policies and procedures.

2. Exercise discretion and independent judgment on matters of significance, including but not limited to:
 - Assisting District management in developing short and long-range plans for the Operations Division
 - Performing duties that significantly impact the District's operations and services through the comprehensive and on-going supervision of assigned Operations Division personnel in the deployment of emergency services
 - Evaluating the District's emergency services operations and make recommendations to the Deputy Chief regarding modifications or improvements to enhance emergency services
 - Continually monitor and evaluate all components of the District's operations program, and implement or make recommendations to the Deputy Chief regarding deleting, modifying or improving components, or adding new components as necessary and when appropriate, to maintain high quality and effective emergency services while taking into consideration factors such as budgetary limitations, workforce size, and service requirements
 - Continually identify and evaluate new or improved fire suppression and emergency services systems, techniques and methods
 - Developing administrative and operational policies and procedures for the effective and efficient deployment of emergency services; provided, that no policy or procedure shall be inconsistent with the policies and procedures established by the District Board or the Fire Chief, including but not limited to the policies and procedures contained within the District's Member Handbook, Payroll Procedures Manual, and Standard Operating Guidelines.
3. Assist the Deputy Chief in planning, organizing, and directing all aspects of the administration and operation of the Operations Division.
4. Assist the Deputy Chief in evaluating, developing, maintaining and continually improving a high-quality, cost-effective and efficient training program for District line-members.
5. Assist the Deputy Chief in evaluating, developing, maintaining and continually improving a high-quality, cost-effective and efficient operations program for District line-members, including supervising the deployment of personnel in fire stations to allow for the maximum usage of staff and determining the plan of action of fire companies for answering calls in fire, salvage, and rescue operations.
6. Supervise and perform continuing evaluation of all assigned Operations Division personnel; correct work deficiencies; issue oral and written corrective actions; and, recommend formal disciplinary actions to the Deputy Fire Chief or the Fire Chief.

7. Demonstrate analytical and problem-solving skills, including ability to collect, integrate, analyze, and use data and information, and compare and evaluate possible actions or courses of conduct based upon such analysis.
8. Assist in developing the proposed annual budget for the Operations Division, and ensure the Operations Division stays within the annual budget (and any supplemental annual budget(s)) approved by the District's Board of Directors.
9. Determine plan of action of fire companies for answering calls in fire, salvage, and rescue operations.
10. Respond to emergency scene to coordinate and supervise emergency operations activities of companies on-site. Report events to the Deputy Chief or the Fire Chief.
11. Plan for purchase of new equipment and use of new techniques in rescue, first aid, and firefighting operations.
12. Direct personnel in use of emergency equipment.
13. Inspect fire stations, equipment, personnel, and records of assigned companies to ensure efficiency and enforcement of departmental regulations.
14. Recommend awards for personnel for superior service.
15. Prepare reports of accidents involving equipment and personnel.
16. Promote fire prevention activities by organizing shift crews for fire prevention activities.
17. Develop and maintain positive, effective working relationships with District employees, volunteers, reserves, residents, other governmental agencies and the community.
18. Maintain positive and constructive written and oral communication skills at all times.
19. Work well in a progressive, team-oriented environment.
20. Provide excellent service to the community.
21. Have a positive attitude and be a self-starter.
22. Promote a positive, professional image of the District at all times.

Minimum Qualifications and Certification Requirements:

1. Possess a high school diploma or GED. Recommended to obtain associate degree in Fire Science, Business, Public Administration, or related field, or any equivalent combination of education and/or experience that provides the required knowledge and abilities for the position.
2. Minimum of 10 (ten) years' experience and two (2) years career experience as a Captain.
3. Possess National Fire Academy N.I.M.S. program certifications as specified by the District. (100, 200, 300, 400, 700, 800)
4. Possess and maintain a valid Colorado driver's license, and acceptable driving record.
5. Possess and maintain IFSAC / ProBoard Hazardous Materials Operations or higher certification certificate.
6. Possess and maintain State of Colorado Emergency Medical Technician-Basic certification.
7. Possess and maintain IFSAC / ProBoard Fire Officer I certification.
8. Possess and maintain Blue Card IC Certification.
9. Thorough knowledge of the Incident Command System.
10. Knowledge of effective personnel management principles and methods; including, but not limited to supervision, leadership, motivation, coaching, establishment of goals, conflict resolution, record keeping and effective communications.
11. Basic computer skills, including word processing.
12. Basic understanding of the maintenance and communications functions of the District.
13. Ability to respond effectively to sensitive inquiries or complaints.
14. Ability to write speeches and articles using original or innovative techniques or style and make effective and persuasive speeches and presentations on controversial or complex topics to public groups, District management and the District Board.
15. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
16. Knowledge of fire suppression principles, methods, techniques, and practices.

17. Knowledge of operating techniques, purposes, and uses of various tools, equipment, vehicles, and apparatuses used in fire suppression, rescue, and emergency medical response operations.
18. Knowledge of NFPA fire department safety officer practices.
19. Knowledge of street names and locations within the District's service area.
20. Skill in establishing and maintaining effective working relationships with business owners/managers and their staff, other agencies, and the general public.
21. Ability to research, test, evaluate and make recommendations regarding innovations in firefighting and emergency care equipment.
22. Ability to develop and administer periodic examinations over established materials covered by probationary or promotional test procedures.
23. Ability to research, organize, and conduct professional training sessions relevant to modern firefighting and emergency care techniques.
24. Ability to become certified in specific areas of technology related to fire service and to teach this knowledge to other District members.
25. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
26. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
27. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
28. Ability to write reports, business correspondence, and procedure manuals.
29. Ability to effectively present information and respond to questions from personnel, management, customers, and the general public.
30. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.
31. Ability to obtain and maintain a Blue Card Train the Trainer Certification.

Work Environment and Physical Requirements:

This position requires work in a variety of locations and conditions, including 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 emergency situations, the Battalion Chief will be required to supervise fire ground activities at an emergency incident.
2. Strenuous physical activity under extreme adverse conditions will be required periodically.
3. 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.
4. Will be required to work in all weather conditions and in extreme temperatures.
5. Must be able to lift, move, and carry objects up to one hundred (100) pounds occasionally.
6. Work may be performed under dangerous, 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, which may require use of personal protective equipment.
8. Work may result in exposure to individuals or blood carrying 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 will involve frequent periods of high physical, mental and/or emotional stress.
12. Must be able to pass the District's physical fitness test annually as required by the District's Member Handbook and Standard Operating Guidelines.
13. Must be able to wear all assigned personal protective equipment.