

**City of San José**  
**CLASS SPECIFICATION**

**Title: Battalion Chief (2314)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Fire	Fire Division Chief	Non-Exempt

**CLASS SUMMARY**

Under general direction, plans, organizes and directs the operations, training and maintenance of fire companies in a fire battalion on an assigned shift, or assists in the management of a major bureau within the Fire Department. Does related work as assigned by the bureau head or Fire Chief.

**DISTINGUISHING CHARACTERISTICS**

Incumbent performs administrative work on an assigned shift within an assigned fire battalion or major bureau of the Fire Department. Assumes command of firefighting operations in a fire battalion. Supervises Fire Captains and related subordinate personnel. General direction is received from the Deputy Chief or Fire Division Chief in charge of the assigned bureau.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

1. Eight (8) years of experience as a Captain in the San Jose Fire Department; *OR*
2. Six (6) years of experience as a Captain in the San Jose Fire Department and completion of an A.A. or A.S. degree from an accredited college or university; *OR*
3. Four (4) years of experience as a Captain in the San Jose Fire Department AND completion of a Bachelor's degree from an accredited college or university.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.
- Completion of ONE of the following:
  1. Possession of the California State Fire Training Chief Officer Certification; *OR*
  2. Possession of the California State Fire Training Chief Fire Officer certification, *OR*
  3. Completion of all course work required for California State Fire Training Chief Fire Officer certification required at the time of the job announcement posting date, inclusive of any Fire Officer Certification or Company Officer coursework, all of which will be identified at the time of the job announcement posting based upon California State Fire Training's posted requirements.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

Knowledge of:

- Principles, practices, and equipment used in fighting fires, emergency
- Medical services, containing hazardous materials, and rescuing lives and saving property;
- Operation and maintenance of fire and rescue apparatus and equipment;
- Laws, ordinances and regulations which govern Fire Department responsibilities;
- Fire Department administration and organization;
- Hazardous and flammable materials, evidence of arson or other fire causes for presentation as evidence in court;
- Hydraulics and chemistry as applied to firefighting;

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- Principles and practices of training and inspection functions;
- City geography and the location of water mains, fire hydrants and major fire hazards within an assigned battalion;
- Principles and practices of fire prevention laws and practices.

Ability to:

- Supervise personnel and equipment in routine and emergency conditions;
- Maintain discipline and morale; command the respect of superiors and subordinates;
- Prepare clear and concise reports; speak and write effectively.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Responsible for the readiness of fire battalion staffing, apparatus and equipment to immediately respond to calls for assistance.	Continuous
2.	Assures a proper state of readiness by scheduling and supervising drills and other training exercises; inspecting fire stations, apparatus and equipment; and by establishing and maintaining a high state of discipline, conduct and morale which will insure acceptable emergency performance.	Continuous
3.	Enforces Departmental rules and regulations.	Continuous
4.	Assures that companies use proper methods and techniques when performing emergency medical services (EMS), hazardous materials response, rescue work, fighting fires and engaging in salvage, overhaul and other emergency operations.	Continuous
5.	Prepares reports on personnel, equipment, drills, fires and other emergency responses, target hazards, accidents, injuries and performance; keeps an up-to-date log of daily activities and emergencies.	Continuous
6.	Performs administrative duties as assistant to the Deputy Chief in charge of a major Fire Department bureau and is in charge of the bureau in the absence of the Deputy Chief and/or Division Chief.	Continuous
7.	Subject to emergency call while off duty.	Continuous
8.	Studies and becomes familiar with EMS delivery, streets, intersections, fire hydrants, water mains, sprinkler systems, standpipes, building occupancy and contents, fire prevention practices and arson investigation; the location of utility controls, freezing units, alarm boxes, auxiliary alarms and panels and non-ambulatory citizens.	Frequently
9.	Holds training sessions. Instruction includes, but is not limited to: safe and proper use of fire apparatus, equipment and tools; and rescue operations. Training sessions may be delegated, where feasible, to qualified subordinates.	Frequently

\*Frequency defined as %, (totaling 100%) or "Continuous" (daily or approximately 20%+), "Frequent" (weekly or approximately 15%+), "Occasional" (monthly or approximately 10%+), "As Required" (Intermittent or 5% or less)

**CLASSIFICATION HISTORY** Rev. 7/80, Rev. 5/91, Rev. 11/91, Rev. 6/13, Rev. 10/16, Rev. 01/19; s004