

Employment Opportunities



CITY OF APPLETON
invites applications for the position of:

Battalion Chief - Resource Development and Special Operations

An Equal Opportunity Employer

SALARY: \$33.92 - \$50.88 Hourly

OPENING DATE: 02/24/20

CLOSING DATE: 03/29/20 11:59 PM

JOB DESCRIPTION:

This is a management position responsible for coordinating, scheduling and conducting training in all elements and special techniques of firefighting, hazardous material mitigation, rescue, emergency medical services and supervision. This position participates in the formulation, determination and implementation of management policy and possesses effective authority to commit Fire Department resources. The work involves researching and developing fire training and special operations programs, conducting in-house and special operations training, coordinating training and special operations programs and activities, and assisting in the development of all fire department standard operating procedures. Work may also involve the day-to-day supervision and management of the shift and shift personnel including directing company inspections, supervising firefighting and emergency operations, preparing budget requests and justifications, and evaluation of personnel. The incumbent works under the general supervision of the Deputy Chief and the Fire Chief.

EXAMPLES OF DUTIES:

ESSENTIAL JOB FUNCTIONS

- Responds to emergency operations to function as a Safety Officer, monitors the scene for unsafe conditions and modifies or stops operations if an imminent hazard exists.
- Responds to fire and rescue incident alarms and assists and may direct fire and rescue operations.
- Evaluates all training needs through discussions with the Chief Officers, interviews of Company Officers, surveys of Operations personnel, reviews of Accidents Reports and Industry Standards, and observation of performance on the fire ground and in training.
- Manages the department's health and wellness programs including; fitness team, peer fitness coordinators, NFPA medical evaluations, respiratory fit testing, and physical fitness testing.
- Prepares and administers the department Training, Special Operations, and emergency medical services, and hazardous materials program budgets in conjunction with the Battalion Chiefs-Operations and Deputy Chief based on a needs assessment.
- Coordinates daily and weekly training, and special operation program activities with other program managers and shift commanders.
- Plans training sessions including providing necessary instructional aids including apparatus, facilities, tools and equipment, curriculum and the required instructors.
- Instructs classes to department personnel on topics varying from recruit orientation, safety and fire chemistry to apparatus operations, supervisory skills, fire group management, technical rescue, safety management and special operations.
- Evaluates feedback, reviews products and methods and takes appropriate action on fire science and research.

- Plans the design and use of various fire service and technical rescue simulators.
- Works with Battalion Chiefs in planning and directing the activities and training of the fire companies.
- Participates in professional development including attending national training and conferences, local seminars, state certification programs, etc.
- Attends staff meetings and shift meetings.
- Coordinates department safety committee.
- Serves as liaison to department related activities such as emergency communications, Safety Commissions and related boards and commissions.
- Conducts live burn training at local community burn facility.
- Functions as a Line Battalion Chief as needed.
- Interacts with industry and regulatory agencies with regard to needs, training requirements, funding sources and new hazards.
- Coordinates and participates in hiring and promotional processes.
- Prepares and administers disciplinary procedures as per City policy and labor agreement.
- Provides recommendations and input on personnel issues including disciplinary actions such as suspension and discharge.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Supervises the activities of the Training and Resource Development Specialist.
- Supervises the activities of personnel on assigned shift.
- Conducts performance reviews of subordinates as required.
- Trains other City employees in fire safety procedures and products.
- Writes reports concerning personnel of assigned shift as required by the Fire Chief and the Deputy Chief.
- Provides specific supervision and guidance to fire personnel in maintenance tasks relating to stations, grounds and equipment in concert with the Deputy Chief and mechanic.
- Inspects stations, personnel, apparatus and equipment for fitness and proper condition.
- Recommends changes to policies and Standard Operating Procedures as may be necessary to ensure safe and smooth operation of the Department.
- Substitutes for Deputy Chief as assigned in his or her absence.
- Performs various clerical functions including typing, computer entry and communicating to the public.
- Maintain stations' libraries.
- Coordinates annual fire fighter medical exams.
- Participates in critical incident stress debriefings.
- Performs emergency first aid and/or CPR to fire and/or other emergency victims.

TYPICAL QUALIFICATIONS:

Bachelor's degree in Fire Science or related field, at least five years fire fighting, fire suppression, supervision, training, operations, and management experience, or any combination of experience and training which provides the following knowledge, skills, and abilities:

- Ability to obtain and maintain Wisconsin Certified Fire Fighter II, Fire Officer, Fire Inspector I, and Fire Instructor I.
- Considerable knowledge of state-of-the-art firefighting and rescue methods.
- Thorough knowledge of policies, rules and regulations of SOP's of the Department and the City.
- Knowledge of fire prevention methods, laws and ordinances.
- Thorough knowledge and understanding of departmental and City safety policies, practices and procedures.
- Thorough knowledge of rescue and first aid methods.
- Ability to analyze the department's firefighting and rescue capabilities and develop training to improve its effectiveness.

- Ability to plan, organize, and direct personnel in training functions.
- Ability to conduct training sessions and use audio?visual equipment and simulator.
- Ability to prepare and present budget for review.
- Ability to work with limited supervision.
- Ability to maintain accurate records and use the computer.
- Ability to recognize situations that need action and to take appropriate action as necessary.
- Ability to resolve conflict at lowest level.
- Skill and ability in fire suppression and rescue techniques.
- Possess and maintain a valid Wisconsin driver's license.

**SUPPLEMENTAL INFORMATION:
COMPETENCIES**

Communication
Staff Development
Motivate
Problem Solving
Adaptability/Flexibility

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.appleton.org/government/human-resources>

Job #2020-53
BATTALION CHIEF - RESOURCE DEVELOPMENT AND SPECIAL
OPERATIONS
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OUR OFFICE IS LOCATED AT:
100 North Appleton Street
Appleton, WI 54911-4799
920-832-6458
humanresources@appleton.org

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Battalion Chief - Resource Development and Special Operations Supplemental Questionnaire

- * 1. Please list your current or most recent hourly rate. Answer format must be listed as ("\$00.00") Do not list "negotiable" or "prefer not to list".
- * 2. Please list the name of the organization you currently or have most recently, worked for along with the City and State the company is located in.
- * Required Question