



CITY OF AVONDALE
invites applications for the position of:
Fire Battalion Chief

An Equal Opportunity Employer

SALARY:

\$95,045.50 - \$137,815.44 Annually

OPENING DATE: 08/25/20

CLOSING DATE: 09/15/20 11:59 PM

JOB DESCRIPTION:

The City of Avondale has an opportunity for a Fire Battalion Chief assigned to the Fire & Medical Department. This is a full-time exempt position with benefits.

Interacts with community members and other governmental agencies. Demonstrates strong ethical, professional, and service-oriented leadership while managing training, employee performance, programs, and components of the budget. Responsibilities may include Shift Work and Emergency Response functions. In this role, you will provide management of emergency response operations and deployment, staffing and human resource management functions for the Department's operations staff. Responsible for ensuring safe, skilled and customer service focused Emergency Response. Responsibilities may include the training, performance management, and morale of assigned personnel. Exercises independent judgment and discretion; formulates administrative policies and serves as officer in charge for daily operational activities. Responsible for planning and managing personnel for a full-service fire, EMS, TRT, hazardous materials, wildland urban interface and emergency response agency.

Incumbent may be assigned to a 40-hour position overseeing one of the Fire & Medical Department's divisions. These include the training, logistics, or EMS divisions. Assignment includes the duties of planning, organizing and directing the operations, community service activities, logistics, and training functions for the department.

**ESSENTIAL
FUNCTIONS:**

Serves as officer in charge of assigned emergency operations shift by coordinating, assigning and directing work and activities of fire personnel and overseeing the effective operation, use and maintenance of apparatus and equipment.

Manages shift administration by assisting in the development of department goals, budget, policies and procedures, conducting regular shift meetings, preparing administrative reports and performance reviews.

Plans, organizes, directs, coordinates and evaluates shift in-service training in conjunction with the Department Training Chief. Observes emergency service procedures utilized by personnel in order to evaluate and establish training needs. Observes and supervises the instruction and evaluation of probationary personnel and maintains and updates training records.

Responds to emergency incidents by assuming command and directing fire suppression, hazardous material control, rescues, and property conservation activities.

Serves as Shift Safety Officer. Develops and recommends policies which promote occupation health and safety. Provides performance management when expectations are not met by personnel.

Provides input regarding local, state, and national emergency service issues by participating in local, regional, state and national committees or organizations and making presentation to local groups. Prepares research analysis, council reports, and program evaluations as directed by Assistant Chief and/or Fire Chief.

Manages assigned department programs, including wildland deployment, paramedic and technical rescue technician education.

Liaises with public safety entities, community colleges, hospitals, and non-governmental organizations.

Works within the National Incident Management System (NIMS) to assist with Incident Command responsibilities in preparation for and during special events.

Performs departmental and organizational professional development by presenting regularly scheduled in-service training programs to the department. Ensures compliance with regional training standards and maintains and monitors required certification records, including training supplies needed for budget purposes. Provides data analysis on performance measurements and progress towards organizational goals and objectives.

Provide Fire Department Division/Section level management and oversight as part of Avondale Fire and Medical management team. Responsibilities will include program development, strategic planning, budget oversight, and management of any assigned personnel or administrative staff.

**JOB
REQUIREMENTS:**

Associate's degree in Fire Service. A combination of education and experience may be accepted. Bachelor's degree preferred.

A minimum of four (4) years serving as a Fire Captain, or currently filling a Battalion Chief or higher position. Should have experience managing personnel and programs. Experience in the Phoenix Regional Automatic

Aid System preferred.

Valid Arizona Operator's Driver's License.

Emergency Medical Technician.

Hazardous Response Certification.

**SUPPLEMENTAL
INFORMATION:**

Work requires the ability to read professional journals, technical reports, national fire and building codes, state statutes, city charter, administrative policies and procedures, Intergovernmental agreements, city council reports, development plans and construction plans.

Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.

Work requires the ability to write administrative policies, council agenda items, reports, budgetary justifications, grievance responses, performance evaluations, equipment and apparatus specifications, intergovernmental agreements, purchase contracts, internal memos, and general correspondence.

Planning responsibilities include developing and implementing staffing and deployment plans for citywide fire and emergency medical response and special events; budgetary plans; community education and awareness programs; ongoing customer service improvements; consider the impact commercial and residential development will have on existing deployment; development of training and professional development plans; and development of safety compliance plans.

The incumbent does research for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of bureau size.

Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the City such as Administration and Field Operations which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to

professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. Employee must maintain regular attendance. Ability to work in a constant state of alertness and safe manner.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.avondaleaz.gov/careers>

CONTACT HR WITH QUESTIONS AT:

11465 W. Civic Center Avenue

Human Resources Department

Avondale, AZ 85323

623-333-2200

623-333-2214

hr@avondaleaz.gov

Job #2020-00088
FIRE BATTALION CHIEF

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