Fire Battalion Officer #02636
City of Virginia Beach – Job Description
Date of Last Revision: 12-05-2013

FLSA Status: Exempt        Pay Plan: Administrative        Grade: Z15

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Supervise and direct the delivery of skilled emergency and non-emergency services in a variety of areas such as fire suppression, hazardous material, technical and rescue operations, advanced medical assistance, public education and information, disaster management, and other duties as required; typically command a fire battalion consisting of four or more stations and is responsible for all personnel, equipment, apparatus, and facilities under their direction; Field Operation Battalion Officers stand an assigned 24 hour shift or assigned work schedule, responding as needed during that shift; a typical work week for this individual averages 56 hours; may be assigned to specialty positions within a work week, including administration, fire marshal’s office, disaster management, safety, emergency rescue operations, resource management, or training; incumbent may be required to stand duty and respond as needed during off duty periods; and fill in for superiors when necessary.

Representative Work Functions and Responsibilities
Command and supervise individuals performing emergency activities to control and extinguish fires in order to save lives and minimize property damage; direct the activities of personnel assigned to the battalion or division including monitoring work assignments, evaluating performance, scheduling personnel for minimum staffing, maintaining discipline and control to ensure effective uses of departmental human resources; work with the volunteer system to obtain cooperation during emergency and non-emergency situations; and perform those management activities required to ensure that the delivery of services and performance of subordinates are in compliance with the departmental and city policies and procedures.

Coordinate those activities required to maintain and support the operation of department equipment, apparatus and plant facilities to ensure operational readiness and longevity.

Manage the coordination of specialized programs such as safety, emergency services, resource management, budget, fire marshal’s office, training and education, and disaster management.

Coordinate support activities such as hydrant maintenance and pre-fire planning to facilitate the proper delivery of these programs in conformance with department policies.

Monitor training activities including subject and practical drills in order to measure subordinate's knowledge of current fire service practices and skill in executing these procedures.
Manage budget processes and resource allocations.

Facilitate and coordinate application of Virginia Beach Quality Service System (VBQSS) concepts, principles, and practices to exercise leadership and motivate managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities.

Meet, confer, and maintain communication with citizens, community/civic organizations, other city agencies, and business groups.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

**Performance Standards**

Competently direct the operation of emergency and non-emergency services; demonstrate extensive knowledge of fire science practices and procedures; exercise responsibility for department equipment; efficiently plan and direct the use of personnel and equipment; effectively execute management duties related to the handling of special projects; schedule and assign department resources in order to assist in meeting departmental objectives; effectively monitor subordinate training; present clear, relevant and understandable training drills; successfully participate in training and physical conditioning programs; maintain positive work relationships with superiors and subordinates; possess extensive knowledge of city and department policies and procedures; demonstrate leadership skills including the effective application of policies and procedures that relate to the maintenance of subordinates’ discipline and morale; able to effectively communicate orally and in writing; demonstrate understanding of performance standards and capably evaluates employees' performance; efficiently utilize available resources, including other municipal agencies; and successfully work under the pressure and stress of emergency work.

**Minimum Qualifications**

Requires a Bachelor's degree from an accredited college or university recognized by the Department of Education, plus four (4) consecutive years as a paid Fire Captain with the City of Virginia Beach Fire Department; Fire Officer II and Fire Instructor II, or completion of the Battalion Officer Career Path Program; EMT-B State Certification maintained.

Must be classified as fit for employment by the Occupational Health Office and able to pass the Department’s annual physical assessment test.

Must refrain from using all tobacco products on and off the job.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

**Special Requirements**

Must be able to work rotating shifts (days/evenings/midnights) including weekends and holidays and be available to work overtime when required to meet operational needs. Field Operation Battalion Officers stand an assigned 24 hour shift or assigned work schedule. A typical work week for this position averages 56 hours. May be assigned to specialty positions within a work week, including administration, fire marshal's office, disaster management, safety, emergency rescue operations, resource management, or training. May be required to stand duty and respond as needed during off duty periods.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee’s supervisor based on position assigned.

This is a safety sensitive position and is subject to random drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. Knowledge

1. Extensive knowledge of the theory and practice of modern fire suppression operation, overhaul, hydraulics, technical rescue, disaster management, salvage, equipment use, and hazardous material handling.
2. Knowledge of the theory and practice of modern fire prevention, inspection, arson detection, determination or origin and cause, suppression systems, safety accountability and rapid intervention operations.
5. Knowledge of fire physics and chemistry, including properties of hazardous materials.
7. Knowledge of the practical implications and applications of department policies and procedures as it relates to emergency and daily operations.
8. Knowledge of the department's chain of command.
9. Knowledge of the City's topography, climate, road systems, water distribution, and traffic patterns.
10. Knowledge of federal laws, national standards, local and state codes and ordinances pertaining to Fire/EMS management such as incident command procedures, employee rights, grievance procedures, progressive discipline practices, and certification requirements.
11. Knowledge of available services or resources within and outside of the Department in order to handle problems or situations, or command emergency incidents.
13. Knowledge of word processing, e-mail, and voice mail capabilities to include how to access programs, type, save, or retrieve documents in order to produce written documents and communicate information to the chain of command.
15. Knowledge of department operations in the areas of Fire Prevention, Administration, suppression, EMS, Hazmat, and Technical Rescue in order to evaluate the safety and effectiveness of department practices and operations; offer recommendations for improvements, develop programs or plans, or direct operations.
16. Knowledge of leadership approaches such as participatory and directive and of their applications in various situations.

B. Skills

1. Skill in the use of tools and appliances associated with fire fighting and rescue.
2. Skill, agility, and endurance to do physically demanding work for extended periods of time.
3. Skill in organizing and coordinating the work of subordinates in carrying out departmental objectives and projects.
4. Skill in displaying leadership, initiative, ingenuity, and resourcefulness in work activities and in
motivating subordinates.

5. Skill in the operation and application of departmental computer hardware and software.

C. Abilities

1. Ability to work in stressful and hazardous environments involving extreme heat, cold, limited visibility, height, and confinement.
2. Ability to work under emergency conditions, react to changing and hazardous situations, and to supervise and direct personnel in these situations.
3. Ability to deal effectively with citizens and employees under stressful, emotional, and hazardous conditions in order to demonstrate consideration for their needs and feelings and represents the department in a positive way.
4. Ability to communicate effectively using verbal communication in varying situations, including commands, general directions, instructions, and information to the public.
5. Ability to communicate effectively using written communications, including memos, correspondence, reports, and forms.
6. Ability to make fair and appropriate decisions based on logical assumptions that reflect factual information.
7. Ability to address issues and problems by considering a variety of viable alternatives and choosing the most effective option(s).
8. Ability to demonstrate sound judgement when making decisions and the ability to modify decisions based on new information or changing situations or conditions.
9. Ability to recognize patterns that lead to appropriate decisions even when sufficient information is not available and time is of the essence in order to handle problems or situations appropriately.
10. Ability to identify or recognize problems and determine their probable causes in order to resolve or properly address the situation or command the emergency incident.
11. Ability to obtain relevant information through fact finding methods such as asking appropriate questions or making inquiries in order to handle problems or situations or command emergency incidents.
12. Ability to analyze data and situations such as visual and verbal information and recognize connections, patterns, and/or relationships in order to make decisions and take appropriate action.
13. Ability to identify priorities among issues by evaluating the importance or criticality and time sensitive nature of tasks, other demands, and activities.
14. Ability to resolve problems, address issues, or develop programs or plans in a manner consistent with the Department’s mission statement, values, and principles.
15. Ability to anticipate potential problems or issues and be proactive in order to appropriately address issues before they become problems.
16. Ability to recognize when information is misunderstood and when clarification is needed in order to address issues, handle problems or situations, or command emergency incidents.
17. Ability to recognize situations that pose health or safety risks, threats, or hazards in order to prevent injuries or death.
18. Ability to evaluate performance problems to determine appropriateness of disciplinary actions in order to discipline subordinates.
19. Ability to recognize when action needs to be taken to accomplish results, and take or initiate action and steps to influence events and achieve goals even when action is beyond scope of responsibility.
20. Ability to evaluate needs and offer resources or support to subordinates when appropriate.
21. Ability to apply and/or explain pertinent departmental policies and procedures as well as local, state and federal laws, regulations, or guidelines when making decisions, recommendations, taking action, or enforcing policies.
22. Ability to determine when it is appropriate to exchange constructive feedback or solicit
feedback or input from supervisors, subordinates, and peers to secure information that is needed, resolve an issue, command emergency operations, or enhance performance.

23. Ability to listen to feedback in a receptive manner and act upon feedback in order to improve performance or enhance operations.

24. Ability to utilize personnel effectively to achieve the mission and vision of the organization.

25. Ability to establish a motivating climate by keeping others informed and up-to-date and encourage new ideas, approaches, and ways of thinking.

26. Ability to lead by example and set a good example for subordinates by modeling appropriate behavior, inspiring others toward goal accomplishment and achievement of results.

27. Ability to assign or delegate tasks with the intent to develop or utilize an individual’s skills and abilities or strengths or improve on weaknesses.

28. Ability to empower subordinates with the authority needed to perform their duties as well as being able to guide, plan, direct, and/or monitor their work activities.

29. Ability to secure a commitment to improve job performance or obtain agreement when a performance problem or conflict exists.

30. Ability to communicate acceptable and unacceptable standards of performance to subordinates and enforce department rules and regulations, policies, and procedures/SOP’s.

31. Ability to develop systems, procedures, or plans to monitor large scale or on-going projects or incidents and establish a course of action for oneself or others in order to ensure the timely completion and quality of work products, and accomplish departmental goals and objectives.

32. Ability to conduct research on assigned subjects and generate reports with or without defined formats.

33. Ability to use effective time management skills to handle multiple tasks at one time with numerous interruptions or to accomplish goals and objectives.

34. Ability to demonstrate an understanding and awareness of the importance of teamwork in accomplishing the goals and objectives of the organization to include sharing specialized knowledge, capabilities, skills, or information with others.

35. Ability to build, establish, and maintain effective working relationships/partnerships with all levels within the workforce, other City and Fire departments, and/or the general public to ensure smooth and efficient operations and strong department image.

36. Ability to evaluate and analyze general training and incident operations and develop practical and logical procedures for improvements.

37. Ability to plan, program, budget, and evaluate the activities of large numbers of persons involved in public safety activities.

38. Ability to utilize computer software to access and interpret data, prepare documents, and develop proposals.

39. Ability to establish an atmosphere of mutual trust and respect by being objective and consistent when handling problems or situations.

40. Ability to delegate tasks to subordinates according to their areas of responsibility and according to other scheduled activities.

41. Ability to relay or pass on information to appropriate channels to include supervisors, subordinates, and peers.

42. Ability to give commands in the appropriate order and at the appropriate times.

43. Ability to promote organizational change and enlist others in its pursuit to improve department operations.

44. Ability to contribute to the creation of a shared vision for the department and help the organization achieve the vision.

45. Ability to seek opportunities for continuous learning, investing time and effort into acquiring new knowledge, skills, or abilities and stay current with technical and supervisory knowledge.

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