

North Whidbey Fire & Rescue

Date : April 2022

JOB DESCRIPTION: Battalion Chief of Administration/Support

Battalion Chief of Administration/Support

This position is located in the North Whidbey Fire Protection District and reports to the Fire Chief and Division Chief. This is a staff position and is primarily responsible for district Fire and EMS record management, communication systems. Participates in and provides oversight of district fire inspection and investigation programs, as well as assisting with human resource management.

DUTIES AND RESPONSIBILITIES:

The position of Battalion Chief of Administration/Support shall have the same responsibilities as a Firefighter, in addition to the following duties listed below:

Responsible for maintaining and updating the district's RMS and web-based systems, including Image Trend, Vector Solutions and Tenzinga

Reviews reports and data from Fire and EMS systems and provides various reports, charts, etc. to evaluate delivery of Fire and EMS services. Additionally, provide QA/OC for Fire and EMS reports

In coordination with the Division Chief and/or the Fire Chief, develop and implement changes to operational procedures to enhance the effective deployment of resources.

Implement policies and procedures as directed by the Division Chief and/or the Fire Chief

Formulates labor relations policy, specific to assigned command function, in conjunction with the Fire Chief. Participates in collective bargaining, and administration of collective bargaining agreements.

Acts a duty officer as scheduled/directed by the Fire Chief and may act as the Incident Commander /Incident Advisor unless relieved by a senior fire officer.

Assure compliance with the appropriate state and federal statues, and policies and procedures of the Fire District; maintains discipline and moral of those under his/her command.

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Provides oversight of the district's Fire and EMS training program to ensure effective program delivery consistent with OTEP, recertification and mandatory requirements

Attend conferences, schools, and various meetings to keep abreast of new and emerging tactical operations and training, as well as emerging technology and best practices.

Project an image of professionalism through appearance, cooperation, compatibility, punctuality, and enthusiasm.

MINIMUM POSITION REQUIREMENTS

Certifications

- Fire Officer I & II; (Fire Officer III is desired)
- State of Washington EMT or reciprocity eligible
- EVIP

Other

- Washington State Driver's License or eligible
- Associate degree in Fire, Emergency Services, or related field
- Proficient in the following programs:
 - Microsoft Office Suite

The District may, at their discretion, consider a combination of education, training and experience in lieu of an associate's degree, as a minimum requirement

PREFERRED POSITION QUALIFICATIONS

Certifications

- Fire Instructor
- Fire Officer III
- IAAI Fire Investigator
- NFPA Fire Inspector I
- Blue Card IC

Other

- Executive Fire Officer (NFA)
- Bachelor's degree in Fire, Emergency Services, or related field

The District may, at their discretion, consider a combination of education (AA or AS), training and experience in lieu of a bachelor's degree, as a preferred qualification

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CONDITIONS OF EMPLOYMENT:

Must pass a physical examination administered by a licensed physician

Be of good moral character with temperate and industrious habits. Conviction of a felony or misdemeanor may be grounds for non-hire or termination.

Meets the requirements of the Districts respiratory program.

Pass the districts background check

SUPERVISION OF THE POSITION:

The position of the Battalion Chief of Administration/Support will be supervised by the Division Chief