

**FIRE BATTALION CHIEF**

FLSA Status: Exempt  
Union Representation: Portland Fire Fighters Association (PFFA)

**Class Summary:**

This is supervisory fire fighting and fire administration work. Positions of this class are responsible, on an assigned shift, for a city fire district consisting of several fire companies of engines, trucks, and specialized fire fighting and emergency apparatus and equipment. Responsibilities involve ensuring the fire fighting readiness of all personnel and equipment within the district through subordinate officers who drill and instruct personnel in fire fighting, fire prevention, rescue techniques, bureau regulations and policies, and hydrant and building inspection activities. Positions of this class may be rotated between districts for administrative or personal reasons. Other assignments may include serving as chief training officer for the bureau in preparing training programs or assuming administrative responsibility for special assignments as directed by the Chief. While general and detailed guidelines and rules are issued by the Chief, positions of this class are responsible for interpreting policies as they apply to particular circumstances of the district and ensuring that bureau rules and regulations are enforced uniformly throughout the area of command. Work is evaluated in terms of command ability at the scene of a fire, in the fire fighting readiness of the fire companies, the quality of fire prevention activities and the continuing training programs, and the quality of company administration in the district.

**Examples of Work: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).**

Coordinates activities of several fire companies or a specialized unit to ensure effective compliance with bureau policies and directives.

Supervises, through subordinate officers, personnel and equipment in a district. Makes personnel assignments within district.

Responds to fire alarms and other emergencies; directs and coordinates fire suppression efforts until relieved by a superior officer; estimates value of property loss due to fire.

Directs, coordinates, and supervises fire prevention, suppression, company administration and respective programs in the district; directs multiple company drills and training activities; inspects and evaluates company training programs.

Ensures that efficiency is maintained at a uniform level throughout district; ensures that all bureau rules and regulations are enforced uniformly throughout district.

**Knowledge, Skills and Abilities: (Required at time of appointment)**

Assumes responsibility for a bureau-wide assignment such as Water Officer, Supplies Officer, Hose Officer, Ladder Officer, or other related assignments; formulates policy for review at higher levels.

Reviews reports prepared by subordinate officers; transmits reports to superior officers.

Serves as the bureau training officer; supervises and participates in the preparation of a variety of training materials.

Considerable knowledge of bureau policy, general orders and procedures, and rules and regulations.

Considerable knowledge of modern methods, techniques, and theories used in fire fighting and fire prevention.

Considerable knowledge of the operation and maintenance of the various types of fire apparatus and equipment used by Portland and related resources.

Knowledge of the special fire hazards in the city fire districts.

Knowledge of the basic principles of supervision, organization, and administration.

Skill in planning and coordinating activities of several fire companies to achieve uniform efficiency according to bureau requirements.

Skill in leading, directing, and supervising fire fighter and subordinate officers under emergency conditions.

Skill in effectively supervising and evaluating performance of subordinates.

Skill in preparing and supervising the preparation of training programs.

Skill in reasoning and reacting quickly and calmly in emergency situations.

Skill in expressing ideas effectively orally and in writing.

Skill in establishing and maintaining effective working relationships with superiors, other employees, and the general public.

**Special Requirements:**

Possession of a valid state driver's license

Current State EMT I Certification

Hazardous Materials Technician Certification

Defensive Driving Certification

---

**Class History:**

Adopted: 08-19-75

Revised: 07-01-92 Class revised as a result of Nonrepresented Classification & Compensation Study, 1991-92)

Revised: 08-07-06 Union representation updated from "International Association of Fire Fighters (IAFF)" to "Portland Fire Fighters Association (PFFA)."

June 2009 - Change Job Class number from 5216 to 30000806, due to system change.