



# Battalion Fire Chief / EMT

Job Specification  
Classification: Competitive  
Series: Fire Service

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class have responsibility for overseeing department policies and procedures as directed by the Fire Chief or Deputy Fire Chief. Incumbent oversees the proper maintenance of firehouses and equipment and the proper supervision of all fire companies within his or her area. In the absence of a superior officer at the scene of an incident, a high degree of responsibility for the protection of lives and property is required. Battalion Chief responds to all fires and other emergencies within his or her area and commands all companies until relieved by a superior officer. Supervision is exercised over the work of subordinates and departmental personnel.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Responds to fire alarms within his or her area and to such other fires as he or she may be called in accordance with established procedures;
- Assumes command of an incident when positioned with any apparatus and crew;
- Directs all firefighting and life saving activities until relieved of command by a superior officer;
- Determines and directs the proper deployment of his or her companies at the scene of an incident(s);
- Assures proper utilization of personnel assigned by adjusting schedules and time off requests;
- Makes reports of personnel and activities, including breach of duty or inefficiency;
- Supervises the training and drilling of firefighting personnel;
- Inspects buildings and premises for fire hazards and reports deficiencies;
- May conduct educational programs on fire prevention for the general public;
- Determines the necessity for additional resources at the scene of an incident and notifies the fire dispatcher of such requirements;
- Periodically visits each company within his or her area to inspect personnel, equipment, apparatus, quarters, and records;
- Reviews reports submitted by subordinates and prepares reports as required;
- Reviews and conducts performance evaluations of members assigned to his or her supervision and ensures that subordinates are adequately informed and prepared to do assigned tasks;
- Informs subordinates of deficiencies and attempts remedial improvement; informs supervisors if attempt is unsuccessful.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Modern firefighting and fire prevention principles, practices, and equipment;
- City fire prevention laws, ordinances, and regulations, building codes and building conditions;
- Geography of the City;
- Safety precautions used in firefighting and emergency operations;
- Rules and regulations of the department and the laws under which it operates;

Ability to:

- Recognize hazardous conditions and develop strategies for isolation and mitigation;
- Maintain discipline and plan and supervise the work of subordinates;
- Adopt quick, effective, and reasonable course of action in emergencies;
- Lead and give effective orders;
- Prepare technical and administrative reports;
- Oversee specialized teams or functions within the department;
- Use computers and related software;

Resourcefulness and sound judgment in emergencies;  
Good physical condition.

**MINIMUM QUALIFICATIONS:**

For exam: Must be a Fire Captain on a permanent basis with the City of Watertown Fire Department.  
For Appointment: Two (2) years of satisfactory experience as a Fire Captain in the City of Watertown Fire Department.

**SPECIAL NECESSARY REQUIREMENTS:** Must obtain National Certification as a Fire Officer II within 12 months of appointment.

Must obtain Emergency Medical Technician-Basic certification issued by the NY State Department of Health within one (1) year of appointment. Must maintain certification for continued employment.

**Driver's License Requirement-** Must possess and maintain a valid NYS Driver's License.

**Classification history:**

Adopted 11/15/2016; Revised: 1/17/2023