

## POSITION DESCRIPTION

**Class Title:** Admin Battalion Chief/Fire Marshal  
**Department:** Fire  
**Division:** Administration  
**FLSA:** Exempt  
**Retirement:** KP&F  
**Effective Date:** January 8, 2025

### **GENERAL PURPOSE**

Responsible for supervisory, administrative and technical work assisting the Fire Chief in directing the fire department. Work is performed according to the dictates of the Fire Chief and/or their designee, fire codes, and other mandatory written requirements.

### **SUPERVISION RECEIVED**

General direction is received from the Fire Chief and/or Deputy Chief. Methods of performing assigned duties are the responsibility of the Battalion Chief in their work assignment within established policies and procedures. Work is reviewed periodically by the Fire Chief and/or their designee to assure conformance and to measure results.

### **SUPERVISION EXERCISED**

Exercises direct supervision over Health Inspector/Safety Officer. Both immediate and general direction is exercised over all subordinate personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed).

- Administers the enforcement of federal, state and local fire codes, city ordinances and fire department policies for the purpose of maintaining new and existing buildings and properties within the City of Leavenworth.
- Responds to and investigates all major fires and all suspicious or undetermined fire causes in coordination with the Kansas Fire Marshal's Office and/or assigned Police Department personnel.
- Collects evidence, keeps records suitable for use in prosecution and presents all information on incidents involving arson to the appropriate court system.
- Testifies in court proceedings, as an expert witness, when required.
- Recommends and coordinates training in the investigation field for shift personnel and other Fire Prevention personnel.
- Coordinate and directs activities of the Fire Prevention Division.
- Develops and coordinates, with the Deputy Chief and shift Battalion Chiefs, the department's fire inspection programs.
- Reviews construction plans for code compliance.
- Reviews and approves building permits for compliance with fire hydrant ordinance.
- Coordinates with building officials for fire related code review and approval of occupancy permits.
- Coordinates the maintenance of records of all inspections and prepares a variety of reports regarding fire inspection or prevention, as required.
- Responds to complaints regarding fire code violations and fire hazards.
- Develops proposed fire prevention policies, procedures and codes or revises current ones to maintain safety and compliance.
- Supervises and participates in the preparation and presentation of fire safety programs and literature to school children, civic groups, local organizations and local industries.
- Trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

- Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates division activities with other departments and agencies as needed.
- Participate in the development and administration of the department budget; forecast funds needed for staffing, equipment, materials and supplies.
- Assist in establishing department goals, objectives, policies and priorities; identify resource needs, recommend and implement policies and procedures; meet with the Fire Chief and/or designee regularly to discuss future plans and progress toward goals and objectives.
- Adheres to and participates in safety programs. Maintains and monitors a safety culture in accordance with City policy. This culture will minimize accidents, injuries and property damage. Oversees the safety of assigned operations by instructing individuals in proper safety procedures and/or reporting violations of safety policies. May perform or assist in accident investigations.
- Assists in preparing and maintaining Standard Operating Procedures, Safety Manual and the Rules and Regulations Manual for the fire department.
- Enforces procedures and regulations of the fire department and the City.
- Some of the specific hazards the employee will be exposed to and the functions the employee must perform are:
  - Operates both as a member of a team and independently at incidents of uncertain duration.
  - Performs moderate physical activities, such as climbing stairs and ladders, walking for long distances over uneven terrain and bending crawling, kneeling and/or standing for periods of uncertain duration.
  - Spends extensive time outside exposed to the elements.
  - Experiences frequent transition from hot to cold and humid to dry atmospheres.
  - Faces life or death decisions during emergency conditions.
  - Relies on senses of sight, hearing, smell and touch to help make critical decisions in a confused, chaotic and potentially life threatening environment throughout the duration of the operation.
- Performs other duties as assigned.

### **PERIPHERAL DUTIES**

Respond to emergency incidents/alarms as staff support and assume command when deemed necessary.

### **MINIMUM QUALIFICATIONS**

1. Associate's degree from an accredited college or university in fire science, public administration, or a closely related field.
2. Ten years continuous and progressively responsible experience with an organized Fire Department of comparable size or larger, with at least three years continuous service in a direct supervisory capacity required.
3. Possession of a Valid Class "A" or Class "B" driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
4. EMT-B or Paramedic certification, which must be retained for duration of employment.
5. IFSAC Fire Officer I & II certifications at time of application
6. Fire Service Inspector Level I Certification – if not IFSAC, must obtain IFSAC Fire Service Inspector Level I certification within one (1) year of appointment.
7. Must have, or obtain, KSFM Kansas State Arson Investigator certification within two (2) years of appointment and retain for duration of employment.
8. Must have, or complete, course work in Fire Inspector Principles and Structures and Systems offered by National Fire Academy, or an approved equivalent course, within two (2) years of appointment.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of:

- All facets of the operation and management of a modern Fire Department to include; suppression, rescue, hazardous materials, prevention, and personnel management.
- Modern principles, methods and procedures of fire protection; modern fire prevention techniques; and fire prevention codes, practices and policies.
- Building construction and materials; fire resistant properties of various building materials.
- Fire service resources and mutual-aid agreements.
- Fire behavior; ventilation practices; fireground safety procedures; and rescue procedures and techniques.
- Research techniques, methods and procedures.
- Supervisory principles and methods.
- Rules and regulations of the Fire Department and/or City; Standard Operating Procedures of the Fire Department.

Ability to:

- Make life-threatening decisions during emergency operation.
- Coordinate emergency response activities and control emotions and actions during stressful situations.
- Make command decisions using good judgment and assume responsibility for their impact.
- Effectively interpret, implement and enforce provisions of Federal, State and local laws, ordinances, regulations and policies.
- Analyze and interpret data; prepare and submit concise reports upon analysis; and maintain accurate records.
- Visualize and analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.
- Withstand moderate physical activity during stressful and non-stressful situations.
- Communicate clearly and concisely both orally and in writing.
- Plan, direct and evaluate the work of others.
- Establish and maintain effective working relationships with Fire Department command staff, other City personnel, and the general public.

## **DESIRABLE QUALIFICATIONS**

1. EFO National Fire Academy Graduate.

## **TOOLS AND EQUIPMENT**

Personal computer, including word processor, spreadsheet application, and database software; calculator, copy and fax machines, phone, mobile or portable radio communication equipment, and vehicles to include automobiles, pick-up trucks and other fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, radio, etc.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to fingers, handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, crouch, kneel, or crawl; talk or hear, and smell.

Other physical demands are:

- Work in wet, icy, or muddy areas;
- Comes in contact with grotesque sights and smells associated with major trauma and burn victims;
- Makes rapid transitions from rest to near maximal exertion without warm-up periods;
- Operates in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces;
- Performs a variety of tasks on slippery, hazardous surfaces such as roof tops or from ladders

The employee must also frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth vision, and the ability to focus.

The noise levels in the work environment are usually moderate, except during fire fighting activities when the noise levels may be high.

### **SELECTION GUIDELINES**

Formal application and review of qualifications/education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job change.

### **APPROVAL AUTHORITY:**

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Department Head

Date

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HR Director

Date