

City of Dallas
Classification Specification

Title:	Fire Battalion Section Chief	Class Code:	44008
Application:	Career Series	Pay Grade:	F6
Supplemental/Code:	Protective Service Workers/7	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose

Commanding officer of a battalion district with variety of supervisory fire-fighting and administrative duties. The position may serve as the Administrative Aide to the Chief of the Dallas Fire and Rescue Department.

Essential Functions

1. Maintains order and discipline among personnel under command; if circumstances warrant may counsel or reprimand subordinate who has committed an offense under rules, regulations and procedures of the Fire-Rescue Department; may also prefer charges against offender to the Chief of the Fire-Rescue Department.
2. Assumes command at all fires, rescue emergencies, or other situations requiring the attention of a Battalion Chief, retaining command of the scene until arrival of the Deputy Chief; directs operations and determines best method to extinguish fire with least danger to citizens and firefighters and least loss or damage to property, evaluating such factors as direction and velocity of wind, type of structure, availability of water supply, type of fire (electrical, oil, chemical, etc.) and available equipment; assign duties and issues orders to combat fire; orders additional apparatus if circumstances warrant; determines when fire is under control, notifies Fire Dispatch and released units from the scene as appropriate.
3. Submits report of each emergency response including statistical data concerning circumstances of fire; submits monthly reports of activities in district; reviews, approves, and transmits to Deputy Chief of the division reports submitted by station officers concerning personnel and equipment at stations in the district.
4. Maintains public confidence in the Fire-Rescue Department through public contacts; answers questions, communicates to citizens and groups the Department's mission, explains actions taken by firefighters, and resolves inquiries and complaints from citizens.
5. Periodically makes tactical surveys of sites with significant hazards in order to become acquainted with specific hazards, physical distances to water supplies, fire control systems, means of approach, and other factors pertaining to fire control; report fire hazards to Fire Marshall; becomes familiar with new streets, new construction, new water mains and fire hydrants in the district.
6. Serves on committees and accomplishes additional assignments assigned by the Deputy Chief, Assistant Chief or Chief of the Fire-Rescue Department.
7. Performs related duties as assigned.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Must have in depth knowledge of fire-fighting and rescue principles, through knowledge of Fire -Rescue Department Rules, Regulations and Procedures, and possess management and leadership skills necessary to command a battalion district.

Knowledge of fire-fighting techniques, practices, and theory including chemistry and physics of fire, hose practice, ladder practices, pumping practices, specific fire causes and fire hazards, extinguishment, protection of exposures, ventilation, size up and attack, overhaul and salvage, rescue operations and first aid.

Knowledge of vocabulary, English usage, spelling, mathematics, and report writing procedures required for promotion to higher rank.

Knowledge of basic principles of supervision and departmental rules and regulations relating to personnel practices and procedures required to supervise a battalion district.

Knowledge of public relations principles for dealing effectively with the public.

Abilities usually acquired through ten years experience in Dallas Fire-Rescue Department including two years as Fire Captain.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Commands fire-fighting operations in all types of buildings and under hazardous conditions.

Makes frequent inspection trips to stations in district.

Performs occasional strenuous physical duties when in command at fires.

Responds to alarms at any hour and in all weather conditions.

Works under platoon system with 24-hour on duty and 48-hour off duty shifts.

Subjected to injuries and potentially fatal hazards inherent in fire-fighting work.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.