



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**JOB SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>FIRE BATTALION CHIEF</b>	<b>36</b>	<b>D</b>	<b>11.702</b>

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**JOB SUMMARY**

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Fire Battalion Chiefs plan, direct, and supervise firefighters on an assigned shift, respond to all fires, alarms, and other emergencies, and assume command until the arrival of the Fire Chief.

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**JOB DUTIES**

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1. Provide leadership to rescue personnel or fire victims from structural, crash, and wildland fires.
2. Direct crews in controlling and extinguishing fires and eliminating fire hazards.
3. Collaborate with external agencies to develop plans for events, incidents, and operations requiring support.
4. Develop techniques for entering structures and aircraft to rescue personnel or recover equipment in hazardous situations involving explosives, flammable liquids, oxidizers, chemicals, or radiological threats.
5. Provide extra precautionary measures during high-risk and hazardous operations.
6. Balance personnel assignments to maintain optimal shift coverage.
7. Interpret and enforce Air Force Major Command and base level guidance, changes in operations and revisions, and fire protection organizations required to comply with such guides.
8. Maintain records and prepare reports.
9. Inspect staff, quarters, equipment, and apparatus, and perform daily musters
10. Ensure operational readiness and adherence to standards.
11. Oversee the vehicle maintenance program.
12. Coordinate training on fire suppression and rescue methods and ensure training requirements are met.
13. Assist in the development, implementation, and oversight of policies, procedures, goals, and objectives.
14. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
15. Analyze and propose legislative changes, draft amendments and provide testimony.
16. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
17. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory/managerial experience and current certification from the International Fire Service Accreditation Congress (IFSAC), Pro Board, or equivalent accrediting institution as a Fire Officer III, Fire Inspector II, Fire Instructor II, HAZMAT Incident Commander, and as an Emergency Medical Technician in the State of Nevada.

**KNOWLEDGE, SKILLS, AND ABILITIES**

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Air fire, crash, and rescue principles and practices; rescue and egress techniques for all types of aircraft;

structural rescue; Air National Guard policies and procedures; principles of training and supervision; locations and equipment assigned to the Air National Guard base; water delivery and hydrant systems.

- National Fire Protection Association standards, safety regulations, and insurance requirements related to training; interagency mutual aid agreements; mitigation, isolation, and evacuation techniques used in hazardous materials emergencies.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Exercise authority during rescue and fire suppression operations; plan, organize, and deploy personnel and equipment in emergency situations; develop and implement emergency response plans appropriate to the situation; conduct inspections and investigations.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.
- Develop, implement, and oversee policies and procedures to meet agency mandates, including program design, statutory compliance, and goal achievement.
- Serve as liaison between various stakeholders, including federal, State, and local agencies, to coordinate activities, resolve issues, and represent agency interests.
- Analyze and propose legislative changes for program management, draft amendments, and provide testimony.

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### SPECIAL REQUIREMENTS

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1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

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### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:  
(Check all that apply)*

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|---|--|--|--|--|
| <input checked="" type="checkbox"/> standing  | <input checked="" type="checkbox"/> running          | <input checked="" type="checkbox"/> lifting, 75 lbs  | <input checked="" type="checkbox"/> observing  | <input checked="" type="checkbox"/> turning  |
| <input checked="" type="checkbox"/> walking   | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 75 lbs | <input type="checkbox"/> tasting               | <input checked="" type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting          | <input checked="" type="checkbox"/> pushing, 75 lbs  | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing  |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching         | <input checked="" type="checkbox"/> pulling, 75 lbs  | <input checked="" type="checkbox"/> stretching | <input checked="" type="checkbox"/> smelling |

*Indicate any other requirements which are essential to the successful performance of this job:  
(Check all that apply)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor’s instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

*Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.*

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.