

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003165
Grade B3**

FIRE/RESCUE BATTALION CHIEF

DEFINITION OF CLASS:

This is command level administrative and management work in fire/rescue services. Work involves the delivery of direct firefighting, rescue, and emergency medical services (EMS) as the highest ranking officer of a district; or as manager of a countywide fire/rescue program or service. Personal contacts are with higher level fire/rescue personnel to plan and coordinate work and to exchange information; with other fire/rescue personnel to provide work direction, supervision and guidance; with personnel of other emergency service agencies to coordinate firefighting and rescue efforts; with local fire and rescue departments to coordinate their services with that of the career service within assigned districts; and with the public to provide information and emergency assistance as required.

An employee in this class supervises assigned staff; plans, conducts and coordinates work in such areas as budget, procurement, personnel administration, labor relations, training, and maintenance and security of buildings, grounds and equipment. Work affects the efficiency and effectiveness of fire/rescue programs and services; the rescue, health and safety of individuals; and the preservation of structures and other physical property. Work is performed in accordance with established policies and procedures, which are normally applicable but which may require modification by the employee in unusual situations. Assignments require initiative and resourcefulness, analysis and assessment of unusual problems and/or emergency situations, and judgment in deciding upon an appropriate course of action. Work in emergency services, which are performed on an assigned shift, requires periods of medium physical effort and which involves some exposure to heat, dirt, disease, confined spaces, heights and other unpleasant conditions. An employee in this class is exposed to the risk of serious injury, requiring the use of protective clothing and the strict observance of safety precautions and procedures. Work is performed under general direction and is reviewed in terms of compatibility with department policies and procedures and effectiveness in meeting requirements.

EXAMPLES OF DUTIES: (Illustrative Only)

- Responds to fire alarms and other emergency or service calls with fire/rescue companies; assumes overall command at scene of emergency until relieved by a senior officer.
- Supervises, coordinates and evaluates the tactics and strategies used to resolve emergency and other situations.
- At the scene of an incident, may oversee and participate in the sampling of flammable atmospheres and chemicals to determine hazards involved and provide courses of action to eliminate same.
- Reviews and forwards written operational, fire prevention, emergency medical, training, and personnel reports to senior officers.
- Provides work direction and supervision to staff; resolves personnel matters and refers more complex cases or issues to senior officers for appropriate action.
- Provides oversight and coordination for the assignment of fire/rescue personnel to duty assignments.
- Provides oversight and coordination for preparation of annual budget and monitors budget expenditures.

- Oversees the drafting of recommendations for the selection of equipment, supplies, and apparatus.
- Oversees the operation of the Emergency Communications Center and manages the Department's communication program.
- Oversees the personnel function for department employees and serves as Labor Relations Officer for the Department.
- Evaluates and makes recommendations on the effectiveness of home and commercial building inspections and reports findings to proper officers as necessary.
- Develops and implements policies and procedures governing operations of all equipment, apparatus and medical units operated in the fire/rescue service as required in cooperation with the local fire and rescue departments and the Fire/Rescue Commission.
- Serves as liaison between local fire and rescue departments, other fire/rescue departments and squads, government, and public and private agencies as required.
- Oversees and occasionally participates in investigations and inspections at the scene of a firefighting operation to determine cause, origin, and circumstances of the fire as required.
- Oversees and directs surveillance in relation to arson and suspicious fire investigations as required.
- Plans, directs and coordinates fire prevention and educational programs for the public as required.
- Develops and recommends proposed laws and regulations as required.
- Develops, recommends and implements effective standard operating procedures as required.
- Oversees the coordination of the Emergency Medical Services Program with the Montgomery County Fire/Rescue Service.
- Oversees and is responsible for the utilization and maintenance of assigned facilities, equipment, and apparatus.
- Provides recommendations for the improvement of apparatus, equipment and facilities.
- May be assigned as a member/supervisor on a specialty team.
- Inspects and evaluates facilities, equipment and apparatus.
- Assumes the duties of higher level officers in their absence.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the organization, functions, rules, regulations, policies and procedures of the Montgomery County Department of Fire/Rescue Services.
- Thorough knowledge of fire suppression, rescue and emergency medical services principles, practices, apparatus, equipment, techniques and methods.
- Thorough knowledge of fire prevention methods and techniques.
- Thorough knowledge of fire administration, personnel management and budget administration.
- Thorough knowledge of the functions and activities of other departments, organizations, and associations related to fire/rescue operations.
- Thorough knowledge of geographic, climatic, and structural characteristics of the Department's response area as related to fire/rescue service planning and operations.
- Thorough knowledge of the local and state laws governing the functions and activities of the fire/rescue service under normal and emergency conditions.
- Ability to plan and direct the preparation of technical and administrative recommendations and reports.
- Ability to work in elevated and/or confined places, toxic atmospheres, and extreme heat.
- Ability to swim and stay afloat.
- Ability to supervise, motivate and evaluate staff.
- Ability to speak effectively before officials and citizen groups.
- Ability to communicate effectively, both orally and in writing.

- Ability to successfully complete a test designed to assess the ability to maintain a level of physical fitness to perform critical physical tasks required of the position and to appropriately lead unit members or other subordinates in fitness activities.

MINIMUM QUALIFICATIONS:

Experience: Satisfactory completion of two (2) years of career experience as a Montgomery County Division of Fire and Rescue Services Fire/Rescue Captain.

Education: Associate's degree, or successful completion of sixty (60) semester hours in a degree program at an accredited college or university.

Training: Successful completion of all training courses and certifications required for promotion to this class by the Montgomery County Department of Fire and Rescue Services.

NOTE: All minimum qualifications for this class must be attained prior to the deadline for application for promotion to this class.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence as required by the Department of Fire and Rescue Services.
- Maintenance of State of Maryland certification as EMT-B.
- Maintenance of all other certifications as required by the Department of Fire/Rescue Services.

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD:

Employees promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam with Drug & Alcohol Screen.*

*Successful completion of most recent physical examination and drug screen as required.

Class Established: July 1971

Revised: July 1976

June 1983

July 1987

April 1989

July 1991

April 1993

Classification Study: February 1996 (M)

May 2000

December 2000

November 2003

February 2007

August 2013

October 2014

Revised: Medical Protocol per OMS Review: November 2022

Formerly Titled: "Fire/Rescue Captain" and "Fire/Rescue District Chief"