



Greater Eagle Fire & Gypsum Fire Position Job Description



Battalion Chief

Reports to: Division Chief of Operations
Manages: Operations - Shift Crews; Part-Time, Apprentice Members and Volunteers
Status: Non-Exempt

Position Summary:

This role, at the Command Staff level, encompasses diverse administrative, technical support, and supervisory functions within the districts. It entails managing and leading Captains, Lieutenants, and shift members across various operations, including structural and wildland fire suppression, technical rescue, emergency medical services, public education, and all-hazard services.

This position holds significant responsibility, overseeing fire operations, equipment, apparatus, maintenance, scheduling, training, and performance evaluation to ensure the department's safe and efficient functioning. The Battalion Chief may also be assigned special projects, programs, and tasks, reporting to the Fire Chiefs of Greater Eagle Fire and Gypsum Fire as needed.

Operating under the guidance of Greater Eagle Fire's Division Chief of Operations, the Battalion Chief may assume responsibilities in the Division Chief's absence. Supervision and coordination of district members align with organizational policies, procedures, and applicable laws.

This FLSA Non-Exempt role adheres to a 48/96 shift hour rotating work week schedule. Additionally, the Battalion Chief may be required to work additional hours for incident response, emergencies, trainings, meetings, shift coverage, and other duties as needed by both districts.

Mission, Vision, Values:

Battalion Chiefs coordinate the effective and efficient use of resources to carry out the combined mission of Greater Eagle Fire & Gypsum Fire and will operate by our Mission, Vision, and Values that provides service through dedication, professionalism, and excellence:

Greater Eagle Fire Protection District:

Mission: Ready...

Vision: Leading by Solving the Unthinkable.

Values: Humility, Character, Courage, Innovation, Partnerships.

Gypsum Fire Protection District:

Mission: To prevent harm by educating and protecting our community.

Vision: To be an integral part of our community by fulfilling its needs.

Values: Neighbors helping neighbors since 1911.

Supervisory Responsibilities:

Reporting to the Operations Chief, this role directly oversees district employees, ensuring safe firefighting practices and coordinating staff performance. The position requires strong leadership and membership relations skills within an integrated Fire and EMS Service.

Emergency Response Responsibilities:

- Oversee shifts and coordinate duties related to EMS, technical rescue, structural and wildland firefighting, hazardous materials response, safety, and emergency/non-emergency operations.
- Maintain shift schedules and organize personnel assignments.
- Develop, review, and implement standard operating guidelines and policies.
- Handle coaching and disciplinary actions, reporting to the Division Chief of Operations.

Administrative and Supervisory Duties:

- Manage non-emergency functions, including training, public relations, fire inspections, investigations, vehicle/equipment maintenance, and station cleaning.
- Communicate effectively with department members, the public, business owners, and staff, adhering to the department's mission statement.
- Make safe and efficient decisions in the field, establishing working relations with subordinates, superiors, other agencies, and the public.

Skills and Qualifications:

- Possess in-depth knowledge of modern fire suppression and fire administration principles and practices.
- Demonstrate proficiency in emergency medical services, basic or advanced life support, and the Incident Command System.
- Exhibit expertise in hazardous materials handling, understanding pertinent laws, codes, and regulations.
- Maintain familiarity with district geography and street layout.
- Use effective public relations and instruction techniques related to fire suppression and prevention.
- Handle interactions with upset or emotional individuals and patients.
- Demonstrate effective project and program management skills.
- Respond to public inquiries and prepare technical and operational reports.

Leadership and Management:

- Drive fire apparatus safely in varying traffic and weather conditions.
- Provide Incident Command and Control for large-scale emergency and non-emergency incidents.
- Ensure efficient flow of communications within the crew and disseminate information for business operations.
- Direct daily activities of personnel, overseeing public information, EMS, public relations, firefighting, hazardous materials, safety and health programs, and training.
- Develop short and long-term plans, goals, and objectives for assigned operations.
- Maintain confidentiality per HIPAA regulations.
- Assist with annual budget preparation and manage expenses within the budget.
- Lead and discipline subordinates effectively, promoting harmony and cooperative relations with other districts, cities, counties, federal governments, law enforcement agencies, and EMS agencies.

Additional Responsibilities:

- Operate as the Hazardous Materials Compliance Officer for supervision of local, state, and federal requirements.

- Participate in the career development of personnel.
- Oversee aspects of apparatus, staff vehicles, equipment, radios/communications, and station upkeep.
- Assist in grant writing opportunities.
- Ensure performance appraisals for staff and provide corrective action as necessary.
- Enforce rules, regulations, policies, and procedures of the district.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Supervise, coordinate, and may participate in public education programs.

Miscellaneous:

- Perform other duties as assigned by the Division Chief of Operations.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities, and duties may change at any time with or without notice.

Qualifications:

To succeed in this role, candidates must proficiently perform essential job functions. Requirements include:

Education/Experience:

- Associate's degree, preferably in Fire Science, EMS, Public/Business Administration, or related field. Relevant experience considered.
- Preferred: Bachelor's Degree in fire science, fire administration, business, or public administration from an accredited college or university. Equivalent education, training, and experience may be considered.

Certifications Required - Current:

- Fire Officer I or CPSE Fire Officer Designation or equivalent
- Fire Officer II, or higher status within one year
- Fire Instructor I
- Colorado State EMT Certificate
- Current Health Care BLS CPR certification
- Hazardous Materials/Operations Level
- ICS 100, 200, NIMS 700 & 800
- ICS 300 & 400, within one year
- NWCG Firefighter II - Ability to obtain within six months or have greater qualification
- Minimum of five years of fire services supervisory experience as a Company Officer

Special Requirements: Candidates must meet the following special requirements:

- Hold a valid Colorado Driver's License with a satisfactory driving record.
- CDL Class B (or ability to obtain within one year)
- Possess a High School Diploma, GED, or equivalent.
- Insurable as a driver by Greater Eagle Fire and Gypsum Fire insurance carriers.
- Be 21 years of age.
- Be lawfully able to work in the United States.
- Ability to speak, read, and write the English language; other language abilities appreciated.

Language Skills:

- Ability to read, analyze, and interpret documents, including safety rules, codes, and operating instructions.
- Effective written communication for reports, correspondence, and proposals.
- Strong verbal communication skills for small and large group presentations.
- Demonstrate proficiency in contemporary communication and computer technologies.

Reasoning Ability:

- Problem-solving skills for practical situations and varied instructions.
- Application of logic, scientific thinking, and fire science judgment to diverse intellectual and practical problems.

Physical Demands:

- Frequent standing, walking, and sitting for extended periods.
- Ability to lift and/or move up to 150 pounds occasionally, and up to 50 pounds frequently.
- Vision abilities for reading documents, differentiating colors, and adjusting focus.

Work Environment:

The employee's work environment involves:

- Frequent exposure to fumes, airborne particles, and varying weather conditions.
- Occasional exposure to wet/humid conditions, moving mechanical parts, high places, toxic/caustic chemicals, radiation, extreme heat/cold, electrical shock risk, smoke/odors, traffic, and grease/oil.
- Moderate noise levels.

Work locations include offices, vehicles, and outdoor settings during day and nighttime hours. Equipment used may include common office tools, computers, phones, and specialized firefighting, rescue, HAZMAT, and EMS equipment, along with PPE/BSI.

ADA Compliance:

The Greater Eagle Fire Protection District aims to select and retain the best-qualified candidates without discrimination based on disability. Reasonable accommodations are available, and applicants or employees with disabilities can contact the HR representative at 970-328-7244 with advance notice for necessary arrangements.

EEOC Compliance:

The Greater Eagle Fire Protection District is an Equal Opportunity employer, providing equal employment opportunities regardless of race, color, religion, national origin, gender, gender identity or expression, disability, age, sexual orientation, pregnancy, childbirth, veteran status, or a medical condition related to pregnancy or childbirth or any other characteristics protected by federal, state, or local laws.

At-Will Employment Notice: Colorado operates under an "At-Will" employment framework, allowing either the employee or employer to terminate employment at any time, with or without cause and with or without notice. This job announcement and the application process do not alter the District's at-will employment policy.



Greater Eagle Fire & Gypsum Fire
Position Job Description
Title: **Battalion Chief**



Review, Comment and Signatures:

The above statements in this Position Job Description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position and does not constitute an employment agreement between the employer and employee and is subject to change as the needs and requirements of the position change.

I understand that by signing this Job Description it does not create a contract of employment or guarantee of employment for any definite period of time. In addition, I understand that I have been hired at the will of the Greater Eagle Fire Protection District (GEFPD) and I am an **AT-WILL EMPLOYEE** who may be terminated at any time, with or without cause and with or without notice. I may also terminate my employment at any time.

Comments: _____

Signature of Employee

Date

Signature of Supervisor and Title

Date

Job Description Approved By:

District Fire Chief - Signature & Printed Name

Date