



NORTH LAKE TAHOE FIRE PROTECTION DISTRICT

866 Oriole Way – Incline Village, NV 89451-9439

(775) 831-0351 Fax (775) 831-2072 www.nltfpd.org

Ryan Sommers – Fire Chief

Job Description

Title: Battalion Chief
Reports to: Assistant Fire Chief
FLSA Status: Exempt
Schedule: Full-time, 56 hours per week 48 hours on 96 hours off
Classification: Battalion Chief
Probation: 12 Months
Pay Range: \$126,000 – \$201,154

General summary of the role

The Fire Battalion Chief, under general direction, performs vital administrative and managerial duties within the Fire Department. This role involves planning, organizing, coordinating, supervising, and implementing various programs and operations, including emergency services, disaster preparedness, fire prevention, inspections, investigations, training, equipment maintenance, and related activities. The Battalion Chief also serves as the Officer-in-Charge for their assigned shift, responding to incidents and coordinating activities with other shifts and external agencies. Additionally, they provide complex staff support to the Assistant Fire Chief and Fire Chief.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate the organization, staffing, and operational activities for assigned program, activities and operations of the Fire Department including operations, emergency medical services, disaster preparedness, fire prevention, fire inspection, fire investigation, code enforcement, training, facility/equipment maintenance, and related programs, services, and operations.
2. Serve as Officer-in-Charge for assigned shift; supervise line personnel (AEMT/Firefighters and Paramedic Firefighters); respond to alarms as required by departmental policy; act as incident commander at emergency scenes and assume command of operations unless relieved of command by a superior officer; prepare follow-up incident reports and investigations as required.
3. Participate in the development and implementation of goals, objectives, policies, standard operating guidelines and priorities; recommend and implement resulting policies and procedures and standard operating guidelines.
4. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
5. Direct, coordinate, and review the work plan for assigned Shift programs, functions, services, and activities; assign work activities, training and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
6. Participate in the selection of assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Participate in the development and administration of assigned program budget(s); forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.



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8. Oversee the development and implementation of the Shift's fire and life safety inspections programs; supervise and participate in the inspection of commercial, industrial, residential, and other buildings including the inspection of fire protection systems; oversee and participate in the interpretation and enforcement of codes, laws, and district ordinances related to fire suppression, fire prevention, and related health and safety codes; supervise and participate in fire sprinkler, alarm, and hydrant flow tests; supervise proper maintenance of hydrants in the Fire District.
9. Supervise and participate in fire cause and origin determinations; determine preliminary origin and cause of fire at emergency scenes; obtain and preserve evidence; assist law enforcement in follow-up investigations of fires and suspects; preserve cases for court.
10. Oversee the development and implementation of the District's public education and public relations activities, design, develop, supervise, and participate in public education programs; may be required to make presentations to schools, service clubs, or other public gatherings on fire, burn prevention, fuels reduction, defensible space and emergency medical services.
11. Oversee the development and implementation of the District's electronic documentation program, training programs; develop and implement training programs for fire fighting, emergency medical, and other emergency response services and programs; identify the fire training needs of company personnel; provide or coordinate staff training and drills in firefighting methods, techniques, and related subjects; work with employees to correct deficiencies; enforce policies and procedures and recommend disciplinary action, as necessary; maintain and review training records.
12. Oversee the development and implementation of the District's equipment/apparatus maintenance and testing program; supervise and conduct maintenance and repairs of radios, pagers and alert monitors; plan and review the maintenance, testing, and repair to self-contained breathing apparatus; plan and supervise ladder testing and annual pumper and hose tests; evaluate, maintain, and replace personal protective equipment and station uniforms for assigned personnel; maintain medical aid equipment and supplies.
13. Complete, prepare, and review a variety of forms, reports, schedules, recommendations, and related documentation; prepare emergency scene reports; prepare accident, injury, and exposure reports; review reports submitted by subordinate staff including Engine Company reports.
14. Provide staff assistance to the Assistant Fire Chief and Fire Chief; prepare and present staff reports and other correspondence as appropriate and necessary; maintain a variety of records and prepare administrative reports.
15. Serve as liaison for the Fire District with other departments, and outside agencies; participate on a variety of committees.
16. Administer, oversee, and supervise assigned programs and special projects; may oversee the construction of new fire stations; may participate in the planning of future stations.
17. Maintain skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue. Attend mandatory training classes on specialized techniques such as CPR, EMT re-certification, hazardous materials handling and infection control.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.



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19. Assume responsibility of the Fire District in the absence of the Assistant Fire Chief and Fire Chief.
20. Perform other related duties as required.

Minimum Qualifications:

- Minimum age of 18
- Strong knowledge of modern fire service training principles, public safety agency practices, administration, organization, and operations.
- Proficiency in computer skills, planning, organization, problem-solving, written communication, leadership, public relations, integrity, and motivation.

Education and Experience:

- Associate degree (or higher) with major course work in fire science, fire administration, public administration, or other related field supplemented with specialized Fire Officer training. Bachelor's Degree required within three years of appointment.
- Five years of increasingly responsible fire service experience including three years of supervisory or administrative experience at a level comparable to that of a Fire Captain.
- Strong knowledge of emergency service operations, fire science, program development, and disaster preparedness.
- Proficiency in computer skills, planning, organization, problem-solving, written communication, leadership, public relations, integrity, and motivation.
- Experience establishing and maintaining effective working relationships and dealing tactfully and persuasively with others in controversial situations.
- Experience communicating effectively through oral presentations, written reports, and discussions with internal and external stakeholders.

Licenses and Certifications:

- A valid driver's license with "F" endorsement or equivalent
- Firefighter II
- Nevada AEMT or Paramedic and CPR/AED certifications
- Hazardous Materials Incident Command
- Incident Command System (ICS) 100, 200, 300, 400, 700, 800
- Fire Instructor II certification and Fire Officer II certification

Working Hours:

The Fire Battalion Chief position is salaried and follows a 56-hour workweek, with occasional travel, weekend, holiday work, and attendance at meetings outside regular scheduled hours.

Knowledge of:

Fire Service Operations:

- Operations, services, and activities of an all-risk emergency services organization, including fire suppression, fire prevention, emergency medical services, hazardous materials response, technical rescue, and disaster preparedness, response, and recovery.

Fire Science and Engineering:



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- Fire science theory, principles, and practices and their application to a wide variety of emergency operations; principles of combustion, fire behavior, and fire chemistry; principles of building construction and fire protection systems as they relate to firefighting tactics and firefighter safety.

Incident Command and Emergency Management:

- Incident Command System (ICS) and National Incident Management System (NIMS) structure, strategy, and application; multi-agency coordination and operational command during major emergencies and disasters; principles and practices of emergency scene safety and accountability.

Leadership and Supervision:

- Principles and practices of supervision, leadership, motivation, training, and performance evaluation; personnel management, employee relations, and team dynamics within a labor-management environment.

Administrative and Program Management:

- Principles and practices of program development and administration; municipal and district budgeting, purchasing, and resource allocation; recordkeeping and reporting procedures; policy and standard operating guideline (SOG) development and implementation.

Legal, Regulatory, and Policy Framework:

- Pertinent federal, state, and local laws, codes, regulations, and standards related to fire suppression, emergency medical services, hazardous materials, and occupational safety; District policies, procedures, and labor agreements.

Apparatus, Equipment, and Technology:

- Operating characteristics, uses, and maintenance requirements of pumpers, aerial apparatus, and other firefighting and EMS equipment; mechanical and hydraulic principles of fire apparatus; public safety computer systems and technology applications.

Community and Environmental Context:

- Geography, street systems, topography, and water supply systems within the District and surrounding jurisdictions; local hazards, risk profiles, and community concerns affecting fire protection and emergency services.

Communication and Public Relations:

- Methods and techniques of effective oral and written communication; principles of business letter writing and report preparation; media relations and community outreach practices.

Safety and Risk Management:

- Current safety practices and procedures related to emergency service operations, training activities, and station environments; risk assessment and mitigation strategies.

Ability to:

Leadership and Management:

- Oversee and participate in the management of assigned shift operations, programs, and services including fire suppression, emergency medical services, fire prevention, training, and related administrative functions.
- Direct, supervise, train, evaluate, and mentor subordinate personnel; foster teamwork, accountability, and professional development.
- Analyze organizational and operational issues, identify alternative solutions, forecast consequences of proposed actions, and implement recommendations consistent with District goals and objectives.
- Participate in the development and administration of District goals, objectives, policies, and procedures.

Operational Command:



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- Function effectively as Incident Commander at all-risk emergencies, maintaining composure and sound judgment under pressure.
- Analyze dynamic emergency conditions, evaluate resource needs, establish strategic objectives, and direct tactical operations.
- Perform and oversee fire suppression, rescue, hazardous materials, and emergency medical operations in accordance with established standards and best practices.
- Ensure compliance with safety procedures, risk management principles, and operational readiness requirements.

Administrative and Analytical:

- Prepare and administer program budgets; allocate resources efficiently and monitor expenditures.
- Collect, analyze, and evaluate operational data to support decision-making and continuous improvement.
- Prepare clear, concise, and comprehensive reports, correspondence, and administrative documents.
- Research, evaluate, and implement new service delivery methods, technologies, and operational techniques to improve efficiency and effectiveness.

Communication and Interpersonal Skills:

- Communicate clearly and concisely, both orally and in writing, with staff, management, elected officials, and the public.
- Effectively present information and training to individuals and groups; prepare and deliver public education and information programs.
- Establish and maintain cooperative working relationships with subordinates, peers, supervisors, and representatives of other agencies.
- Represent the District professionally in meetings, collaborations, and interagency environments.

Technical Proficiency:

- Operate and maintain specialized firefighting tools, rescue equipment, fire apparatus, and safety gear in a safe and effective manner.
- Utilize modern office technology, computer systems, and applicable software; learn and adapt to new technology as required.
- Demonstrate thorough knowledge of the geography, hazards, and infrastructure of the District and surrounding areas.

Personal Conduct and Physical Requirements:

- Maintain the physical condition necessary to perform assigned duties safely and effectively, including operating in hazardous environments and wearing personal protective equipment.
- Work irregular hours, including nights, weekends, holidays, and extended operational periods as required by emergency incidents or organizational needs.
- Exhibit professionalism, integrity, and ethical behavior consistent with the mission and values of the District.

Physical Requirements and Working Conditions:

The conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment



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- Work is performed in both office and field settings, including emergency scenes, training grounds, and public events. The employee may be exposed to hazardous environments and adverse weather conditions, including extreme heat, cold, noise, smoke, fumes, airborne particles, and hazardous materials. Work may involve proximity to moving mechanical parts, electrical hazards, and vibration. The incumbent is required to wear and safely use personal protective equipment, including self-contained breathing apparatus, helmets, gloves, and turnout gear. Duties may require extended hours, including nights, weekends, and holidays, as well as emergency callback. Occasional travel outside the District may be required for meetings, training, or mutual-aid operations.

Physical Demands

- Primary functions require sufficient physical ability to perform administrative work in an office setting and strenuous physical activities at emergency incidents. Tasks may include walking, standing, sitting, climbing, bending, stooping, kneeling, crawling, and reaching. The employee must have the ability to push, pull, lift, and carry equipment and materials of varying weight, including lifting and moving objects exceeding 50 pounds under emergency conditions. Work may require extended periods of physical exertion under stressful and hazardous conditions. The position requires fine motor coordination, manual dexterity, and the ability to operate specialized vehicles, tools, and office equipment.

Vision and Hearing

- Vision must be sufficient to read printed materials, maps, and computer screens, and to operate motor vehicles and equipment safely under varied light conditions. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hearing must be sufficient to communicate effectively in person, by radio, and over the telephone, and to detect alarms, signals, and other critical auditory cues in noisy environments.

Note: This job description is subject to change and may not encompass all duties related to the position.