



Serving North Spokane County

Position Description

Effective December 1, 2025

POSITION:

Battalion Chief, (Career)

FLSA STATUS:

Non-Exempt – Manages the operations of the Fire District and directs the work of assigned personnel of their shift.

REPRESENTATION:

This position is represented under the collective bargaining agreement between IAFF Local 5363 and Spokane County Fire District 4.

PURPOSE STATEMENT:

The responsibility of the Battalion Chief will be to provide guidance, direction and support for emergency incident responses and administer day-to-day operations of the Fire District. This position will provide supervision, management and evaluation of subordinate positions.

CONTROL OVER WORK:

Supervised By: General Supervision by Deputy Chief of Operations and subsequently follows recognized chain of command.

Supervises: Supervises administrative and emergency functions and is responsible for the direction of an emergency response team. Supervises and coaches assigned personnel under their command. The Battalion Chief customarily and regularly directs the work, scheduling, and training of the Volunteer, Temporary Full-time, Seasonal Firefighters and Full-time staff.

- Provides general supervision of all subordinate positions. Directs functional supervision of assigned Captains and Lieutenants.
- Supervises the functional areas of emergency incident readiness, response, and resource management.

- Assures compliance consistent with the laws of the State of Washington and the policies of Spokane County Fire District 4 and performs the level of service as directed by Deputy Chief.

Work Shift: The work shift will be a work schedule that best facilitates the primary duties and responsibilities of directing the operations of the Fire District. The Battalion Chief is subject to immediate recall to duty.

JOB DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other non-essential or peripheral duties that may be required. Spokane County Fire District 4 retains the right to modify or change the duties or essential functions of the job at any time.

- Incident response as a senior officer of the Fire District.
- Serves as “Duty-Officer” (420) for the Fire District.
- Work with all assigned personnel to ensure all incident reports are completed in a timely manner.
- Oversight of the Shift Program within assigned Shift
- Assist with maintenance and issuance of Personal Protective Equipment (P.P.E)
- Participates in new member entry process, including direct involvement in the interview portion of the hiring process.
- Assists with the coordination of fire and emergency medical services training for assigned shift.
- Instructs the principles and practices of firefighting, fire prevention, emergency medical services, hazardous materials, and other related subjects.
- Manage investigation, reporting, and when appropriate, corrective action of disciplinary issues of the Fire Districts operational personnel.
- Prepares records and reports regarding incidents, supplies, personnel and other matters pertaining to the fire station and its equipment. Solicit and screen for appropriate budget requests for submittal to the Deputy Chief of Operations for annual budget preparation.
- Conducts annual performance evaluations, coaches and disciplines within the guidelines and practices of the Fire District.
- Supervises annual testing and maintenance of equipment and apparatus.
- Attend and participate monthly in District Command Officers Meetings. Represents the Fire District at meetings and other activities, works with other personnel and the public to accomplish the goals and objectives necessary to complete the mission of the Fire District.
- Assists with coordination of preplans, hydrant testing and the address signs for respective shift.
- Coordinate fire and life safety inspections with engine companies in commercial occupancies.
- Provides oversight in the completion of Probationary Firefighter Task Books
- Acts as a liaison between station personnel and administrative staff and the general public
- Participates and assists in the coordination of shift activities and community events.
- Regular timely attendance at assigned work location.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and follow oral and written communication.
- Ability to instruct firefighting and emergency medical services and evaluate the practical applications of each.
- Thorough knowledge of operation and maintenance of fire equipment and apparatus
- Thorough knowledge of fire department rules, regulations, policies and procedures
- Ability to work with the public.
- Functional knowledge of current computer technology and programs relevant to the fire service
- Ability to write comprehensive reports and maintain records.
- Make recommendations to enhance the operating procedures of the Fire District
- Ability to deal with and effectively manage personnel problems.
- Skills in fostering effective working relationships and a high level of morale.
- Adaptable and flexible to change and committed to the growth and improvement of the Fire District and its members.
- Able to supervise the work of subordinates during emergencies, routine, and non-routine work activities while maintaining discipline and respect.
- Knowledge of the geography of the Fire District, including streets, water mains and fire hydrants
- Possess strong leadership skills.
- Self-motivated with the ability to work independently.
- Credible, enthusiastic and confident

REQUIRED MINIMUM QUALIFICATIONS, EXPERIENCE & EDUCATION:

- Adaptable and flexible to change, committed to department growth and improvement.
- Three years of progressive leadership and supervisory roles in a fire service agency. Primarily as a career shift duty officer.
- High school graduate or GED Required
- Must possess and maintain a current Washington State EMT certification with approval to work in Spokane County.
- Must possess or be able to obtain a valid State Driver's License without record of suspension or revocation in any state and meets the guidance of the Districts Insurance Carrier.
- Must possess an approved Emergency Vehicle Incident Prevention Program (EVIP) certification.
- IFSAC Firefighter 1.
- IFSAC Firefighter 2.
- IFSAC Fire Instructor 1.
- IFSAC Officer 1.
- IFSAC Officer 2 (or ability to obtain within one year of employment).
- Must possess NIMS ICS 100, 200, 300, 400, 700, and 800.
- Must possess N.W.C.G. Firefighter Type 1 (FFTI) qualification.
- Must be N.W.C.G. qualified as Single Resource Boss Engine (ENGB).
- Must be N.W.C.G. qualified / trainee as Incident Commander Type IV (ICT4).

- No felony convictions or disqualifying criminal history.
- Must be able to pass the Fire District background check.
- Must meet District medical and physical standards.
- Must be credible, enthusiastic, and confident.

TOOLS AND EQUIPMENT USED:

Emergency medical equipment, fire apparatus, fire pumps, hoses and other standard firefighting and emergency medical service equipment, ladders, portable and mobile radios, pagers, personal computers, phones, calculator and other automated office equipment.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently to sit; talk or hear; stand; walk; use hand to finger; handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential volunteer functions.

Work is performed primarily in stations, vehicles, and other outdoor settings, in all weather conditions, including temperature extremes, during the day and night times. Work is often performed in emergencies and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain firefighting or emergency medical scene activities when noise may be loud.

NOTE: Appointees will be subject to completion of a standard 12-month probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer and union as negotiated needs of the department and requirements of the job change.

Spokane County Fire District 4 is an Equal Opportunity Employer