

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

Subject: HR - Approve the Revised Class Specification for Fire Battalion Chief

### **RECOMMENDATION**

Recommendation of the Human Resources Director and the Civil Service Commission that City Council approve the revised class specification for Fire Battalion Chief

Expenditure: None

### **BACKGROUND**

The Fire Chief requested a review of the class specification for Fire Battalion Chief which had not been studied since 1982. Results of the study found that the class specification should be revised to ensure the major responsibilities and the requirements of the position are accurately reflected. Representatives from Management and the Torrance Fire Chief Officers Association (TFCOA) have met and agreed on the proposed class specification. The revised class specification has been prepared and is submitted to your Honorable Body for your review and approval.

At their meeting of Monday, July 13, 2009, the Civil Service Commission unanimously approved the revised class specification for Fire Battalion Chief which is submitted for your review and approval.

### **ANALYSIS**

The study revealed that the title and several sections of the class specification required changes to reflect the current responsibilities and requirements of the position. In addition several sections were modified to update the class specification.

Language was added to the Distinguishing Characteristics section to reflect the level in which the position is expected to perform duties.

The Examples of Duties section was modified to reflect the managerial duties required of the position and expected at this level of the organization. The Examples of Other Duties section was added to the class specification to accurately reflect the full range of duties required.

Several statements were added to the Qualification Guidelines section that reflect the Knowledge and Abilities required to perform the job duties of the position.

The Experience and Education Section was revised to more accurately describe the required experience and certification for the position as follows:

*Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:*

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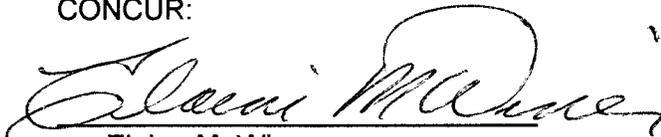
Equivalent to graduation from high school; and eight years (8) of service on the Torrance Fire Department; and completion of probation as a Fire Captain. The possession of an AA in Fire Science, or an AA degree in another field plus 20 units of Fire Science may be substituted for one year of the required experience. The possession of a BA in Fire Science or Fire Administration, or a BA degree in another field plus 40 units of Fire Science may be substituted for two years of required experience. A Bachelor's degree in Fire Science/Public Administration or a related field is highly desirable.

Respectfully submitted,

  
\_\_\_\_\_  
Civil Service Commission  
Carol Dean, Chair

ELAINE M. WINER  
Human Resources Director

CONCUR:

  
\_\_\_\_\_  
Elaine M. Winer  
Human Resources Director

By   
\_\_\_\_\_  
Melody P. Lawrence  
Human Resources Manager

NOTED:

  
\_\_\_\_\_  
LeRoy J. Jackson  
City Manager

- Attachments: A Civil Service Commission Meeting July 13, 2009  
B. Revised Class Specification for Fire Battalion Chief  
C. Existing Class Specification for Fire Battalion Chief

July 7, 2009

Commission Meeting  
July 13, 2009

Honorable Chairperson and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

Subject: Approval of the Revised Class Specification for Fire Battalion Chief

### RECOMMENDATION

The Human Resources Director recommends that your Honorable Body approve the revised class specification of Fire Battalion Chief and forward to the City Council for adoption.

### BACKGROUND

The Fire Chief requested a review of the class specification for Fire Battalion Chief which had not been studied since 1982. Results of the study found that the class specification should be revised to ensure the major responsibilities and the requirements of the position are accurately reflected. Representatives from Management and the Torrance Fire Chief Officers Association (TFCOA) have met and agreed on the proposed class specification. The revised class specification has been prepared and is submitted to your Honorable Body for your review and approval.

### ANALYSIS

The study revealed that the title and several sections of the class specification required changes to reflect the current responsibilities and requirements of the position. In addition several sections were modified to update the class specification.

The following language was added to the Distinguishing Characteristics section to reflect the level in which the position is expected to perform duties:

The Fire Battalion Chief is distinguished from the Deputy Fire Chief in that the incumbent is not responsible for managing the activities of all Operations Division platoons and distinguished from Fire Captains in that the incumbent is responsible for a major unit of the Fire department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

The Examples of Duties section was modified to reflect the managerial duties required of the position and expected at this level of the organization. In addition, the Examples of Other Duties section was added to the class specification. Duties such as the following were added:

- Plans, assigns, and manages, through supervisors, the activities of the division.
- Develops and monitors the division budget and establishes budgetary controls.
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Administers safety and training programs.
- Acts as department/division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
- Acts as program director for one or more major programs within the Department

Several statements were added to the Qualification Guidelines section that reflect the Knowledge and Abilities required to perform the job duties of the position.

Examples of the Knowledge statements include:

- Project management methods and practices.
- Management and supervisory principles and practices.
- Budget preparation and administration principles and practices.
- Applicable Federal, State and local regulations.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.

Examples of Abilities statements include:

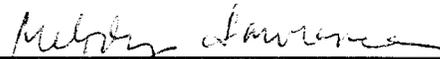
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Evaluate, develop and implement Department policy and programs to improve operations.
- Develop and monitor the division budget and establish budgetary controls.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Ensure safety and professional work standards are met.

The Experience and Education Section was revised to more accurately describe the required experience and certification for the position as follows:

*Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:*

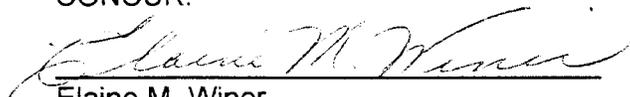
Equivalent to graduation from high school; and eight years (8) of service on the Torrance Fire Department; and completion of probation as a Fire Captain. The possession of an AA in Fire Science, or an AA degree in another field plus 20 units of Fire Science may be substituted for one year of the required experience. The possession of a BA in Fire Science or Fire Administration, or a BA degree in another field plus 40 units of Fire Science may be substituted for two years of required experience. A Bachelor's degree in Fire Science/Public Administration or a related field is highly desirable.

Respectfully submitted,



Melody Lawrence  
Human Resources Manager

CONCUR:



Elaine M. Winer  
Human Resources Director



Ken Carter  
President, TFCOA

NOTED:



Laura Lohnes  
Civil Services Manager

Attachments: A. Revised Class Specification for Fire Battalion Chief  
B. Existing Class Specification for Fire Battalion Chief

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## FIRE BATTALION CHIEF

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### DEFINITION

Under general direction, manages a major unit of the Fire Department; to direct the staff, equipment and activities of that unit and perform related work as required.

### DISTINGUISHING CHARACTERISTICS

The Fire Battalion Chief is distinguished from the Deputy Fire Chief in that the incumbent is not responsible for managing the activities of all Operations Division platoons and distinguished from Fire Captains in that the incumbent is responsible for a major unit of the Fire department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

### SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Fire Chief or the Deputy Fire Chief, provides direct supervision to Fire Captains and support staff. When assigned as Fire Marshall or Administrative Chief shall have the provisional rank of Assistant Fire Chief and may provide technical direction to other Fire Battalion Chiefs as needed.

### Examples of Essential Duties

*The following duties represent the principal job duties; however, they are not all inclusive.*

- Directs the activities of fire personnel and equipment on an assigned shift engaged in lifesaving and fire suppression activities.
- Responds to alarms and details personnel and fire-fighting equipment to achieve the most effective fire suppression.
- Directs rescue, ventilation, first aid and resuscitation, fire extinguishment, covering of exposures and salvage operations.
- Has full command at fires until relieved by a superior.
- Makes thorough inspections of all companies, their personnel and equipment.
- Assumes responsibility for the efficient performance of companies, cleanliness of quarters, and for the operation of all fire apparatus and equipment.
- Enforces all rules and regulations and special orders.
- Supervises, instructs and assists in the work of fire inspection and the enforcement of all ordinances, laws and codes pertaining to the prevention and control of fire and fire hazards.
- Inspects or details subordinates to inspect places where fire hazards may exist, and abates hazards found.
- Reports arson cases and locates and preserves evidence of arson.
- Inspects and approves multiple occupancy dwellings and business establishments.
- Checks building plans for conformance to fire code sections.
- Issues fire clearances.
- Formulates and conducts programs of basic in-service training.
- Sets up, supervises and instructs advanced training courses in fire-fighting methods and equipment; prepares training manuals and guides.
- Prepares written tests to determine the effectiveness of training and areas of deficiencies.
- Establishes and maintains current and up-to-date running cards and running maps.

- Maintains detailed training records.
- Plans, assigns, and manages, through supervisors, the activities of the division.
- Develops and monitors the division budget and establishes budgetary controls.
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Administers safety and training programs.
- Prepares and/or reviews correspondence.
- Acts as department/division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.
- Coordinates projects with other City departments and agencies.
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division.
- Implements and maintains Federal, State and local mandates.
- Prepares reports and recommendations for City Council and commission agenda items.
- Acts as program director for one or more major programs within the Department
- Attends and conducts meetings as required.

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#### **EXAMPLES OF OTHER DUTIES**

*The following represent duties that are generally performed by this position, but are not considered to be principal job duties.*

- On request, trains or sets up training programs for industrial plant fire forces.
- Receives and responds to inquiries and requests for information and assistance and takes appropriate action to resolve problems.
- Develops and reviews reports and other documents submitted by subordinates.
- Performs related duties as required.

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#### **MINIMUM QUALIFICATION GUIDELINES**

##### *Knowledge of:*

- Modern principles and practices of fire department administration;
- Modern fire-fighting procedures, techniques and equipment;
- Local, state and national safety codes, ordinances and laws;
- Building materials and construction and of the principles of combustion;
- Project management methods and practices.
- Management and supervisory principles and practices.
- Budget preparation and administration principles and practices.
- Applicable Federal, State and local regulations.
- High quality customer service methodology and principles.
- Safety regulations as required by OSHA and other regulatory agencies.
- Hazards and generally accepted safety standards.
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- General City operations.

##### *Ability to:*

- Plan, organize and direct a major unit of a fire department;
- Analyze emergency situations and direct emergency operations;
- Assess situations quickly and adopt effective courses of action;

- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.
- Evaluate, develop and implement division policy and programs to improve operations.
- Develop and monitor the division budget and establish budgetary controls.
- Negotiate project or maintenance contracts on behalf of the division.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- Plan, organize, assign, coordinate and manage the activities of professional and support staff.
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Develop, understand, interpret laws and execute rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work.
- Present proposals and recommendations effectively in public meetings.
- Develop clear, concise, and comprehensive studies, reports, and agenda items.
- Communicate effectively orally and in writing.
- Ensure safety and professional work standards are met.
- Operate a computer and other office equipment.

#### **LICENSE AND/OR CERTIFICATE**

Must possess and maintain an appropriate, valid California driver's license. Certification as a Chief Officer issued by the California Office of the State Fire Marshal is highly desirable.

#### **EDUCATION AND/OR EXPERIENCE**

*Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:*

Equivalent to graduation from high school; and eight years (8) of service on the Torrance Fire Department and completion of probation as a Fire Captain. The possession of an AA in Fire Science, or an AA degree in another field plus 20 units of Fire Science may be substituted for one year of the required experience. The possession of a BA in Fire Science or Fire Administration, or a BA degree in another field plus 40 units of Fire Science may be substituted for two years of required experience.

A Bachelor's degree in Fire Science/Public Administration or a related field is highly desirable.

#### **SPECIAL REQUIREMENTS**

The work is performed primarily indoors in an office environment and requires working under varied conditions when engaged in lifesaving and fire suppression activities. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

#### **CAREER LADDER INFORMATION**

Experience gained in this classification may serve to meet the minimum requirements for promotion to Deputy Fire Chief or Fire Chief.

**BATTALION CHIEF****DEFINITION**

Under direction, to have responsible charge of a major unit of the Fire Department; to direct the men, equipment and activities of that unit and to do related work as required.

**EXAMPLES OF DUTIES**

- In the fire suppression bureau, in charge of and directs the activities of fire personnel and equipment on an assigned shift engaged in lifesaving and fire suppression activities;
- Responds to alarms and details personnel and fire-fighting equipment to achieve the most effective fire suppression;
- Directs rescue, ventilation, first aid and resuscitation, fire extinguishment, covering of exposures and salvage operations;
- Has full command at fires until relieved by a superior; makes thorough inspections of all companies, their personnel and equipment;
- Assumes responsibility for the efficient performance of companies, cleanliness of quarters, and for the operation of all fire apparatus and equipment;
- Enforces all rules and regulations and special orders.
- Supervises, instructs and assists in the work of fire inspection and the enforcement of all ordinances, laws and codes pertaining to the prevention and control of fire and fire hazards;
- Inspects or details subordinates to inspect places where fire hazards may exist, and abates hazards found; reports arson cases;
- Locates and preserves evidence of arson; inspects and approves multiple occupancy dwellings and business establishments;
- Checks building plans for conformance to fire code sections;
- Issues fire clearances.
- Formulates and conducts programs of basic in-service training;
- Sets up, supervises and instructs advanced training courses in fire-fighting methods and equipment;
- Prepares training manuals and guides;
- Prepares written tests to determine the effectiveness of training and areas of deficiencies;
- Establishes and maintains current and up-to-date running cards and running maps;
- Maintains detailed training records; on request, trains or sets up training programs for industrial plant fire forces.

**MINIMUM QUALIFICATIONS****Knowledge of**

Modern principles and practices of fire department administration;  
Modern fire-fighting procedures, techniques and equipment;  
Local, state and national safety codes, ordinances and laws;  
Building materials and construction and of the principles of combustion.

City of Torrance

Code: 7115  
September, 1982  
(Revised)

**Ability to**

Plan, organize and direct the work of a major unit of a fire department;  
Supervise effectively and to work effectively with other employees and with the public;  
Maintain records and submit reports;  
Speak effectively in public.

**EXPERIENCE**

Eight years fire service experience on the Torrance Fire Department, permanent rank of Captain.

**EDUCATION**

Equivalent to graduation from high school. The possession of an AA degree in Fire Science, or an AA degree in another field plus 20 units of Fire Science may be substituted for one year of the required experience. The possession of a Bachelors degree in Fire Science, or Bachelors degree in another field plus 40 units of Fire Science may be substituted for two years of required experience.



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## FIRE BATTALION CHIEF

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City of Torrance

Code: 7115  
September, 1982  
(Revised)**BATTALION CHIEF****DEFINITION**

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