



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

**BATTALION CHIEF**  
DAWSON COUNTY EMERGENCY SERVICES  
Full-Time/Hourly/Non-Exempt

**JOB SUMMARY**

To provide administrative, tactical and technical work functions associated with managing, directing and supervising the activities of fire suppression, rescue, emergency medical care and any other emergency incidents within Dawson County for assigned shift.

**ESSENTIAL DUTIES**

- Respond to emergency calls for life threatening situations. Serve as the Incident Commander to manage scenes and resources, when necessary fight fires and participate in search and rescue. Implement all actions necessary to save lives and property; assist with emergency medical treatment and patient care
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals
- Manages and oversees, either personally or through subordinate supervisors, daily activities of personnel engaged in fire suppression, rescue, emergency assistance, and administrative tasks; delegates assignments to and placement of personnel on assigned shift
- Prepares work schedules; approves vacation and leave time; adjusts schedules, staffing, and/or authorizes overtime to ensure adequate manpower at all times; disseminates information and special orders
- Review payroll entries for accuracy, makes adjustments as needed and prepares document and submits to administrative assistant.
- Explains, interprets, and enforces departmental operating procedures, policies, and training programs; establishes goals for employees; instructs and directs personnel regarding proper procedures and protocol of the department
- Enforces all fire codes, ordinances and fire laws and regulations of the state in order to protect life and property; complies with all rules, orders, and instructions issued by superior officer
- Ensures the readiness of response units
- Responds to emergency calls involving fire, hazardous materials, natural and manmade disasters, rescue, and other critical incidents; evaluates conditions at scene and determines strategies and tactics
- Establishes and assumes command at emergency site; issues orders/commands company in rescue and firefighting operations while maintaining communications with department managers, other agencies, and citizens; relinquishes command to higher ranking officer upon his/her arrival

- Identifies dangerous building conditions, electrical emergencies, hazardous materials, and ancillary health hazards; determines need for and method of structure ventilation, entry, evacuation and extinguishment; ensures appropriate precautions and procedures are followed; participates in fire command/supervision activities
- Assists with preparation of long-range management plans, assists with scheduling of training for subordinates, coordinates multi-zone assistance for unusual problems, and ensures safety of personnel
- Performs and directs necessary activities to resolve, downgrade, or terminate emergency incidents and to ensure maximum safety of all persons; ensures optimal deployment and accountability of physical resources; determines need for and requests additional/back-up personnel as appropriate
- Participates in and supervises training activities; observes employees' abilities, evaluates performance, and reviews levels of training; makes personnel recommendations
- Coordinates with the Quartermaster concerning the scheduling of maintenance and repair of fire equipment, vehicles, and station facilities; inspects station, grounds, apparatus, and personnel; ensures adherence to guidelines and regulations
- Coordinates/conducts fire safety inspections, pre-fire surveys, and building inspections; oversees hydrant surveys
- Establishes and maintains positive public relations; attends community meetings; promotes and teaches fire safety and prevention; responds to questions and requests for information; provides investigations complaints against subordinates and makes disciplinary recommendations
- Inspects, evaluates, and conducts various tests on equipment such as acceptance of new units and pump operations
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed. To coordinate work activities, review status of work, exchange information, or resolve problems
- Reviews documents processed by subordinates to ensure accuracy; discusses errors and recommends method for corrective action; provides technical assistance as needed
- Maintains knowledge and awareness of applicable laws/regulations, metro area and county geography, and current fire, medical, and rescue techniques; reads professional literature; maintains professional affiliations
- Schedules and conducts shift meetings; attends supervisory meetings, seminars, workshops, and training sessions as appropriate; visits all assigned fire stations routinely
- Completes, prepares, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, processes, forwards or retains as appropriate; prepares and maintains files and administrative records
- Cooperates with federal, state, and local law enforcement agencies and their officers or representatives when activities are related to investigations within county jurisdiction
- Assists with interviews and selection of potential employees, make hiring recommendations, conducts internal investigations on complaints against subordinates, writes request for and may implement disciplinary action as directed
- Reviews PCR's for accuracy to ensure compliance for EMS billing
- Assists with Emergency Management functions and serves in the Emergency Operations Center as needed during natural or man0made disasters
- Perform other related duties as required

## KNOWLEDGE / SKILLS / ABILITY

### KNOWLEDGE OF:

- National Incident Management System
- Treatment and care of illnesses and traumatic injuries
- Firefighting principles and techniques.
- Local geography, streets and hospitals
- The laws, codes, ordinances, rules and regulations pertaining to fire suppression, prevention, emergency medical services, and Dawson County Government
- Personnel management and basic human resources
- Fire, EMS, Rescue and Hazardous Materials tactics.

### SKILL IN:

- Operating such tools and equipment as breathing apparatus, cardiac monitor, chainsaws, extrication devices, fire hoses and nozzles, generators, intravenous setups, oxygen tanks, radio and other various hand tools
- Operation of ambulance and fire apparatus  
Performing emergency medical treatment and life support procedures
- Verbal and written communication
- Supervising people

### ABILITY TO:

- Perform strenuous work under adverse conditions for a sustained period of time, including the ability to react quickly and calmly in emergency situations
- Give direction and gain compliance from subordinates
- Independently assimilate facts and draw sound conclusions
- Communicate clearly and effectively, both orally and in writing
- Operate personally and advise subordinates in accordance within the parameters of the Dawson County Employee Handbook
- Coordinate scheduling through designated department computer programs
- Perform quality control on patient care and fire incident reports, as required by the Department of Public Health and National Fire Incident Reporting System

## CONTACTS

Contacts are typically co-workers, other departmental employees, other emergency response agencies, medical facilities staff and the general public.

Contacts are typically to exchange information and provide services.

## ADA MINIMUM REQUIREMENTS

**Scope of Performance:** The purpose of this position is to perform skilled emergency work in the protection of life and property from fire and other hazards; the treatment of emergency medical problems and emergency rescue; public fire education and information; training; equipment checks, tests and maintenance; and building and grounds service and maintenance.

**Physical Ability:** Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, generator, fire pump, fire hydrant, axe, shovel, hydraulic tools, power tools, hand tools, medical equipment, etc. Tasks require the ability to exert strenuous physical effort in work. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move or carry objects or materials up to 25 pounds regularly and occasionally materials of moderate to heavy weight (50-200 pounds) for sustained periods. Physical demand requirements are at levels of those for very heavy work.

**Environmental Factors:** Essential functions are regularly performed with exposure to adverse environmental conditions including inclement weather. Duties may involve exposure to substances (chemicals and gases) requiring special precautions including use of protective clothing and protective devices such as SCBA (Self-contained Breathing Apparatus.) The work environment routinely involves imminent danger from conditions or events which cannot be fully anticipated or protected against, and which exposes the incumbent to life threatening situations.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The employee works under the general and technical supervision of the Division Chief of Operation and Training; reports to Fire Department Chain of Command including but not limited to Chief Staff.

## MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an Associate Degree in a course of study related to the occupational field
- Experience sufficient to thoroughly understanding the diverse objectives and functions of the subunit in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience
- Hold the current rank of Lieutenant with DCES
- Georgia State Certified Paramedic (National Registry preferred)
- Possession of those items for promotional eligibility requirements and certifications as defined by the department
- All prerequisites for Captain, plus:
- Hold Current rank of Lieutenant with Dawson County Emergency Services
- NPQ Fire Officer III
- GA Certified Emergency Manager-Basic (preferred)

- Not currently on probation or improvement plan
- Valid Driver's License and a satisfactory Motor Vehicle Record (MVR), along with the ability to obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated
- Applicant must pass a background check and drug screening

The duties listed above are intended only as illustrations of the various types of work that may be 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_