

**Emergency Scene Strategy and Tactics: Decision-Making in the Field**

- Develops emergency scene strategy
- Directs implementation of tactics to support strategy
- Implements Incident Command System (ICS)
- Upon arrival, performs independent size up and risk benefit analysis
- Directs actions of subordinates in emergency situations
- Maintains accountability for assigned personnel
- Implements and maintains safety procedures
- Plans and makes decisions in emergency and rapidly changing situations
- Solicits input from subordinates in order to make informed decisions
- Implements current tactical procedures and policies
- Applies knowledge of building construction in relation to a fire incident
- Implements proper radio and communication procedures

**Resource Management**

- Manages personnel to accomplish Department objectives
- Promotes cooperation among subordinates
- Ensures proper maintenance of facilities and equipment
- Analyzes, organizes, and schedules work to accomplish Department programs

**Program Management**

- Researches and develops new programs
- Effectively interacts with contractors, vendors, and other agencies to accomplish desired objectives
- Researches and develops new projects
- Manages Special Events
- Communicates effectively with others verbally and in writing

**Supervision of Personnel**

- Promotes a positive attitude and leads by example
- Motivates personnel to work as a team
- Provides direction and instructions to subordinates; explains objectives and expectations
- Provides performance feedback to subordinates
- Counsels employees to improve performance
- Delegates tasks, taking into account strengths of each team member
- Implements personnel related department policies and procedures
- Displays understanding and support of the needs of subordinates
- Conducts supervisory investigations
- Reviews employee training and readiness

## Outline of the Command Job – Battalion Chief

- Communicates effectively within the guidelines of the Race and Social Justice Initiative
- Investigates employee concerns and grievances
- Identifies and addresses workplace conflicts

### **Emergency Medical Response**

- Manages emergency medical services of assigned personnel
- Maintains supervisory skill level of EMS personnel
- Provides direction and support to patients and family members at scene of emergency
- Supervises safety at EMS alarms

### **Writing reports and maintaining records**

- Completes department forms and required documentation
- Prepares objective, accurate, organized reports within required timeframes
- Maintains accurate records

### **Fire Prevention Inspections**

- Ensures inspections are completed within required timeframes
- Stays current on knowledge of code requirements and fire prevention inspection programs
- Monitors quality of inspections done by subordinates
- Provides guidance to subordinate officers conducting fire prevention inspections

### **Public Relations**

- Enforces fire/life safety codes in a positive manner explaining safety needs and consequences
- Responds to complaints from the public
- Establishes interface with public and private agencies
- Communicates in various public settings
- Positively represents the Department at community events and activities

### **Training**

- Conducts training sessions which accomplish Department objectives
- Ensures adherence to Department safety standards
- Ensures proper documentation of training
- Builds teamwork through training
- Seeks optimal performance among subordinates and, when appropriate, addresses shortcomings to improve overall work performance
- Supervises training conducted by subordinates
- Develops the knowledge, skills, and abilities of subordinates

**Working within Chain of Command**

- Communicates with higher ranking officers, other officers, and subordinates
- Supports management requirements, objectives, and policies
- Projects positive attitude towards changes in priority
- Expresses concerns of subordinates to management

**Time Management**

- Accomplishes tasks by setting and following priorities
- Handles interruptions, re-prioritizing work as necessary
- Plans and organizes upcoming projects
- Adapts to changing situations and expectations
- Manages time effectively to complete assigned duties

**Physical Fitness**

- Sets good example by maintaining physical fitness

**Commitment to the Department**

- Strives for the best possible performance
- Takes initiative to improve knowledge
- Initiates improvement through positive changes
- Willingness to participate in special projects and community activities

**Leadership, Motivation, and Ethics**

- Represents the Department in a positive, ethical manner
- Inspires enthusiasm and confidence in others
- Motivates others by setting a positive example
- Demonstrates SFD leadership principles of trust, competency, and vision