

BATTALION CHIEF OF SAFETY AND TRAINING

General Statement of Duties

The Battalion Chief of Safety and Training is responsible for department wide training, specialized training, certification classes, department safety and risk management. Performs complex work associated with coordinating training and safety needs and requirements of department personnel. As a member of the department's administrative staff, this position participates in leadership, planning and goal development activities. This position is responsible for the development of primary training and safety programs that include new recruit basic training, skills retention, officer development, safety and risk management. The Battalion Chief of Safety and Training responds to fires, hazardous materials incidents, rescues, and other emergency and non-emergency incidents that pose a threat or hazard to life and/or property for the purpose of mitigating these threats.

Distinguishing Features of the Class

An employee in this class coordinates training needs and requirements of department personnel for established mandated requirements and promotional needs. Employee serves as the Safety Officer during incident responses. Interprets policies, procedures, and standards and ensures their appropriate application. Work requires the employee to possess a comprehensive understanding of fires, medical emergencies, hazardous materials incidents, rescues, traffic accidents, and other emergency and non-emergency incidents that pose a threat or hazard to life and/or property. Judgment and independence are required in all aspects of work, particularly in setting work priorities. Work is performed under the general supervision of the Deputy Fire Rescue Chief of Support Services and is evaluated through observation, reports, and discussions.

Essential Duties and Illustrative Examples of Work

Establishes and updates a training curriculum according to federal, state and local regulations and department staff needs

Provides guidance to Battalion Chief(s), Fire Captain(s), and other department staff on what course(s) to provide and how to conduct training; may coordinate training with community colleges or help the colleges design necessary courses

Prepares a training curriculum to assist current operations personnel to meet established mandates

Assists Battalion Chief(s) and Captain(s) in assessing skill levels of staff through observation; performs periodic quality assurance reviews of completed training programs; obtains feedback from training; determines need for remedial training

Prepares reports and summaries regarding training; maintains all training records and certifications of staff

Oversees the department's direct delivery of certification training with the NC Office of State Fire Marshal; serves as the school director

Researches new methods, procedures, and equipment for fire suppression and rescue and based on findings, makes recommendations to the fire department command staff; instructs Battalion Chief(s)

and Captain(s) procedures necessary to carry out recommendations

Manages the department's training facility and grounds, including oversight of scheduling, maintenance and supplies

Serves as chair of the department's safety and wellness committee, investigates or cause to be investigated all occupational injuries, illness, exposures, and fatalities or other potentially hazardous conditions involving department vehicles, equipment or facilities and recommends corrective actions

Serves as the department Respiratory Protection Officer; oversees annual fit testing of personnel required to wear respirators

Serves as the departments' Infectious Control Officer; oversees training, protective measures and other requirements in accordance with federal, state and local agencies

Develops and/or distributes health and safety information for the education of department personnel

Assists with research, purchase and use of protective clothing and equipment

Maintains and updates current operational procedures to ensure compliance with national standards, OSHA, and other regulatory provisions

Plans, facilitates and evaluates criteria used during the assessment process for new applicant selection and promotional processes

Responds to major emergency incidents in the Town's jurisdiction and aids local incident commanders as necessary

Provide input into all fire rescue department pre-emergency, emergency, and nonemergency operations to ensure the safety of personnel is considered at all times

Ensures that training in safety procedures is provided to all department personnel

Develops operating guidelines pertaining to health and safety; and high-risk activities

Serves as incident safety officer at emergency scenes and training evolutions

Performs work during emergency/disaster situations

Provides recommendation and collects research and analysis to assist with determining the general direction, goal-setting, and focus of the department with regards to operations, training philosophy, policy, budgeting, personnel matters, and recruitment, as well as other areas while serving as a member of the Command Staff

Plans, prepares and maintains department safety and training budget

Conveys and communicates information among shift personnel and administration.

Reports any violations of policies, procedures, rules, and regulations and routes all official matters up through the chain of command

Prepares reports, documents information, and maintains records as required

Manages special projects and technical areas of responsibility as well as oversees and participates in work groups and committees as required

Coordinates with other public service agencies.

Participates in departmental and Town-wide programs to establish and maintain strength, endurance, and general wellness

Attends lectures, studies manuals, participates in drills and learns modern techniques to develop and maintain skills

Performs other duties as assigned

Knowledge, Skills, and Abilities

Comprehensive knowledge of NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, and other laws, codes, and standards regulating firefighter safety and health.

Comprehensive knowledge federal, state and local regulations pertaining to the skills, abilities and training of firefighters

Comprehensive knowledge of the principles and practices of emergency service management, and skill in their application.

Comprehensive knowledge of the incident management system used by the Kernersville Fire Rescue Department.

Thorough knowledge of the types of industrial and commercial operations in the Town and their potential hazards.

Ability to communicate effectively orally and in writing.

Ability to effectively supervise and evaluate the work of personnel, and to plan, assign, and coordinate activities performed by personnel.

Ability to produce accurate reports and written documentation.

Ability to support the values and goals of the department.

Ability to read and understand technical materials.

Ability to understand and follow oral and written instructions.

Ability to operate as a member of the team and establish and maintain effective relationships with persons encountered in the course of work.

Ability to remain in control and make sound decisions during high stress situations.

Working Conditions and Physical Requirements

Worker is exposed to the hazards of public safety and emergency services with significant risk of injury or loss of life being present in the work. Risks can be partially controlled by the use of safety precautions. In addition, improper actions can result in significant risk to others.

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must possess the visual acuity to operate apparatus and other equipment.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, 50 pounds of

force frequently and up to 20 pounds of force constantly.

Must possess the visual acuity to perform analyze data, perform computer work, and read extensively in addition to operating equipment.

Desirable Education and Experience

Associates of Applied Science degree in Fire Protection Technology or related discipline or an equivalent combination of education and experience; minimum of four (4) years in fire suppression and two (2) of which must be at a Fire Captain level or equivalent supervisory position.

Experience

Must have a minimum of three (3) years' experience as a Fire Captain with the Town of Kernersville Fire Rescue Department (Required for promotion on or after 1/1/2025)

Special Requirements

- North Carolina Class B Driver's License (or equivalent State issued Driver's License)
- North Carolina Firefighter
- North Carolina Emergency Medical Technician
- North Carolina Hazardous Materials Level I Responder
- North Carolina Technical Rescuer - Technician Certification
- KFRD Relief Driver (internal certification)
- North Carolina General Level I Fire Instructor
- North Carolina Fire Officer II
- North Carolina Fire & Life Safety Educator I
- NIMS 100, NIMS 200, NIMS 700, NIMS 800
- Blue Card – Mayday Workshop required within 24-months of being promoted to Battalion Chief
- KFRD Fire Officer Academy Graduate (Required prior to promotional processes held on or after 7/1/2026)

Must be obtained within an approved timeframe:

- OSHA 30 Hour - General Industry Awareness Class
- North Carolina General Level II Fire Instructor
- NC DOI Live Fire Awareness
- NIMS 300

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2025