

FIRE BATTALION CHIEF

General Statement of Duties

Performs complex work as the supervisor of a Fire Service Shift and is responsible and accountable for performing administrative and technical work to direct the activities of a shift. The Battalion Chief responds to 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 for the purpose of mitigating these threats.

Distinguishing Features of the Class

An employee in this class supervises shift operations over multiple stations by directing and setting the priorities for shift personnel. Employee supervises the work of firefighting, emergency medical, rescue, and hazardous material responses, and the performance of related life and property protection. Coordinates staffing coverage to assure appropriate personnel is present to maintain proper staffing and district coverage to effectively respond to emergency situations. Schedules and coordinates station and apparatus maintenance including working with vendors and managing contracts. Interprets policies, procedures, and standards and ensures their appropriate application for the assigned shift. 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 and directing staff. Work is performed under the general supervision of the Assistant Fire Rescue Chief and is evaluated through observation, reports, and discussions.

Essential Duties and Illustrative Examples of Work

Plans and directs the daily Shift activities as they relate to personnel, equipment, and facility maintenance.

Responds and serves as Incident Commander of emergency and non-emergency responses as appropriate.

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.

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.

Purchases materials to repair and maintain apparatus, equipment and facilities.

Coordinates and supervises training based on the needs of the shift.

Coordinates with other public service agencies. Evaluates and counsels assigned personnel.

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

Specific knowledge, skills and abilities requirements are elaborated in the Fire Rescue Department Career Development Procedures. All employees must have the following:

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

Comprehensive knowledge of the National 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.

Worker may have contact with potentially infectious bodily fluids.

Work required is often carried out while wearing a respirator or self-contained breathing apparatus.

Work may also be required to be performed in confined, high or elevated areas as well as in low visibility conditions.

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

Experience

Must have a minimum of three (3) years' experience as a Fire Captain with the Town of Kernersville Fire Rescue Department

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
- National Incident Management System Incident Command System (NIMS ICS) 300
- Fire Department Safety Officer's Association (FDSOA) Incident Safety Officer Class or National Fire Academy (NFA) Incident Safety Officer Class
- Blue Card Incident Command Certification
- 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)
- Relief Battalion Chief Qualified

Additional Information

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

Personnel could be assigned to any one of the following Divisions:

- Operations
- Training – Support Services
- Logistics – Support Services

Fair Labor Standards Act (FLSA) Status

Non-Exempt

2025