

BATTALION CHIEF

Bear Valley

DEFINITION

Under direction of the Undersheriff or Sheriff, to plan, organize and direct activities of the Sheriff's Substation and Bear Valley Fire Department; to serve as the search and rescue coordinator and supervisor of volunteer staff; to act for Undersheriff and/or Sheriff in his/her absence; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is a first-line supervisory classification responsible for both supervising and performing law enforcement, crime prevention and fire suppression activities in Bear Valley under the direction of the Undersheriff or Sheriff. An incumbent also supervises and participates in search and rescue activities as required.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plans, coordinates and supervises the law enforcement, crime prevention and fire suppression activities and operations of the Bear Valley Substation area.
- Participates in the review and analysis of departmental problems, population trends, and developments in the fields of law enforcement and fire suppression, and any specific problems or situations that affect public safety in the Bear Valley Substation area.
- Reviews and facilitates progress toward the accomplishment of goals and objectives.
- May be assigned to act for Undersheriff and/or Sheriff in his/her absence
- Participates in the budget preparation process by identifying specific operational, equipment and personnel needs; formulates and follows through with a plan to ensure that needs are met within budgetary restrictions.
- Schedules, assigns, supervises and evaluates the work of assigned officers and volunteers; ensures subordinates' compliance with departmental rules and regulations; recommends and/or implements disciplinary action as necessary; may participate in employee recruitment and selection.
- Recruits, assigns and supervises Fire Department volunteers; oversees the initial and on-going training of fire personnel in the methods and techniques of structural and wildland firefighting, and the use/operation and maintenance of firefighting tools, equipment and vehicles.
- Reviews and evaluates reports of subordinates for accuracy, completeness and compliance with departmental policies and procedures; determines and monitors follow-up actions required; prepares and submits a variety of reports, records and correspondence.

- Ensures the proper care, maintenance, tracking and control of all Alpine County property assigned to the Bear Valley Substation; oversees and participates in general building and equipment maintenance work.
- Patrols assigned areas with patrol car, boat and snowmobile; maintains surveillance to prevent or detect criminal activity; responds to dispatched calls and emergencies; provides back-up assistance to other officers as needed; responds to and supervises significant and/or major incidents; locates, apprehends and arrests law violators; performs physical searches and seizures; completes appropriate paperwork; transports detainees for booking.
- Supervises crime scenes and determines the need for additional or specialized law enforcement personnel.
- Coordinates and participates in all search and rescue activities.
- Supervises or assists with criminal investigation activities, including the collection of evidence and the questioning of suspects and witnesses.
- Testifies and presents evidence in court.
- Cooperates with other law enforcement agencies on cases and projects as appropriate.
- Responds to fire alarms and directs firefighting operations and equipment at fire scenes; provides detailed instruction and direction to volunteers in, and personally participates in, extinguishing fires and performing other work related to the protection of life and property.
- Tests fire hydrants and hoses as required.
- Responds to calls for service involving stray or potentially dangerous animals; captures animals and transports to animal shelter.
- Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding public safety matters.
- Keeps Sheriff and Undersheriff informed of operational or personnel problems encountered.
- Keeps abreast of changing laws, codes and regulations affecting department operations and law enforcement activities.
- Represents the Sheriff's Department by attending community meetings and events; participates in crime prevention / education, fire prevention and fire safety education, and community relations efforts.

- Coordinates, supervises and/or participates in special teams, assignments, programs or projects as directed.
- Supervises and participates in snow packing and grooming.
- Directs and monitors contract snow removal services in Bear Valley.
 - Coordinates and communicates with snow removal contractor regarding performance pursuant to the terms of their contract.
 - Notifies the contractor when snow removal service is not required.
 - Reviews contractor invoices, verifies hours by initialing invoice and forwards to Community Development for payment.
 - Notifies Community Development of any issues, conflicts or disputes regarding the contractor's performance pursuant to their contract.
 - Supervise one Bear Valley maintenance and road work employee and coordinate with Community Development regarding projects.
- Operates a law enforcement vehicle, all-terrain vehicle, fire engine, search and rescue equipment, safety equipment, firearms and other weapons, avalanche locator, snow mobile, motor boat, extrication equipment, various hand and power tools, and other public safety equipment; operates general office equipment including a computer, two-way radio, calculator, copier, fax machine, telephone, etc.
- Maintains proficiency in the use and care of law enforcement and fire suppression equipment.
- Performs general administrative and clerical duties as required, including but not limited to attending meetings, ordering supplies and equipment, preparing reports, copying and filing documents, sending and receiving faxes, answering the telephone, entering computer data, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

All pertinent federal, state and county laws, codes, ordinances, regulations and standards affecting Sheriff's Department operations.

Modern principles and practices of training, supervision and performance evaluation.

Administrative principles involved in implementing and supervising various public safety programs and related activities.

Budgeting procedures.

Modern methods and procedures of law enforcement, crime prevention, fire suppression, fire prevention, search and rescue.

Proper and effective methods of deploying law enforcement, rescue and fire suppression personnel.

Fire codes, building codes and appropriate health / safety codes pertaining to fire suppression/prevention operations.

Principles of combustion as related to the various types of building and construction materials.

The various types of law enforcement, fire suppression, and search and rescue equipment, and their maintenance needs.

Specialized rescue technology.

Principles and techniques of modern first aid, resuscitation and emergency medical services.

Community, area and terrain within the Bear Valley patrol area.

Other state and local public safety, law enforcement and emergency response agencies.

Courtroom procedures and legal practices.

Basic mathematics.

English usage, spelling, grammar and punctuation.

Modern office procedures, practices and technology.

Principles and practices of record-keeping and reporting.

The use of computers for word processing and records management.

Safe work practices.

Public/ community relations techniques.

Ability to:

Interpret, apply and enforce pertinent policies, laws, rules and regulations.

Effectively supervise a variety of law enforcement, fire suppression, and search and rescue activities.

Organize priorities and organize the work of others.

Supervise, train and evaluate assigned staff and volunteers.

Keep abreast of trends, technology and requirements in public safety administration and operations.

Evaluate department functions and operations and develop recommendations to improve service and efficiency.

Perform both supervisory and line law enforcement and fire suppression operations.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Exercise sound, independent judgment within general policy guidelines.

Take charge of an emergency scene and effectively direct law enforcement, firefighting, and search and rescue operations.

Assess threat to life, property and resources and make critical decisions under time pressures and emergency conditions when choices are limited, including in multi-incident events requiring response from both law enforcement and fire units.

Anticipate potentially unsafe situations.

Work under stressful or dangerous conditions, sometimes involving considerable personal risk or risk to others.

Observe, remember and recall detailed information, names, faces and facts.

Safely operate and maintain law enforcement and fire suppression vehicles, equipment and tools.

Establish and maintain effective working relationships with those contacted in the course of work.

Deal courteously, yet firmly and effectively with the public in emergency situations. Deal effectively with persons of various socio-economic and educational backgrounds. Gain cooperation through discussion and persuasion.

Represent the County effectively in meetings with others and make presentations to various groups.

Communicate effectively both orally and in writing. Maintain detailed, accurate records and prepare clear and concise reports as required. Effectively use computers for record-keeping and report preparation.

Make required calculations accurately as required.

Meet the physical requirements necessary for successful job performance.

Education:

High school diploma or GED equivalent. Completion of college-level coursework leading to an Associate's degree in criminal justice, police science, public safety or closely related field is desirable.

Experience:

Four years public safety experience.

Other Requirements:

Possession of a valid driver's license with Class "B" or "F" endorsement.

Possession of an Advanced P.O.S.T. certificate

Possession of a Supervisory P.O.S.T. certificate is desirable.

Possession of a Firefighter 1 and firefighter 2 certificate.

Possession of a First Responder Medical Card and public safety CPR certificate.

TYPICAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the mobility to work in an office and field environment. Requires the ability to sit, walk, stand, run, jump, climb, balance, bend, squat, twist and reach while performing office duties and police work; lift and/or move the average weight of a person (approximately 165 pounds) and take physical charge of a person in rescue or restraint situations; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating firearms and other law enforcement equipment; must be able to hear normal speech and other audible events, even in combination with other environmental and equipment noise. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform law enforcement duties, including handling firearms, pursuing suspects and making arrests, retraining uncooperative persons, performing search and rescue operations, and driving a motor vehicle.