



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Battalion Chief  
(22116)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

*Department of Fire and Emergency Medical Systems  
(13)*

**Revision Date:** June 2011

**General Description:** This is an administrative position. The incumbent is responsible for the provision of fire and medical services and performs complex tasks to manage an assigned division.

**Organization:** The Battalion Chief reports to a Division Chief and supervises officers of the Fire and EMS Department.

### **Essential Functions:**

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Assists with the formulation of the annual operating budget.
- Develops division plans and operating procedures as needed.
- May develop and implement new training curriculum.
- May inspect and conduct investigations for Fire Prevention, Fire Hazards and General Compliance.
- Responds to alarms of fires, hazardous materials incidents, and medical emergencies.
- Fosters volunteer involvement and membership to support a combination career and volunteer system.
- Performs related work as assigned.

### **Working Conditions:**

- A. Hazards
  - May be exposed to all hazards associated with firefighting, EMS, and hazardous materials incidents
- B. Environment
  - Office
  - Field –Routine exposure to adverse weather, dust, smoke, noise, and fumes
- C. Physical Effort
  - Must be able to perform physically demanding tasks in all weather situations
- D. Exempt

**Knowledge, Skills and Abilities:** Must possess considerable knowledge of modern principles and techniques of firefighting, EMS training, fire prevention and working knowledge of Virginia Codes, equipment, training techniques, and personnel management. Must have the ability to prepare written and electronic reports and be able to make quick, sound judgments in all situations.

**Education, Experience and Training:** Associates degree in Fire Science, Emergency Management or related field and credentials and certifications from appropriate Fire and EMS agencies required with a minimum of five (5) years Fire-EMS experience, including experience as a career Firefighter or Medic and at least three (3) years career supervisory experience. –  
**OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

### **Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve month probationary period
- Pre-employment Physical Examination & Drug Test and repeated regularly thereafter
- Work beyond normal work schedule
- Essential staff designation
- Must wear uniform
- Maintain section specific certification requirements
- Shall perform work at his/her VA Certified EMS provider level of training (EMT-B, EMT-Enhanced, EMT-I, EMT-P), upon clearance by department Operational Medical Director (OMD).