



Battalion Chief/CEP or Battalion Chief/EMT

Battalion Chief/CEP Salary Range: \$23.43 - \$35.14/hr

Battalion Chief/EMT Salary Range: \$21.64 - \$32.46/hr

Deadline for Applications: August 4, 2017

Plus Benefit Package

The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world's largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross-country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2010 U.S. Census, the population of the Town of Payson was 15,301. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

The Department

The Mission of the Payson Fire Department is to minimize the loss of life and property resulting from fire, medical emergencies and other disasters through prevention, education, fires suppression, emergency medical service and emergency preparedness. This will be accomplished in the most cost effective manner with maximum utilization of available resources, never sacrificing the safety of our members.

The Position

Incumbents of this position command and direct all fire fighting, emergency medical service (EMS), and other related emergency operations within a geographical area of the Town on an assigned shift. This assignment also involves responsibility for the management of all operations personnel after regular business hours, and on weekends and holidays. Battalion Chiefs manage the emergency programs within and report directly to the Assistant Fire Chief. Work in this position requires considerable independence and professional decision-making.

The Ideal Candidate

Minimum Qualifications

Graduation from high school or GED equivalent. Associates degree in fire science or related field; seven (7) years continuous experience in fire and emergency medical service work; two (2) years experience equivalent to Fire Captain or higher; or any equivalent combination of education and experience that provides the required skills and abilities for the position. Must be 18 years or older at time of employment. No felony convictions or disqualifying criminal histories within the past seven (7) years. Must be a U.S. citizen.

Requirements

- Must possess a valid Arizona drivers license without record of suspension or revocation in any state.
- Current ADHS EMT or CEP certificate.
- Arizona Firefighter II certification.

****PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS AND REQUIREMENTS****

Benefits

Paid Time Off: Full time general positions accrue 156 hours of paid time off per year for the first 2 years of service. Full time Fire Department shift positions accrue 234 hours of paid time off per year for the first 2 years of service. Accrual rates increase with years of service.

Holidays: Full time positions (minimum 30 hours per week) accrue 10 paid, eight-hour holidays per year. Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, and Christmas Day.

Personal Days: Management positions accrue 24 hours of personal leave per year. Any personal time hours remaining on December 31, will be deleted.

Health Insurance: Positions with a minimum of 30 hours per week are eligible for employee/employer cost shared medical, dental, vision and life insurance benefits. Additional employee paid life insurance, AD&D, short and long-term disability benefits are also available.

Retirement: Employer/Employee contribution shared participation is required for full time positions. General positions will participate in the Arizona State Retirement System. Certified Police and Fire positions will participate in the Arizona Public Safety Personnel Retirement System.

Application Procedure

Filing Information: This recruitment will close at **4:00 p.m. MST** on the deadline date. Please submit a completed Town of Payson employment application. We require either a Town of Payson employment application or a current resume, but we prefer to receive both documents. Faxed applications and/or resumes will be received at (928) 474-1151. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the employment page of the Town of Payson's website at <http://www.paysonaz.gov/Departments/hr/employment.html>.

Candidate Selection: Only those candidates who appear best qualified, based on the requirements of the job description and review of all submitted applications and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job related experience, knowledge, skills and abilities.

It is the candidate's responsibility to accurately provide all pertinent information in the application. The Town of Payson will NOT accept any additions, corrections or revisions to a candidate's application or supplemental documentation after the deadline for accepting applications has passed.

You will be contacted if you are selected for an interview. You will also be contacted by postal mail if you are not selected to participate in the testing and interview process. We are not able to respond to follow-up e-mails or phone calls.

General Comments: The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. The job description is subject to change as the needs of and requirements of the job changes.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. Town employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The Town of Payson is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and provide evidence of entitlement to work in the United States. We verify through E-Verify.

Please note: Town applications are public record.

Town of Payson
Job Description

Position Title: **Battalion Chief / CEP**

FLSA Classification: **Non-Exempt**

Pay Grade: **F35**

Department: Fire

Reports To: Assistant Fire Chief

Approved By:

The fundamental reason this classification exists is to command and direct all fire fighting, emergency medical service (EMS), and other related emergency operations within a geographical area of the Town on an assigned shift. This assignment also involves responsibility for the management of all operations personnel after regular business hours, and on weekends and holidays. Battalion Chiefs manage the emergency programs within and report directly to the Assistant Fire Chief. Work in this position requires considerable independence and professional decision-making.

GENERAL PURPOSE

Performs a variety of administrative, supervisory and technical work in the supervision and administration of fire suppression, emergency medical services, hazardous materials, and fire prevention activities. This is the fourth of six classifications.

SUPERVISION EXERCISED

Direct supervision of Fire Captain and other staff indirectly through subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answers emergency alarms;
- Manages fire companies for the daily operations and maintains proper staffing levels within the battalion;
- Conducts and evaluates company fire drills;
- Conducts post incident critiques;
- Trains and instructs employees in modern fire fighting principles, practices and procedures;
- Manages apparatus and station maintenance and inventories;
- Investigates and resolves citizen complaints;
- Reviews EMS and fire reports from companies and collects data for quarterly reports;
- Supervises Fire Captains and subordinate staff in their assigned duties as directed;
- Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers and cleanup operations;
- Responds to alarms received and assumes command of incidents and directs tactical and strategic operations of forces to conclude such incidents;
- Responds to multiple alarm fires as needed; assumes command in the absence of superior officers; works as a division/group supervisor as directed by the incident commander;
- Responds to EMS alarms and performs appropriately as required by the situation and EMS certification level;
- Assists with scheduling of personnel for shifts and other assignments to conform to departmental standards and situational requirements;
- Supervises maintenance of departmental apparatus, equipment, supplies and facilities;
- Instructs and drills fire fighters in station duties, techniques of fire fighting, emergency medical techniques and other areas as assigned;
- Reviews disciplinary recommendation of the Fire Captains. Recommends and implements

- disciplinary actions as required;
- Monitors and observes departmental activities to ensure that conduct and performance conform to department standards;
 - Carries out duties in conformance with Town, County, State and Federal laws and ordinances;
 - Participates in the operation of departmental in-service training activities;
 - Prepares a variety of reports and record including personnel records and requisitions;
 - Supervises and performs public education duties as required;
 - Performs the duties of subordinate personnel as needed;
 - Attends conferences and meetings to keep abreast of current trends in the field; represents the Payson Fire Department in a variety of local, county, State and other meetings;
 - May be assigned as the Department's training, safety or vehicle maintenance or other major operation coordinator as directed;
 - Coordinates activities with other supervisors or other Town departments and exchanges information with officers in other fire departments;
 - Maintains contact with the general public, department officer and other Town officials in the performance of fire department activities;
 - May serve temporarily as the Assistant Fire Chief in the absence of the Assistant Fire Chief;
 - Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

PERIPHERAL DUTIES

- Performs other duties, which may be assigned from time to time.

MINIMUM QUALIFICATIONS

- Must be 18 years or older at time of employment.
- No felony convictions or disqualifying criminal histories within the past seven (7) years.
- Must be a U.S. citizen.

Education and Experience:

- Associates degree in fire science or related field.
- Seven (7) years continuous experience in fire and emergency medical service work.
- Two (2) years experience equivalent to Fire Captain or higher.
- Any equivalent combination of education and experience that provides the required skills and abilities for the position.

Certifications & Licenses:

- Must possess, or be able to obtain by the time of hire, a valid Arizona drivers license without record of suspension or revocation in any state.
- Current ADHS CEP certificate.
- Arizona Firefighter II certification.
- Hazardous Materials First Responder Operations level certification.
- Basic Wildland Firefighter certification.

Knowledge, Skills and Abilities:

- Knowledge of first aid and resuscitation techniques and their application as demonstrated through Arizona CEP certification.
- Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Knowledge of NFPA, OSHA, and Arizona State standards, codes, rules, and regulations as they apply to fire service.
- Knowledge, understanding and ability to operate within the incident command system structure and the National Incident Management System.

- Knowledge of modern fire prevention, suppression, hazardous materials, and emergency medical principles, procedures, techniques and equipment.
- Knowledge of emergency medical procedures.
- Knowledge of the geography and street system of Payson.
- Ability to train and supervise subordinate personnel in the duties of their position.
- Ability to exercise sound judgment in evaluating situations and making decisions.
- Ability to act effectively in emergency and stressful situations.
- Ability to give and receive verbal and written instructions.
- Ability to communicate effectively verbally and in writing.
- Ability to establish effective working relationships with employees, other agencies and the general public.
- Ability to communicate orally in English with customers, clients, or the public in face-to-face one-to-one settings, in group settings or by using the phone.
- Ability to research and write reports.

Additional Requirements:

- Some positions may require the use of personal or Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized town vehicle or if the employee does not have personal insurance coverage.
- Some positions may require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

TOOLS AND EQUIPMENT USED

Emergency medical aid equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, thermal imagers, self-contained breathing apparatus, radio, pager, personal computer, telephone.

PHYSICAL DEMANDS

The Physical demands described herein 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee must frequently lift and/or move up to one hundred (100) pounds, carry fifty (50) pounds or more and push up to one hundred sixty-five (165) pounds. Specific vision abilities required by this job include close vision and the ability to focus.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, grasp, or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, and talk or hear. The employee is occasionally required to walk; sit; climb or balance, stoop, kneel, crouch or crawl; and smell.

THE EMPLOYEE MUST BE ABLE TO MEET OSHA REQUIREMENTS AND BE FIT TESTED TO USE SELF CONTAINED BREATHING APPARATUS. THE EMPLOYEE MUST BE ABLE TO MEET THE NFPA 1500 MINIMUM REQUIREMENTS FOR PHYSICAL AND MEDICAL FITNESS

AND PASS AN ANNUAL PHYSICAL EVALUATION BASED ON NFPA 1582.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes or airborne particles, toxic or caustic chemicals, solvents and oils, risk of electrical shock, and vibration.

The noise level in the work environment ranges from the normal office environment to extremely high noise levels mandating hearing protection.

The station environment requires employee to co-exist and work with at least several other employees for an extended period (usually a 24 hour shift). Personal hygiene, eating and sleeping activities are done in a dormitory type atmosphere.

MENTAL ACTIVITIES

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date

Town of Payson
Job Description

Position Title: **Battalion Chief / EMT**

FLSA Classification: **Non-Exempt**

Pay Grade: **F32**

Department: Fire

Reports To: Assistant Fire Chief

Approved By:

The fundamental reason this classification exists is to command and direct all fire fighting, emergency medical service (EMS), and other related emergency operations within a geographical area of the Town on an assigned shift. This assignment also involves responsibility for the management of all operations personnel after regular business hours, and on weekends and holidays. Battalion Chiefs manage the emergency programs within and report directly to the Assistant Fire Chief. Work in this position requires considerable independence and professional decision-making.

GENERAL PURPOSE

Performs a variety of administrative, supervisory and technical work in the supervision and administration of fire suppression, emergency medical services, hazardous materials, and fire prevention activities. This is the fourth of six classifications.

SUPERVISION EXERCISED

Direct supervision of Fire Captain and other staff indirectly through subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answers emergency alarms;
- Manages fire companies for the daily operations and maintains proper staffing levels within the battalion;
- Conducts and evaluates company fire drills;
- Conducts post incident critiques;
- Trains and instructs employees in modern fire fighting principles, practices and procedures;
- Manages apparatus and station maintenance and inventories;
- Investigates and resolves citizen complaints;
- Reviews EMS and fire reports from companies and collects data for quarterly reports;
- Supervises Fire Captains and subordinate staff in their assigned duties as directed;
- Determines methods of fire suppression; supervises laying of hose lines, directing of water streams, pressures of streams, placing of ladders, ventilation of buildings, rescuing of persons, and placing of salvage covers and cleanup operations;
- Responds to alarms received and assumes command of incidents and directs tactical and strategic operations of forces to conclude such incidents;
- Responds to multiple alarm fires as needed; assumes command in the absence of superior officers; works as a division/group supervisor as directed by the incident commander;
- Responds to EMS alarms and performs appropriately as required by the situation and EMS certification level;
- Assists with scheduling of personnel for shifts and other assignments to conform to departmental standards and situational requirements;
- Supervises maintenance of departmental apparatus, equipment, supplies and facilities;
- Instructs and drills fire fighters in station duties, techniques of fire fighting, emergency medical techniques and other areas as assigned;
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- Two (2) years experience equivalent to Fire Captain or higher.
- Any equivalent combination of education and experience that provides the required skills and abilities for the position.

Certifications & Licenses:

- Must possess, or be able to obtain by the time of hire, a valid Arizona drivers license without record of suspension or revocation in any state.
- Current ADHS EMT certificate.
- Arizona Firefighter II certification.
- Hazardous Materials First Responder Operations level certification.
- Basic Wildland Firefighter certification.

Knowledge, Skills and Abilities:

- Knowledge of first aid and resuscitation techniques and their application as demonstrated through Arizona EMT certification.
- Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
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Employee Signature

Date