



**TULE RIVER INDIAN TRIBE OF CALIFORNIA**  
340 North Reservation Road, Porterville, CA 93257

**JOB POSTING**  
*In-House/Promotion Only*

Opening Date: 09/11/2014

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Closing Date: 09/18/2014

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If you are interested in this position, please submit the following:

- Completed Application
- Copy of Current Red Card
- CPR/AED Card
- First Aid Card
- Hazardous Materials First Responder Operation Certificate
- Incident Command System ICS 300 Certificate
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Battalion Chief

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Department: Fire

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Work Schedule: Varies

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Wage Rate: Pay Range 29: \$ 31.36- \$40.03 /Hr./ Non-Overtime Eligible

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**IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.**



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION:** Fire Battalion Chief

**WORKSITE:** Tule River Fire Department  
299 S. Reservation Rd.  
Porterville, CA 93257

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### SUMMARY POSITION DESCRIPTION

Under direction, plan, organize, and direct shift operations by assuming command of all station(s) within the Tule River Indian Reservation in preventing, controlling, suppressing, and extinguishment of fires; Protection of life and property, in fire prevention activities, in investigation of fires, and in training and professional development of fire personnel; Supervise and direct personnel and equipment at fire and emergency scenes; and organize department/battalion activities.

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**DUTIES AND RESPONSIBILITIES:** may include, but are not necessarily limited to:

1. Plan, organize, and direct the work of a fire department Battalion shift. May assume the responsibility for departmental operations upon the request of, or in the absence of the Chief.
2. Makes inspections of fire station(s) in assigned area to determine status of equipment, facilities, personnel, training in progress, records, and reports.
3. Responds to emergency alarms as necessary.
4. Assume command and control of fires and emergency scenes, make decisions, and give direction on tactics and strategies. May function as emergency incident commander when necessary.
5. Develop, coordinate and update firefighter training program and records keeping system, to State, County, and department guidelines and requirements.
6. Conducts meetings, evaluates the work performance of firefighters, supervise, and train staff.
7. Coordinate the testing and development of new products, tools, and equipment.
8. Conduct post-incident critiques of all major fires or emergencies.
9. Present training programs for shift personnel and extra help firefighters. May train and supervise staff, and participate and supervise in training and drill programs.
10. Attends various meetings and conferences.
11. Assist with preparing functional and department budgets, the Tule River Reservation Emergency Operations Plan, Disaster Preparedness, and related training programs.

Approved by TRTC: 8/22/2014

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12. Respond to Tribal member, community member, and public inquiries and complaints.
  13. Monitor and maintain fire station, apparatus and equipment complements, and supply inventories.
  14. Makes personnel selection recommendations and enforces discipline and training regulations under the policies and procedures established by the Tribal Administration.
  15. May have to testify in a court of law.
  16. Perform related duties as assigned. Essential duties may vary from position to position within this classification.
  17. May be assigned regardless of geographic location to other fire line positions throughout the nation; per qualifications under the Incident Qualification Certification System.
  18. Any other duties assigned.
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#### QUALIFICATIONS:

1. Minimum of an Associate's degree in fire science, OR a Minimum three (3) years experience at the rank of fire captain or above, or any combination of training and experience that provides the desired knowledge and abilities.
2. Must possess a current CPR/AED card. (Submit a copy with application.)
3. Must possess a current First Aid card. (Submit a copy with application.)
4. Must possess a Valid California Driver's License Class B Firefighter endorsement and be insurable through the Tribe.
5. Possession of a Hazardous Materials First Responder Operation Certificate.
6. Possession of Incident Command System ICS 300 Certificate.
7. Training and qualifications should meet or exceed federal IQCS (Incident Qualifications Command System) ICT 4 (Incident Command Type 4), or must obtain ICT 4 within one year of employment.
8. Must establish residency which reasonably permits employee to report, within 1 hour to the Tule River Fire Station and/or to incidents requiring a Battalion Chief.
9. Must be able to lift a minimum of 50 lbs.
10. Must pass a pre-employment drug screen and background investigation.
11. Must be professional, polite, and respectful towards all guests.
12. Must be able to handle extended hours when necessary.
13. Excellent interpersonal skills with demonstrated patience, tact and respect.
14. Position requires meeting the physical fitness levels established for this position and requires periodic physical fitness testing. Must pass physical agility test (Arduous pack test) on an annual basis.

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#### KNOWLEDGE, SKILLS AND ABILITIES:

##### Knowledge of:

1. Fire prevention and suppression methods, including use of the incident command system.

2. Practices, procedures, and equipment used in fighting fires and mitigating emergencies.
3. Operation and maintenance of fire and rescue apparatus and equipment.
4. County geography and water systems as well as Tule River Reservation geography and water systems.
5. Fire codes, standards and investigation procedures, and building construction methods.
6. Fire hazards and fire-fighting resources, such as personnel, equipment, water supply, communications, and first aid.
7. Hazardous materials and their properties.
8. Principals and practice of supervision and training.
9. Principles and practices of fire department administration.

**Ability to:**

1. Operate all types of fire-fighting equipment and apparatus and to instruct others in such operation.
2. Supervise personnel and equipment under emergency condition effectively.
3. Assume control of emergency scenes, making decisions, and giving directions on tactics and strategies.
4. Appraise an emergency situation and initiate an effective course of action quickly.
5. Plan, schedule, make work assignments, set priorities, train, evaluate, and recommend discipline of staff.
6. Prepare clear, concise reports, evaluations, and communications.
7. Establish and maintain an effective working relationship with management, staff, and the public.
8. Process and adjust grievances in accordance with Tribal Law and/or Tribal Administration policies and procedures.
9. Use various software programs such as word processing and spreadsheets.
10. Communicate effectively both orally and in writing.
11. Analyze situations accurately and adopt an effective course of action. Direct activities of fire personnel.
12. Establish and maintain effective working relationships with fellow employees, local, state, federal agencies, the media, and the public.
13. Maintain physical endurance and agility commensurate with job-related duties.
14. Travel within and outside the County or State, work on-call and stand-by assignments .

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**PHYSICAL DEMANDS:**

1. Strength, stamina and dexterity to work with equipment on all types of fires and withstand extended periods of physical exertion moving from place to place at emergency sites; repeatedly stooping, standing, sitting and walking on uneven or slippery surfaces. Operate or sit in vehicles operating on rough roads, wildland areas, and off road terrain.

2. Dexterity and coordination to handle fire equipment, apparatus and tools; occasional lifting and carrying of objects weighing up to 50 lbs.; strength to move the weight of an average human body, and to swing an axe in an overhead method; climb up and down ladders; enter confined spaces and other areas; visual acuity sufficient to read gauges and observe conditions at emergency sites in a variety of lighting conditions, including bright light, low light, and low visibility conditions.

**TRAVEL:**

Position could require extensive travel, particularly during fire season. Travel away from the primary duty station is determined by the type of fire season and the incumbent's qualifications under the Incident Qualifications and Certifications System qualifications. Standard fire assignments are 14 days in length, exclusive of travel from and to the home unit, with possible extensions. After completion of a 14 day assignment, two mandatory days off are required. During periods of non-routine or extended activity, employees will have a minimum of 1 day off in any 21 day period. Employees may be required to remain in the vicinity of the fire assignment on days off. Travel in government aircraft may be required as part of the duties of this position.

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**WORKING CONDITIONS:**

1. Work in outdoor and indoor environments with intermittent to frequent exposure to a variety of extreme weather conditions including heat, rain, snow, cold, wind and dust.
2. Work under significant risk conditions such as fire, injury and death.
3. Occasional work in confined areas.
4. Exposure to hazardous materials may occur.

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**This position reports to:** Community Fire Chief

**Salary Range:** \$ 31.36 – 40.03 /hr (Range 29)

**Working hours:** 40hr Work Week (Variable / On-Call) – Regular Full-Time, Non-Overtime Eligible

**Benefits:** Medical, Dental & Vision, Life Insurance, and 401(K)

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**