

POSITION DESCRIPTION

Occupational Safety & Health Battalion Chief

Class Title: Occupational Safety & Health
Battalion Chief

Classification: Exempt

Department: Fire

Grade Number:

Division: Fire Training (554)

Civil Service Classification:

GENERAL PURPOSE:

Performs a variety of supervisory and technical work in implementing safety procedures for departmental facilities, equipment, apparatus, and personnel.

SUPERVISION RECEIVED:

Works under the direct supervision of the Deputy Chief of Training and under the general guidance of the Director of Fire.

SUPERVISION EXERCISED:

Supervises the safety review process for departmental personnel and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develops, implements, supervises, and evaluates an organizational occupational safety/risk management plan which meets or exceeds NFPA standards for the department as well as a communication method for distributing the plan to ensure that elements of the plan are integrated into fire operations.

Identifies and implements control methods for occupational safety risks utilizing inspections, reports, policies and procedures.

Compiles data and maintains reporting system for accidents, near-misses, or equipment malfunction / failure relating to departmental facilities, personnel, equipment, and apparatus.

Assesses and reports the adequacy and effectiveness of compliance with local, state, and federal occupational health codes, regulations, and standards and devise departmental SOGs which function within these standards.

Implements and manages a departmental accident prevention program by utilizing engineering controls, administrative policies and procedures, education, and protective clothing equipment; establish procedure for post-incident analysis;

Compiles data and generates reports on occupational injury / illnesses to promote operational modification and improvement.

Develops a health and safety facility inspection SOG incorporating NFPA 1500 standard; processes and maintains a checklist for facility inspections; supervises inspections and service testing of facilities, apparatus and equipment, protective clothing and protective equipment to ensure compliance with NFPA standards; maintains records of all inspections and service testings.

Evaluates the department's infection / exposure control program for compliance with NFPA standards; functions as the department's infection control officer.

Develops an annual evaluation for departmental apparatus, incorporating current NFPA minimum vehicle safety standards, so that a plan can be implemented to retire refurbish, and / or replace apparatus.

Conducts periodic safety audits of fire department operations, apparatus, equipment, facilities, training, and educational programs to determine compliance with NFPA 1500 *Standard on Fire Department Occupational Safety and Health Program*.

Conducts safety and health investigations relating to occupational injury, illness, exposure, fatality, near miss or other potentially hazardous conditions involving fire department personnel, facilities, equipment, and apparatus; identifies root causes and facts of the incidents and make recommendations for preventing similar losses in the future; ensure that all information gathered in the investigation is documented, reported, and recorded according to established policy.

Coordinates the development of a corrective action plan and makes recommendations based on the results of investigations involving occupational accidents, injuries, and deaths; confers periodically with superiors as appropriate and recommends new or revised rules, regulations, and operating procedures.

Maintains records of corrective actions taken to mitigate health and safety hazards or unsafe practices; ensures all record data is accessible and in a format that is appropriate for analysis.

Develops an annual report on fire department accidents.

PERIPHERAL DUTIES:

Attends conferences and meetings to keep abreast of current trends in the field; represents the Fire Department in a variety of local, county, state, and federal meetings.

Conducts research and collects data in order to secure grants for departmental equipment and apparatus as needed.

Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Graduation from a college or university with a bachelor's degree in risk management, occupational safety and health, or a closely related field; or

An equivalent combination of education and experience.

Eleven (11) years of experience in fire or emergency medical service work, three years of which must have been equivalent to Fire Captain or higher.

Certified Emergency Medical Technician or Paramedic.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of NFPA standards regarding occupational safety mitigation and prevention principles, procedures, techniques, and equipment; considerable knowledge of applicable local, state, and federal laws, ordinances, departmental standard operating procedures and regulations; working knowledge of policy and procedure methods, data collection and processing; software applications; skill in the operation of the listed tools and equipment;

Ability to train and supervise departmental personnel; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluation situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors, and the public; and the ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

Must be eighteen (18) years of age or older at time of hire;

Must possess, or be able to obtain by time of hire, a valid State of Mississippi driver's license without record of suspension or revocation in any state;

No felony convictions or disqualifying criminal histories;

Must be a U.S. citizen;

Must be able to read and write the English language; and

Ability to meet departmental physical standards.

TOOLS AND EQUIPMENT USED:

Fire apparatus, fire pumps, hoses, and other standard firefighting equipment, computer software applications, protective equipment, first aid equipment, radio, personal computer, phone.

PHYSICAL DEMANDS:

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.

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

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to more than 100 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work may be performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fires and medical incidents assistance, including smoke, noxious odors, fumes, chemicals, solvents, and oils.

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 vibrations.

The noise level in the work environment is usually quiet in office settings, and loud at emergency scenes.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate testing and interviews; oral interview; background check.

NOTE: Appointees will be subject to completion of a six month probationary period.

The examples of duties 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.

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

Approval: _____
Director of Fire

Approval: _____
Appointing Authority

Effective Date:

Revision History: