



***Job Analysis: Battalion Chief – Port of Seattle
DOT # 373.167-010***

Friday) and is tasked with coordinating Training, Fire Prevention, and Administration. However, this Battalion Chief has the same training as the other Battalion Chiefs, and can cover Suppression Battalion Chief duties as needed.

Battalion Chiefs may:

- Respond to emergency incidents during an assigned shift, evaluates findings obtained by subordinate officers when they have been first on the scene. Assume Command and Control of personal and direct fire suppression, hazardous material control, and rescue and property conservation activities. A Battalion Chief generally drives a command vehicle to incidents from which all activities are coordinated.
- Order additional units to the scene when necessary and returns units to service as the situation is controlled.
- Manage the care and cleaning of quarters, buildings, grounds, the fire training facility, apparatus and equipment, and reports on their condition.
- Make periodic familiarization inspections of the Airport and surrounding properties and structures, to ensure continued knowledge of the structural conditions and associated fire protection considerations.
- Maintain an effective work environment with subordinates, through verbal and written communications, teaching of job-related classes, continuous employee counseling and disciplinary action as necessary.
- Review drawings and data sheets (pre-fire planning) of key structures for use in teaching of classes and planning of tactics and strategy at emergency incidents.





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- Represent the Port Fire Department when speaking regarding fire suppression, fire prevention, and other related subjects.
- Manage the maintenance of records and reports and develops reports as required.
- Participate in development of policies and procedures within the Department.
- Assist in the development, implementation and direction of training.
- Work with the Department Captains to oversee the required inspections.
- Work with the Department Captains to ensure employee work performance is up to standard as outlined in the Standard Operating Guidelines (“SOGs”) of the Department).
- Coordinate departmental support, administrative, and managerial activities as required and directed.
- Follow safety policy and practices, and adhere to responsibilities concerning safety prevention, reporting and monitoring.
- May perform any duty of subordinate personnel, including firefighting equipment operation.
- May respond to emergency calls for specialized services to act as the Incident Commander or a member of the Unified Command. These services include responses to hazardous materials, confined space rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues.



Skills, Traits, Knowledge and Abilities Required

- Technical knowledge of fire prevention and suppression, including fire behavior, operation and maintenance of fire apparatus and equipment, firefighting strategies, safety practices, and salvage procedures, and technical knowledge of rescue operations. Knowledge of medical care, fire codes and regulations, sprinkler systems, fire alarm and communication systems, safety procedures, and various aircraft structures. Operation and capabilities of the various types of apparatus and equipment used by the Department. Able to quickly make determinations as to the best course of action for fighting fires or responding to other related emergency situations.
- Able to perform various administrative functions. Prepare and present accurate and reliable reports containing findings and recommendations. Operation of a Windows-based computers and related software applications.
- Knowledge of supervisory and management methods and techniques. Able to supervise, lead and direct a fire department personnel. Able to manage and command an emergency scene.



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- Knowledge of current fire fighting tactics and strategies for all types of fires.
- Emergency Medical Services (EMS) techniques and related medical equipment.
- Effective teaching and communication techniques for large and small groups.
- Able to act as a direct link between the Fire Chief and all other members of the department.
- Able to work under extremely stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property.
- Able to work in a team environment and closely with Port personnel, and personnel from other agencies.
- Able to learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Able to read, comprehend, and follow oral and written instructions. Able to communicate effectively both orally and in writing, with the public and other employees.
- Able to control personal emotions and handle highly emotionally charged situations.
- Able to prioritize duties and tasks.
- Able to interact with individuals from a variety of socioeconomic circumstances.
- Able to present a positive image for the Department to the public and allied agencies.
- Able to work effectively in a politically sensitive environment, and effectively contribute to the mission of the Department.



Machinery, Tools, Equipment, Personal Protective Equipment

- Structural bunker gear.
- Helmet, gloves, hood and boots.
- Two-way radios and other mobile devices.
- Mobile Command and Control Center.
- Potentially other firefighting equipment, including ax, shovels, pike pole, haligan, fire extinguisher, chain saw, circular saw and other hydraulic cutting equipment, fire hoses, nozzles, self-contained breathing apparatus (“SCBA”), oxygen tanks, supplied air breathing apparatus (“SABA”) bottles, N-95 negative pressure masks, and other vehicles.
- General office equipment and supplies.
- Windows-based computers and related accessories.

Battalion Chiefs are required to wear a uniform and are assigned a radio while on duty.



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Education / Training

Minimum Requirements:

- Complete a high school diploma or GED.
- Pass a written exam. Pass a CPAT exam (Candidate Physical Ability Test).
- Pass a respirator fitness exam. Pass a medical exam. Pass a drug-screening test.
- Complete Firefighter training.
- Must be at least 18 years old at the time of application.
- U.S. Citizen.
- Valid Washington State Driver's License.
- Meet background investigation standards.

Preferred Qualifications: College courses in fire science, fire protection engineering, and or fire control.



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COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

The psychological and cognitive demands of this position vary depending on assignments and duties.

Frequency Definitions:	
Continuously = Occurs 66-100% of the time.	Occasionally = Occurs 1-33% of the time
Frequently = Occurs 33-66% of the time.	Rarely = May occur less than 1% of the time.
Never = Does not ever occur.	
Comprehension	
Articulating and comprehending information in conversations.	Continuously
Reading, comprehending, and using written materials.	Frequently
Understanding and solving problems involving math and using the results.	Occasionally
Using technology/instruments/tools & information systems.	Continuously
Working with two and three dimensional formats.	Occasionally
Remembering	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Continuously
Remembering visual information.	Continuously
Recalling information incidental to task at hand.	Continuously
Memorizing facts or sequences.	Continuously
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Continuously
Learning & Processing	
Effectively learning and mastering information from classroom training.	Occasionally
Effectively learning and mastering information from on-the-job training.	Continuously
Learning from past directions, observations, and/or mistakes.	Continuously
Using common sense in routine decision making.	Continuously
Recognizing and anticipating potential hazards and taking precautions.	Continuously
Thinking critically and making sound decisions.	Continuously
Integrating ideas and data for complex decisions.	Frequently
Determining and following precise sequences.	Occasionally
Coordinating and compiling data and information.	Continuously
Analyzing, synthesizing data and information.	Continuously



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Tasking and Planning	
Performing repetitive or short-cycle work.	Occasionally
Working under specific instructions.	Continuously
Completing complex tasks.	Continuously
Directing, controlling, or planning for others as necessary for basic tasks.	Continuously
Directing, controlling, or planning for others as necessary for complex tasks.	Frequently
Multi-tasking.	Frequently
Planning, prioritizing, and structuring daily activities.	Continuously
Use Appropriate Behavior for Professional Work Environment	
Receiving criticism and accepting limits appropriately.	Continuously
Maintaining emotional control and organization under increased stress.	Continuously
Maintaining socially appropriate affect, temperament, and behavior.	Continuously
Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome.	Continuously
Working independently and/or unsupervised.	Frequently
Adapting to frequent interruptions, changes in priorities, or changes in work location.	Continuously
Responding effectively to emergency situations.	Occasionally

Frequency Designations: Required Beneficial Not Necessary	
Maintaining Attendance and An Assigned Work Schedule	
Maintaining predictable and reliable attendance each work shift.	Required
Being punctual.	Required
Taking rest periods at set times or only at times determined by breaks in job responsibilities.	Required
Adjusting to a flexible schedule of work days and or shifts.	Required



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PHYSICAL DEMANDS

NOTE: The physical demands of a Battalion Chief position vary greatly and are hard to predict due to the need to respond to unique situations and circumstances.

Battalion Chiefs work with teams of Firefighters which allow individuals to share the physical burdens of the tasks and duties, however there may be situations where a Firefighter's or a victim's life may be in danger, and assistance is not available. Fire fighting involves risk of death or injury from flames and smoke, cave-ins, collapsed structures, and or exposure to hazardous materials.

Battalion Chiefs are scheduled for 24-hour shifts. Timeframes for specific activities include:	
A) Administrative Duties (estimated at 55% to 60% of a shift)	Approximately 13.5 to 14.5 hours per shift.
B) Training.	Approximately 1-2 hours per 24-hour shift.
a. Weight room training – 1 hours.	
b. Drills/Inspections – 0.5 hours.	
c. Other training – 0.5 hours.	
C) Incident Responses.	Approximately 1-1.5 hours per shift.
D) Rest/Sleep/Breaks/Meals.	Estimated to be 7 to 8 hours per 24-hour shift. Intermittently throughout the shift.

N/A: Not Applicable

S: Seldom (1-10% of the time)

O: Occasional (10-30% of the time)

F: Frequent (30%-70% of the time)

C: Constant (Over 70% of the time)

WNL: Within Normal Limits (talking, hearing, etc.)

STRENGTH: Sedentary Light Medium Heavy Very Heavy

Frequency

Comments

	Frequency	Comments
Sitting	F	While working on administrative tasks, waiting for calls, responding to a call riding in/driving a vehicle, participating in meetings or training, and eating meals.
Standing	O	Interchange with Walking. Putting on gear, pulling equipment from vehicle, working with hydrant, communicating and developing plans with supervisors and co-workers, conducting inspections, special events, cooking.
Walking	O	Interchange with Standing. May be on tile, concrete, grass, dirt, mud, and or uneven terrain/areas.
Sleeping/Resting	O	Intermittently during shift.



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Running	Rare	Potentially while fighting fires, rescuing victims, or escaping dangerous situations.			
Lifting (up to 20 pounds)	F	Paperwork, tools, ax, small equipment, equipment components, helmet, jacket, oxygen tank/SCBA gear, radio.			
Lifting (20 to 75 pounds)	S	Equipment, equipment components. Fire extinguishers, hoses, ladders, power unit.			
Lifting (over 75 pounds)	N/A				
Carrying (up to 20 pounds)	O	Paperwork, tools, ax, small equipment, equipment components, helmet, jacket, oxygen tank/SCBA gear, radio.			
Carrying (20 to 75 pounds)	S	Equipment, equipment components. Fire extinguishers, hoses, ladders, power unit.			
Carrying (over 75 pounds)	N/A				
Pushing/Pulling (Up to 60 pounds)	S	Depends on training and responses to incidents. Pulling hose lines, pulling/dragging pieces of equipment, connecting equipment components, opening doors, pulling open vents cut in structures, climbing ladders. May be required to pull person(s) to safety, conscious or unconscious (individuals may weigh up to 200 pounds or more) under emergency conditions.			
Climbing Stairs/Ladders	S	May encounter stairs while training or responding to incident calls. May climb ladders to gain access to upper levels of buildings or to assist individuals from burning structures.			
Working at Heights	Rare	Depends on training and responses to incidents.			
Bending at Waist	O	Picking up items below waist level, putting on turnout gear, putting on boots, entering vehicles, pulling equipment from vehicle, working with pumps and hydrants, cutting vent holes, entering damaged structures.			
Bending Neck	F				
Crouching/Kneeling	S	Depends on training or responses to incidents. Gathering items stored below waist level, gathering equipment from vehicle, working with hydrant, working with pump. May have to administer first aid or CPR to victim on ground/floor.			
Twisting at Waist	S	Depends on training or responses to incidents. Twisting can be minimized by the worker moving feet, but may also be required under emergency conditions.			
Reaching (Floor to Shoulder)	S	Gathering gear, equipment, and equipment components. Pulling hose lines and spraying water/foam. Swinging ax. Opening doors. Reaching would also be required under emergency conditions.			
Reaching (Over the Shoulder)	S	Gathering gear, equipment, and equipment components. Pulling oneself into vehicle. Climbing ladders. Swinging ax.			
Repetitive Motion	N/A	The variety of tasks and duties assigned to a Battalion Chief eliminates repetitive motion.			
Driving	S-O	Depending on duties and responsibilities assigned.			
Foot Controls	S-O	Driving vehicles.			
Handling/Grasping	F	60	% Pinch Grasp	40	% Whole Hand Grasp
Fine Finger Manipulation	F	Writing, using keys, pushing buttons/switches on radio, vehicle dashboards, and using computer and other equipment			
Keyboarding	F	Using computer for electronic mail, and completing reports and logs.			



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Talking	F	Battalion Chief must have voice sufficient (unaided or aided) to perform tasks without posing a direct threat to self or others. Essential voice tasks include, use of voice commands to project control and direct action, and must be heard above other noises.
Hearing	F	Battalion Chief must have hearing sufficient (unaided or aided) to perform essential tasks without posing a direct threat to self or others. Essential hearing tasks include understanding and distinguishing spoken words and instructions. Being able to determine from which direction speech or noise is coming from.
Seeing	C	Battalion Chief must have vision sufficient (unaided or aided) to perform essential tasks without posing a direct threat to self or others. Day and nighttime driving, use of tools, observing activity, reading documents. Color discrimination, peripheral vision, depth perception.
Writing	S	Writing notes.
Normal Job Site Hazards	S	Working around fire and burning objects. Entering compromised structures. Riding in/driving moving vehicle. Exposure to smoke and other hazardous substances. Bloodborne and airborne pathogens. Working with sharp tools (axes). Working with high pressure water. Working at heights. Exposure to very hot or very cold temperatures. Insect bites/stings. Sounds and noise levels that are distracting and uncomfortable. Exposure to extremely bright or dim lighting conditions. Working near water on docks. Working near other people.
Expected Environmental Conditions	C	May work outdoors and indoors. May be exposed to outside weather conditions, or temperature-controlled environments. Riding in enclosed vehicles.

The above job analysis represents the requirements of a specific job based on personal observations, discussions with employer representatives, and/or workers. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective quantifiable data. For this reason, a "best estimate" may have been used when reporting physical demand frequencies.

Analysis was done on the job site? Yes No

Job Analysis Reviewed By: Keith Taylor

Completed by Vocational Provider Brice York, B.A., CDMS

Date January 11, 2019 Signature of Vocational Provider _____



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FOR PHYSICIAN'S/EVALUATOR'S USE ONLY

The injured worker can perform the physical activities described in the job analysis and can return to work on _____ (date)

The injured worker can return to work on an alternate/light-duty basis for _____ hours per day. Please review the Fire Department Light-Duty Work Tasks (attached as a separate document) and provide your comments regarding the tasks the worker can perform while on light-duty. The worker can be expected to progress to regular duties in approximately _____ weeks months.

The injured worker cannot perform the physical activities described in the job analysis based on the physical limitations in the attached report and/or listed below. These limitations are (check one):
 Temporary for _____ weeks months.
 Permanent

COMMENTS:

Please review and sign the following page.



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FOR PHYSICIAN'S/EVALUATOR'S USE ONLY

Weight Training/Work Out Restrictions

Fire Fighters have access to a gym at work, which includes free weights, weight machines, elliptical trainer, treadmill, stationary bike, and other exercise equipment.

Is the Worker released to use the gym? Yes No

If yes, please specify limitations the Worker should follow.

Weight Training Restrictions: _____

Date _____ Physician's/Evaluator's
Signature _____

Physician's/Evaluator's Name
Printed _____

PLEASE RETURN COMPLETED FORM VIA FACSIMILE TO:

Port of Seattle Employee Health & Safety Department at (206) 787-3406