GLASSY MOUNTAIN FIRE SERVICE AREA
2015 Highway 11 | Landrum, South Carolina 29356
Business (864) 895-4306 | Fax (864) 895-4748 | www.gmfd.net

JOB DESCRIPTION

Battalion Chief (Operations)

Operations Division · Shift Command

Title	Battalion Chief (Operations)
Department	Glassy Mountain Fire Service Area
Division	Operations
Reports to	Fire Chief
Supervises	Shift Lieutenants, Engineers/Drivers and Firefighters on the assigned shift, including part-time employees and volunteers
Schedule	48/96 rotation (48 hours on / 96 hours off), with call-back and coverage as needed
FLSA status	Non-Exempt
Salary range	*To be determined by the department*

POSITION SUMMARY

The Battalion Chief (Operations) is the senior officer on duty for an assigned shift and is responsible for the safe, effective delivery of fire suppression, emergency medical, rescue and all-hazards services across the Glassy Mountain Fire Service Area. The Battalion Chief commands emergency incidents, manages daily shift operations and staffing, and serves as the primary leader, mentor and coach for company officers and firefighters on the shift. This position sets the tone for professionalism, safety and service on every shift and is accountable for developing the next generation of department leaders. The Battalion Chief reports directly to the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Emergency Operations and Incident Command

- Responds to structure fires, wildland-urban interface fires, motor vehicle collisions, technical rescues, hazardous materials incidents, EMS calls and other emergencies as required.
- Assumes command of significant and multi-company incidents using the National Incident Management System (NIMS) and Incident Command System (ICS).
- Sizes up incidents, develops incident action plans, assigns resources and makes timely tactical and strategic decisions under pressure.
- Serves as or appoints the Incident Safety Officer; enforces accountability, rehab and firefighter safety practices on every scene.
- Enforces exposure-reduction practices, including on-scene decontamination, PPE cleaning, exposure documentation, and connects employees with peer support and behavioral health resources.

- Coordinates with mutual and automatic aid partners, Greenville County EMS, law enforcement, emergency management and other agencies.
- Conducts post-incident analyses and after-action reviews and turns lessons learned into training and procedure updates.

Shift Administration and Management

- Manages daily shift staffing, apparatus assignments, leave, overtime and call-back to maintain minimum staffing and response readiness.
- Integrates, supervises and supports part-time employees and volunteers on the assigned shift; assists with part-time and volunteer recruitment, retention, training and scheduling.
- Monitors station, apparatus and equipment readiness; ensures maintenance issues are reported and resolved.
- Reviews and approves incident reports (NERIS), patient care report completion, time records and shift documentation for accuracy and timeliness.
- Enforces department policies, standard operating guidelines (SOGs), and applicable OSHA and NFPA standards.
- Investigates employee injuries, vehicle accidents, complaints and policy violations; recommends and administers discipline consistent with department policy.
- Prepares written reports, evaluations and correspondence; participates in budget input, planning and policy development.
- Supports community risk reduction, public education, pre-incident planning and fire prevention activities across the service area.
- Serves as Duty Chief and may serve as interim Fire Chief in the Fire Chief's absence, exercising the authority and responsibilities of that office.

LEADERSHIP, MENTORING AND COACHING

> **Leading and developing people is the core of this role.** *The Battalion Chief is expected to build a shift culture of trust, accountability, safety and continuous improvement, and to grow every employee toward their next level of responsibility.*

Leadership

- Models the department's mission, values and professional standards on and off the fireground.
- Communicates expectations clearly and consistently; holds officers and crews accountable fairly and respectfully.
- Builds cohesive, high-performing crews and fosters teamwork across stations, shifts and partner agencies.
- Leads by example in physical fitness, health and wellness, and behavioral health awareness.
- Recognizes strong performance and addresses performance concerns early and directly.

- Represents the department positively to elected officials, community members and stakeholders.

Mentoring

- Serves as a mentor to company officers, acting officers and aspiring officers on the shift.
- Builds individual development plans with employees tied to career goals, certifications and promotional readiness.
- Shares institutional knowledge, decision-making rationale and lessons learned from incidents and administrative experience.
- Supports succession planning by identifying and preparing future officers and Battalion Chiefs.
- Champions a culture where employees seek guidance without hesitation and new employees are welcomed and supported.

Coaching

- Provides frequent, specific and constructive feedback in the field, at the station and after incidents.
- Coaches company officers on tactics, crew management, conflict resolution, documentation and employee relations.
- Conducts fair, timely performance evaluations focused on growth as well as accountability.
- Plans, delivers and evaluates shift training, including company and multi-company drills, officer development and EMS continuing education.
- Oversees probationary firefighter task books and acting officer programs on the assigned shift.
- Uses after-action reviews as coaching opportunities rather than solely corrective tools.

QUALIFICATIONS

Minimum Requirements

- High school diploma or GED.
- Minimum of 8 years of progressive fire service experience, having held a minimum rank of Engineer/Driver Operator (or any equivalent combination of education and experience which provides the required knowledge, skills and abilities).
- Valid Class E or Commercial Driver's License (CDL) required, with an acceptable driving record.
- Ability to pass a background check, drug screen and department medical/physical evaluation.

Required Certifications

Certification	Requirement	Timeframe
NREMT or South Carolina EMT	**Required**	Within the first year of employment; maintained thereafter
NREMT or South Carolina Paramedic	*Preferred*	—
IFSAC/ProBoard Firefighter I and II	**Required**	At hire

Certification	Requirement	Timeframe
IFSAC/ProBoard Fire Officer I and II	**Required**	At hire
IFSAC/ProBoard Fire Officer III	**Required**	Within 18 months of appointment
IFSAC/ProBoard Fire Instructor I	**Required**	At hire
IFSAC/ProBoard Fire Instructor II	*Preferred*	—
IFSAC/ProBoard Hazardous Materials Technician	*Preferred*	—
NIMS ICS-100, 200, 300, 400, 700 and 800	**Required**	At hire
IFSAC/ProBoard EVDT	**Required**	At hire
IFSAC/ProBoard Driver/Operator – Pumper	**Required**	At hire
IFSAC/ProBoard Driver/Operator – Mobile Water Supply	**Required**	Within 12 months of appointment
Incident Safety Officer	**Required**	Within the first 12 months of employment
SC Fire Academy (SCFA) wildland courses, or NWCG S-130 and S-190	*Preferred*	—
Blue Card or equivalent incident command certification	*Preferred*	—

Note: *Failure to obtain NREMT or South Carolina EMT certification within the first year of employment may result in removal from the position.*

Preferred Qualifications

- Associate's or bachelor's degree in Fire Science, Emergency Management, Public Administration or a related field.
- Prior company officer experience (Lieutenant, Captain or equivalent); experience as a Battalion Chief, Acting Battalion Chief or shift commander is a plus.
- Completion of National Fire Academy Managing Officer coursework, or comparable leadership programs.
- Experience in a combination (career, part-time and volunteer) department and in wildland-urban interface operations.
- Demonstrated record of developing officers and leading training programs.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of fire suppression tactics and strategy, fire behavior, building construction, EMS operations, rescue and hazardous materials response.
- Working knowledge of NFPA standards, OSHA regulations, South Carolina fire service and EMS regulations, and department policies.

- Skill in incident command, risk assessment and rapid decision-making in high-stress, rapidly changing environments.
- Ability to lead, motivate, mentor and coach employees of varied experience levels and backgrounds.
- Ability to resolve conflict, handle sensitive personnel matters with discretion and maintain confidentiality.
- Strong verbal and written communication skills, including report writing and public speaking.
- Proficiency with records management, incident reporting, scheduling and Microsoft Office software.
- Ability to build effective working relationships with employees, partner agencies, elected officials and the public.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The essential functions of this position must be performed with or without reasonable accommodation. Medical fitness for duty is determined by the department physician through an individualized assessment, consistent with the Americans with Disabilities Act (ADA) and NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments (now incorporated into NFPA 1580, 2025 edition).

Essential Job Tasks

Consistent with the essential job tasks identified in NFPA 1582, the Battalion Chief must be able to:

- Perform firefighting and rescue tasks, including hose operations, crawling, lifting, ventilation and forcible entry, while wearing full PPE and SCBA, under stress and for extended periods in extreme heat or cold.
- Wear SCBA and tolerate the increased breathing workload of a demand-valve facepiece or HEPA mask.
- Work where exposure to toxic fumes, irritants, particulates, infectious agents and heated gases is possible, even while wearing PPE and SCBA.
- Climb six or more flights of stairs, or cover an equally strenuous distance or incline, in protective gear weighing 40–50 lb while carrying an additional 20–40 lb of tools and equipment.
- Tolerate heavy fluid loss and elevated core body temperature caused by wearing insulated, encapsulating protective clothing.
- Search for, find and drag or carry victims ranging from newborns to adults over 165 lb to safety, working alone if necessary, in low visibility and hazardous conditions.
- Advance water-filled hoselines up to 1¾ in. in diameter approximately 150 ft from the apparatus to a building, including over stairs, ladders and obstacles.
- Climb ladders, operate from heights and move on narrow, wet, icy or uneven surfaces in darkness and near energized power lines.
- Perform prolonged, unpredictable physical work without warm-up, scheduled rest, meals, medication or hydration.
- Operate fire apparatus and other emergency vehicles with lights and sirens activated.
- Make critical, time-sensitive decisions under physical exertion, fatigue, heat, darkness and distraction.
- Give and understand verbal orders in high-noise, low-visibility and wet environments.

- Function as part of a team, where the incapacitation of one team member can endanger others or cause mission failure.
- Work extended day and night shifts that exceed 12 hours.

Working Conditions

- Must meet department medical and physical fitness standards consistent with NFPA 1582 (NFPA 1580) and complete periodic medical evaluations as required by the department.
- Works in hazardous environments involving extreme heat and cold, smoke, toxic atmospheres, heights, confined spaces, traffic and uneven or steep terrain.
- Works nights, weekends and holidays as part of the shift rotation and is subject to call-back during emergencies.

EQUAL OPPORTUNITY STATEMENT

The Glassy Mountain Fire Service Area is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other characteristic protected by law. Applicants and employees who need a reasonable accommodation in the application process or to perform the essential functions of the position may contact the Fire Chief at (864) 895-4306.

The Glassy Mountain Fire Service Area is a drug-free workplace. The unlawful manufacture, distribution, possession or use of controlled substances, and working under the influence of alcohol or drugs, are prohibited. Employees are subject to drug and alcohol testing in accordance with department policy.

This job description is not an exhaustive list of duties. Employees may be assigned other related duties as required, and the department may revise this description at any time.

ACKNOWLEDGMENT

I have read and understand this job description, including its essential duties, qualifications and physical requirements.

Employee Signature	Printed Name	Date
Fire Chief Signature	Printed Name	Date

Adopted: 10/22/2026 **Revised:** _____