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Battalion Commander

JOB CODE	JOB FAMILY	PROFILE
JCM203	**Public Safety**	**Battalion Commander**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$29.49 - $46.57**	**September 2, 2026**

The Battalion Commander, under the general direction of the Fire Division Chief, Deputy Chief or assigned supervisor, performs supervisory and technical duties pertaining to the administration and operation of the fire and rescue services. Manages and coordinates the operations of assigned personnel and equipment within their battalion. Plans and schedulse work assignments for subordinates.

Job Description

DUTIES AND RESPONSIBILITIES

- Must be able to fulfill the duties and responsibilities of the positions below the rank of Battalion Commander based on the employee’s progression and EMS licensure level.
- Directs, supervises, organizes, and plans the activities of subordinates and make work assignments for the battalion to which assigned.
- Must comply with all Bernalillo County Policies, Bernalillo County Fire Department Policies & Procedures, Standard Operating Guidelines, Directives, Memos, and the Collective Bargaining Agreement.
- Responsible for communicating and clarifying management orders and decisions to subordinate personnel. Briefs subordinates regularly on policy, procedures, bulletins, and other relevant information.
- Assists department management with implementation of the department's policies and goals, procedures, mission, values, and vision.
- Guides, corrects, and/or disciplines subordinates as appropriate or as directed through the Chain of Command.

- May investigate allegations of employee misconduct and recommend discipline as appropriate.
- Participates with management in the administration of personnel issues including the performance evaluations.
- Responsible for ensuring that their subordinate officers are properly overseeing and administering the operation, maintenance and care of all equipment, facilities, grounds, and apparatus within their assigned region to include the cleanliness of all workstations.
- Respond to emergency calls as dispatched; assume command and serve as the incident commander at all events and will be responsible for the safety of assigned firefighting personnel.
- Plans, coordinates, and supervises activities of fire suppression during emergency responses to control and extinguish fires and protect life and property.
- Prepares and reviews reports and maintain departmental records to ensure efficient operation of his/her command; perform administrative duties as required or directed.
- Prepares and compiles necessary documentation to support duties and responsibilities.
- Participates in the planning and implementation of the department's regional training programs.
- Monitors staffing levels, supervises, and evaluates work performance of subordinates to ensure assignments are completed in an expedient manner; maintains files and reports in support of the battalion.
- Assists in the management and operations of the department staffing program.
- Participates as a program manager for special projects as assigned or required
- Serves as the County's representative to various federal, state, tribal, other local government agencies and private organizations.
- Assists in the analysis of trends and practices in fire suppression, fire safety, emergency medical services and/or emergency management preparedness.
- Performs other job-related duties as required or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Must have a minimum of nine (9) years of current continuous service in a Bernalillo County Fire Department and must currently hold the rank of Captain.
- Must have and maintain a valid Emergency Medical Technician (EMT) Basic or higher certification and be duly licensed by the State of New Mexico while employed in this position.
- Employee must have and maintain a valid New Mexico driver's license with a Class E endorsement for the duration of employment.

- Must have comprehensive knowledge of operating instructions, manuals and local and state laws, policies, and regulations.
- Must have knowledge of fire suppression, incident command systems fire behavior and chemistry.
- Must have the ability to work as a member of a team in stressful situations and respond quickly, calmly and with good judgment under emergency conditions as well as meet the needs of those affected by the fire and/or emergency.
- Must have the ability to ascertain the best means of apparatus placement for fire suppression, EMS, and other emergency responses.
- Must have the ability to operate all fire apparatus.
- Must have the ability to develop productive working relationships with firefighters, emergency medical services personnel, law enforcement officers and the general public.
- Must have ability to communicate effectively in both oral and written English.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Employee must complete all prerequisites to participate in the Battalion Commander promotion process as per department policies.
- Employee must participate and successfully complete and pass the Battalion Commander promotion process. Selection to fill vacant positions will be based on test scores from the Battalion Commander promotion process and where personnel are placed on the promotional list. Only personnel on the promotional list will be promoted.
- Employee must comply with, pass, and maintain the New Mexico OSHA physical screening requirements for firefighters.
- Must comply with and enforce all Bernalillo County Policies, Bernalillo County Fire Department Policies & Procedures, Standard Operating Guidelines, Directives, Memos, and the Collective Bargaining Agreement.

WORKING CONDITIONS

- Employees are required to work shifts as stipulated within the Collective Bargaining agreement and determined based on the needs of the Department as set forth by the Fire Chief.

- Employee performs work indoors and/or outdoors as the situation dictates. The employee performs maintenance, training, public education and public relations, and other duties as assigned while waiting to be called out on an emergency.
- Employee may be exposed to temperature extremes depending on weather conditions and fire hazard conditions.
- Employee is exposed to intermittent and/or sustained high noise levels such as sirens, engines and loud voices.
- Employee may be exposed to vibration of the body on an intermittent basis from vehicle rides, off road travel.
- Employee may be exposed to the following hazards: driving hazards, rescue attempts and difficult terrain, possibility of hazardous material spills and hazards inherent in firefighting.
- Employee may be exposed to exhaust fumes, heat, smoke, water, dust, fire retardant chemicals and toxic fumes.
- Employee works on uneven, natural ground surfaces, asphalt, cement, stairs, ladders, scaffolding.
- Employee may be exposed to pathogenic bodily fluids and air during rescue attempts and emergency situations.
- Employee may be exposed to high-pressure water, fire retardant, during firefighting efforts.
- Employee works outdoors during emergency situations and/or firefighting activities, except when in emergency vehicles or inside emergency locations.
- Employee works with a select team without direct supervision, and at times may work with a large group of people.
- Employee generally works with a select team and may at times work without direct supervision.
- The conditions listed are not all inclusive to the types of environments and exposures the employee may be subject to. Employees must be able to adapt and function in any type of conditions possible as it relates to fire department operations.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee will be required to use any necessary equipment to perform firefighting activities, emergency medical responses, and other emergency responses based on their training and the tasks at hand.
- Employee will be required to use materials, equipment and products to maintain stations, grounds, fire apparatus, and any other areas of non-emergency responsibilities.
- Employees will be required to learn and utilize various technology and business machinery and other miscellaneous equipment in order to support the function, duties, and responsibilities of their job.
- Employee understands that the items listed above is not and all-inclusive list of the equipment, tools and materials that they may be subjected to utilize and that the department may instruct, or direct, them to utilize other equipment, tools and materials as they apply to the department, administrative duties, or the fire and rescue functions as needed or applicable.

- Employee handles paperwork, bandages, IV solutions, medications, oxygen, and other medical supplies needed for emergency situations. Employee utilizes protective clothing and devices (bio-medical and fire) as needed, flares, reflective vests, hearing and eye protection.
- Utilizes the following tools and equipment: telephone, radio, emergency vehicle, fire fighting vehicle, calculator, camera, copy machine, flashlight, first aid kit, fire extinguisher, fire hoses, axes, pike poles, circular saws, sledge hammers, pry bars, salvage covers, Slim Jim, ground ladders, jaws of life, spreader, air bags, blood pressure cuff, EKG monitor, defibrillator, oxygen regulator and valves, medical anti-shock trousers and foot pump, splints, back boards, extrication collars, forceps, portable suction devices, I.V's, syringes, bandages, ropes and stokes basket, ladders.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.