

CITY OF CHATTANOOGA

Classification Specification Title: Assistant Chief Fire Training

Department: Fire

Pay Grade: FD.6C

Supervision Received From: Fire Chief

FLSA Status: Exempt

Supervisory Responsibility For: Cadet

Established: 6/29/07

Revision Dates: 3/28/25;

8/27/24; 2/01/24

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting the Fire Chief and Deputy Chief in directing the operations of the Fire Department, specifically the Fire Training Division. Duties include, but are not limited to: leading and managing the Chattanooga Fire Training Division, developing and implementing training goals and programs, ensuring the efficient execution of training operations including State certification requirements, developing and recommending division budget, managing procurement activities for the Training Division, assistance with the hiring process for the department, assistance with the handling of employee concerns, assistance with developing and implementing policies and operational standards, responding to emergency calls for service in which incident management support is necessary, serving as a liaison to outside agencies, and preparing and/or reviewing a variety of administrative reports. Work is performed with general direction, working from broader departmental goals, objectives, and policies.

SERIES LEVEL:

The Fire Training Chief is a promoted position and is the eighth level (Assistant Fire Chief) in a ten-level firefighter series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Assists in directing and providing oversight regarding the implementation and maintenance of a comprehensive fire training program for the department, which includes: planning, coordinating, administering, and evaluating programs and related projects, processes, procedures, strategic planning, and standards; ensuring compliance with Federal, State, and Local laws, regulations,

codes, and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.

Reviews, analyzes, completes, processes, disseminates, and maintains a variety of documentation and records related to employee training; reviews, analyzes, prepares, and completes various forms, reports, maintenance records, supply orders, accident reports, and/or other related documents; verifies the accuracy and completeness of data and makes appropriate corrections or modifications.

Oversees the preparation and maintenance of manuals, policies, standard operating procedures, bulletins, specifications, map books, and/or other related documents.

Participates in the preparation and administration of the departmental budget; prepares forecasts and cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Participates in/on a variety of meetings, sessions, conferences, seminars, and workshops in order to receive and/or convey information.

Participates in and/or facilitates training sessions on emergency response related topics.

Receives, responds to, and resolves concerns, issues, and complaints received from department divisions, other internal departments, external agencies, citizens, and/or other interested parties.

Sets a high example and standard of work ethic, integrity, and professionalism, including adhering to department uniform and grooming policies.

Upholds high standard of work and performance for the Training Staff, as well as all fire department employees and guests of the Fire Training Center.

Develops overall vision/direction/goals/objectives for the Fire Training Division in accordance with the CFD's mission, vision and values.

Prepares and submits curriculum for State In-Service Training (40-hour program) annually, and performs records management for the State Fire Commission audits to ensure compliance.

Provides leadership to all fire academy training, including physical training, academic training, and hands-on training. Coordinates instructors to train recruits in basic response to and mitigation of fire, EMS, hazardous materials, fire prevention, fire investigation, and vehicle extrication. Oversees recruit fitness programs and coordinates with the wellness center and fitness coaches.

Develops training program for various aspects of emergency response, including, but not limited to: fire-related responses, pump schools, aerial schools, company officer development, State certifications, multi-company drills, etc.

Manages facilities, apparatus, equipment, and personnel assigned to the Fire Training Division, including management of the personnel in the department's Alternative Duty (or Light Duty) program.

Coordinates and manages Station Instructors and teams from the Operations Divisions to provide station and multi-company drills to on-duty personnel.

Works closely with the Special Operations Division to provide training facilities, equipment, apparatus, Station Instructors, and other necessities to provide technical rescue and hazardous materials training.

Serves as department liaison to regional fire departments as the Fire Training Division is a State Regional Training Facility, and facilitates multi-jurisdictional training.

Provides testing components for promotional and state certification tests, including mandatory classes such as Fire Officer 1, Fire Officer 2, and Fire Instructor 1.

Oversees and assists fire companies with annual hose testing, and provides documentation for ISO compliance.

Responds to a wide variety of emergencies to provide expertise for technical rescue or general incident management.

Manages staff to work with other Department divisions to provide assistance with career days, job fairs, and other general educational needs of the public.

Serves as a subject matter expert for the development of all operational standard operating guidelines and procedures.

Assists with internship program development and implementation.

Assists with the hiring process for the department, including entry level written and ability tests, and panel interview.

Provides information and guidance to various committees, including but not limited to, the Standard Operating Guidelines Committee, Apparatus Committee, and Uniform Committee.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES:

MINIMUM QUALIFICATIONS:

High School Diploma or GED. Shall have at least twelve (12) years of continuous service as a

sworn employee with CFD. Shall have met all the requirements for and served at least three (3) years at the rank of Captain.

LICENSING AND CERTIFICATIONS:

Firefighter II Certification

Fire Officer II Certification

Fire Instructor I Certification

Hazardous Materials First Responder Certification (Awareness/Operations Level) Tennessee

Certified Emergency Medical Responder Certification or higher

Valid Driver's License with F endorsement

Additional certifications may be required.

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; budgeting principles; operational characteristics, services, and activities of a comprehensive fire suppression program; principles of mechanics, hydraulics, and mathematics related to firefighting duties; fire equipment, vehicle, and apparatus specification requirements; proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities; occupational hazards and standard safety practices necessary in the area of fire prevention and suppression; fire prevention, suppression, investigation, and inspection principles, practices, and techniques; local geography including the location of water mains, hydrants, major fire hazards with the City and City streets; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies, and procedures; procedures, methods, and techniques of emergency medical services; modern firefighting and rescue principles, practices, techniques, and procedures; fire equipment and apparatus specifications; inventory management principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; managing and controlling emergency service operations; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals; interpreting and applying laws, ordinances, codes, policies, procedures, rules, and regulations; making technical and emergency decisions quickly in emergency situations; performing emergency medical services, technical rescues, and hazardous material operations; preparing and administering budgets; reading, understanding, and applying technical firefighting materials and concepts; reviewing, analyzing, preparing and maintaining records, reports, and/or other related documentation; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or

leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, and infectious diseases.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.