

CITY OF CHATTANOOGA

Classification Specification Title: Assistant Fire Chief

Department: Fire

Pay Grade: FD.6C

Supervision Received From: Fire Chief

FLSA Status: Exempt

Supervisory Responsibility For: Cadet

Established: 4/26/24

**Revision Dates: 3/28/25;
8/27/24**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting the Fire Chief and Deputy Chief in directing the operations of the Fire Department. Duties may include overseeing the hiring process for the department and handling employee concerns, overseeing criminal investigations related to fire activity, developing and recommending division budget, developing and implementing policies and operational standards, ensuring the efficient execution of operations, responding to emergency calls for service, managing procurement activities, developing and implementing public relations and community outreach programs, serving as a liaison and preparing and/or reviewing a variety of administrative reports. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL:

The Assistant Fire Chief is an appointed position and is the second level of a four-level fire management 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 program for assigned major divisions within 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 personnel, incidents and/or other related items; reviews, analyzes, prepares

and completes various forms, reports, maintenance records, pre-fire plan drawings, 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, seminars and workshops in order to receive and/or convey information.

Participates in and/or facilitates training sessions and station tours to the public on fire related topics.

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

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:

When working in Logistics:

Identifies, develops and establishes long and short term goals, objectives, policies and procedures for delivery of logistics services

Assists in acquisition of land for future facilities and managing properties held by the Fire Department

Participates in research, development, negotiation, and oversight of construction contracts, professional bids, professional services agreements and lease agreements

Establishes appropriate reorder points and monitors related purchases and expenditures

Oversees purchases of all fire apparatus and equipment

Coordinates and makes recommendations for maintenance requests, repairs, and systems testing of equipment

Research division equipment purchases, creates bids, Requests for Proposals (RFP), assets replacement schedules, and other aspects of developing and maintaining capital assets.

Oversees and coordinates all purchasing, maintenance, and final disposition of vehicles and repairs of critical firefighting equipment;

Monitors and approves related purchases and expenditures;

Provides logistical support and expertise to various organizations and committees;

Ensures Reserve Fleet is operational and ready for response;

Responds to and/or oversees/coordinates supply-related needs for large-scale emergency operations;

Oversees inventory and related control measures and all inventory auditing performed;

Researches, evaluates, recommends, and procures new technology;

Supervises and coordinates with other city departments regarding pertinent interactions, primarily Public Works Engineering and Fleet Maintenance;

Supervises and coordinates with all departmental divisions for maintenance and supply related purchases, distribution, repairs, replacement, fleet needs, etc., for a wide range of activities, including but not limited to construction projects, HVAC repair/replacement, capital improvements, station construction, large equipment projects;

Supervises the preparation of documents and record-keeping for all maintenance and supply related activities;

Oversees the procurement process adhering to federal, state, and local laws, rules, and regulations;

Responds professionally to phone calls, emails, text messages, radio, and other forms of communication with timeliness and accuracy;

Provides professional advice, recommendations, and technical assistance to outside agencies on necessary processes, procedures, equipment, supplies, and technologies to improve function;

Participates to the extent necessary in community risk assessments and departmental assessments at the Municipal/County/Regional level for Insurance Services Office (ISO) and other accrediting or certifying entities;

Oversees the periodic inspections of fire stations and other fire facilities for the purpose of safety and maintenance of the work environment; oversees inspections of reserve apparatus, equipment, and buildings for conformance to maintenance standards;

Discusses interaction of personnel in circumstances/issues/problems with company officers and other divisions to ensure good working relationships;

Supervises/oversees/manages/leads Supply and Maintenance Division staff daily work and manages expectations of duty and responsibility, and provides assistance in response, teaching, or other duties as needed.

LICENSES AND CERTIFICATIONS: Logistics

Hazardous Materials Team Operations (HMT0) Certification;

Tennessee EMS certification as EMR, or licensure as EMT, AEMT, or Paramedic;

Additional certifications may be required depending on assignment.

KNOWLEDGE AND SKILLS: Logistics

Knowledge of the city's procurement processes and practices; supervisory principles and practices as they pertain to directing supply and maintenance operations and personnel; knowledge and experience as a leader/supervisor/officer.

Ability to plan, organize, direct, and coordinate the administration of the Logistics Division; administer budget requests and work within the department's budgetary parameters; search and apply for alternative funding through grant opportunities or other means; quickly appraise workplace problems and guide toward solution; communicate information and instructions clearly and effectively; establish and maintain effective working relationships with fire personnel, Federal, State and Local agencies, including legislative and executive levels of government; conduct analysis of Logistics Division processes and practices toward improvement; supervise the preparation and maintenance of records and reports; supervise staff and ensure completion of duties and responsibilities; responsive in all means of communication.

WORK ENVIRONMENT: Logistics

Medium – Exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects, including the human body; use of arm and/or leg controls requiring greater exertion of force than for light work.

When working in Special Operations:

Responds to technical rescue, Urban Search and Rescue (US&R), terrorism, domestic, marine, hazardous materials, and chemical/biological incidents in a supervisory or command role, as required; works on-call and available for after-hours emergency response;

Oversees the planning, organization and administration of the US&R program; oversees the management of personnel and cache equipment during operational deployments; reviews the performance history of personnel at regular intervals regarding technical rescue disciplines, US&R, and hazardous materials responses; oversees the development and implementation of broad policies for TN-TF4; meets with public and private agencies to conduct public relations, and to communicate the needs and capabilities of the department for TN-TF4;

Works as the department's representative in the activation of the Emergency Operations Center (EOC) for Emergency Services Functions (ESF) 4 (fire), 9 (rescue), and 10 (hazardous materials). Works with law enforcement as part of the command staff during law enforcement agency events. Works with environmental agencies (TDEC, water quality, EPA, etc.) in investigation, recognition, and mitigation of environmental hazards.

Oversees implementation and staffing of the Tennessee Task Force 4 (TN-TF4) for US&R events, and is directly responsible for the administrative duties of US&R events and responses. Oversight may include the establishment of priorities for the Task Force on matters regarding tactics and strategic goals; develops division budget requests and expenditures; assists with implementation of all goals and objectives; oversees and manages grant monies specifically for Special Operations.

Oversees the planning, organization and administration of the US&R program; oversees management of personnel and cache equipment during operational deployments; reviews the performance history of personnel at regular intervals; assists with the development and implementation of broad policies for TN-TF4; meets with public and private agencies to conduct public relations, and to communicate the needs and capabilities of the department.

Coordinates the interaction of technical rescue and US&R assets and personnel, and their interaction with the Hazardous Materials and Marine Units.

Supervises and coordinates Local, Regional, State, and Federal training for technical rescue and US&R.

Supervises the preparation of documents and record-keeping for training initiatives; supervises and coordinates the record-keeping and financial reporting requirements for all Regional, State and Federal funding and grants; and investigates and obtains alternative sources of funding for personnel, apparatus, equipment, and training costs.

Supervises and ensures adherence to Special Operations Command company-level policy and technical-level service delivery.

Prepares reports on emergency operations, administration of rescue companies, and personnel performance; interprets new policies and procedures, and participates in formulating procedures;

Serves in the daily management role of Senior Task Force Leader, which includes deployment to incidents as required as part of TEMA's state-wide response to technical rescue and US&R emergencies;

Oversees the development of a fully integrated response plan, as well as participates in a response network of local through Federal agencies;

Provides professional advice, recommendations, and technical assistance to outside agencies on preparedness, responses, processes, procedures, equipment, supplies, and technologies; Oversees the performance of community risk assessment at the Municipal/County/Regional level for level of risk and probability and increases the capability of existing resources as necessary based on moderate to high risk probability assessment;

Oversees the periodic inspection of fire companies within assigned command; discusses personnel problems with company officers with regard to responses involving technical rescue, US&R, and hazardous materials; oversees inspections of apparatus, equipment, and buildings for conformance to maintenance standards; reviews station exercises; assists the pre-incident plan development of area properties to determine the presence and extent of technical rescue, and other health and safety hazards;

LICENSING AND CERTIFICATIONS: Special Operations Chief

Urban Search and Rescue certification (includes individual certifications in high/low angle, trench, confined space, and collapsed structure)

Valid Driver's License with F-endorsement;

Hazardous Materials Team Operations (HMTTO) Certification;

Tennessee EMS certification as EMR, or licensure as EMT, AEMT, or Paramedic;

Additional certifications may be required depending on assignment.

KNOWLEDGE AND SKILLS: Special Operations Chief

Knowledge of current principles, practices, and techniques of technical rescue and urban search and rescue; technical rescue and Urban Search and Rescue related equipment, supplies, and technology; US&R Task Force and Incident Support Team Organizational and Operations Management; city ordinances and operational procedures, directives and safety practices pertaining to firefighting, technical rescue, and fire prevention; supervisory principles and practices as they pertain to directing firefighting operations and personnel; Knowledge and experience as a leader/supervisor/officer/incident commander on emergency scenes.

Ability to plan, organize, direct, and coordinate the administration of technical rescue, and US&R operations and programs at the Federal, State and Local levels; administer budget requests and work within the department's budgetary parameters; search and apply for alternative funding through grant opportunities or other means; quickly appraise firefighting and technical rescue problems and direct the operation of Federal, State and Local resources under emergency conditions; communicate information and instructions clearly and effectively; establish and maintain effective working relationships with fire personnel, Federal, State and Local agencies, including legislative and executive levels of government; conduct analysis of technical rescue and US&R target hazards and corresponding capabilities and develop comprehensive plans for operations and mitigation; supervise the preparation and maintenance of records and reports; supervise staff and ensure completion of duties and responsibilities.

WORK ENVIRONMENT: Special Operations Chief

Medium – Exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects, including the human body; use of arm and/or leg controls requiring greater exertion of force than for light work.

When working in Fire Training:

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, and multi-company drills.

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.

LICENSING AND CERTIFICATIONS: Fire Training

Firefighter 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.

MINIMUM QUALIFICATIONS:

High School Diploma or GED; Fifteen (15) years of service as sworn employee; met requirements for and served five (5) years as Captain

LICENSING AND CERTIFICATIONS:

Valid Driver's License with F endorsement.

Position may require: First Responder Certification; NFPA, IFC or State Fire Inspector Certification; Fire Officer II Certification; NFPA Fire Instructor Certification.

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.