

CITY OF CHATTANOOGA
Classification Specification Title: Deputy Fire Chief

Department: Fire

Pay Grade: GS.21

Supervision Received From: Fire Chief

FLSA Status: Exempt

Supervisory Responsibility For: Fire Battalion Chiefs, Asst.

Established: 6/29/2007

Fire Chief

Revision Dates: 4/1/25;

4/5/24; 10/20/23; 9/14/2017

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting the Fire Chief in directing the operations of the Fire Department. Duties include consulting with the Fire Chief to assign work; addressing employee concerns; serving as a liaison with other departments, outside agencies; reviewing requests for station visits; assisting in planning to ensure ISO ratings and reviewing equipment requests and future purchases. Position assumes full responsibility of managing the department in the absence of the Fire Chief. Work is performed with administrative review.

SERIES LEVEL:

The Deputy Fire Chief is an appointed position and is the ninth level in a ten-level fire 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 the Fire Chief in directing and providing oversight regarding the implementation and maintenance of a comprehensive fire program 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.

Provides complex staff assistance to the Fire Chief; prepares and presents staff reports and other correspondence.

Oversees special projects for the department; prepares special research reports and develops programs.

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

Participates in the development and administration of the departmental budget; forecasts additional funding requirements; monitors and approves expenditures; recommends budget adjustments.

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.

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

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

Compiles and analyzes information and data related to plans for expansion and coverage to maintain acceptable ISO rating.

Participates in community education and outreach opportunities.

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 (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Fire Science or related field preferred and a minimum of ten (10) years progressively responsible experience within a career Fire Department, including two (2) years of managerial experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License with F endorsement

Position may require:

First Responder Certification

Fire Officer II Certification

Additional certifications may be required.

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles and practices; operational characteristics, services and

activities of a comprehensive fire suppression program; principles of mechanics, hydraulics and mathematics related to firefighting duties; mechanical, chemical and related characteristics of a wide variety of flammable and explosive materials and objects; proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities; principles and procedures of recordkeeping and reporting; 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 of the City and City streets; applicable Federal, State and Local laws, ordinances, codes, policies, procedures, rules and regulations; procedures, methods and techniques of emergency medical services; modern firefighting and rescue principles, practices, techniques and procedures; hazardous materials, chemical chain reactions and fire behavior; surrounding districts and regions and Statewide resource capabilities and emergency needs; administrative policies and procedures; legal mandates and proper safety standards related to hazardous material handling and budgeting principles.

Skill in monitoring and evaluating employees; prioritizing and assigning work; directing and controlling emergency services; monitoring the operation and maintenance of apparatus, equipment, tools, devices and vehicles; using a computer and related software applications; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals; interpreting, analyzing and applying policies, procedures, laws, ordinances, codes, rules and regulations; making technical and emergency decisions quickly in emergency situations; performing emergency medical services, technical rescues and hazardous material operations; conducting fact-finding inspections and investigations; preparing and administering budgets; reading, understanding and applying technical firefighting materials and concepts; preparing and maintaining records; preparing written and oral reports and communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

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.