

CITY OF CHATTANOOGA

Deputy Fire Marshal

Department: Fire

Pay Grade: FD.5A

Supervision Received From: Fire Marshal

FLSA Status: Exempt

Supervisory Responsibility For: Fire Battalion Chief

Established: 7/13/13

**Revision Dates: 4/1/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing duties as assigned by the Fire Marshal. These duties will include daily management duties associated with the Fire Prevention Bureau. Duties are primarily administrative and supervisory including managing daily staffing to ensure adequate coverage; supervising and evaluating staff performance; responding to consumer complaints or issues; and, preparing and completing a variety of forms, reports, logs, correspondence, etc. Work is performed under the general direction of the Fire Marshal with extensive latitude in the use of initiative and independent judgment.

SERIES LEVEL:

The Deputy Fire Marshal is a promoted position and the seventh 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 may assist in making hiring, termination, and disciplinary recommendations.

Manages the day-to-day activities, which include planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standard operating procedures; coordinates activities with other departments; ensures compliance with Federal, State, and Local laws, regulations, codes, and/or standards.

Reviews, analyzes, completes, processes, disseminates, and maintains a variety of documentation and records.

Reviews, analyzes, prepares, and completes various forms, reports, maintenance records, and/or other related documents; verifies the accuracy and completeness of data and makes appropriate corrections or modifications.

Provides expert-level direction, advice, and technical expertise on complex or problem situations.

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

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

Prepares written or computerized reports of inspections, investigations and required training and maintains a file of all records.

Demonstrate knowledge of the proper methods of performing the various techniques in fire prevention, investigation and education.

Assist in the review and approval of plans for construction, installation and operation of equipment and structures to ensure they meet the fire safety requirements for all state and local codes and ordinances.

Conducts acceptance tests of fire alarms, sprinklers, and other fire protection systems and equipment.

Assist in the development and maintenance of an effective system of records and reports of inspections, investigations and other activities as required by the Fire Marshal.

Assist in the preparation of the fire department budget related to prevention, investigation and public education.

Assist in issuing permits.

Answers questions of the public on fire prevention.

Responds to structural fires and other emergency scenes when called upon.

May assume duties of Fire Marshal's role and become accountable for all duties and responsibilities in the absence of the Fire Marshal

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.

MINIMUM QUALIFICATIONS:

High School Diploma or G.E.D. and three (3) years' experience at the level of Fire Captain.

LICENSING AND CERTIFICATIONS:

Valid Driver's License with F-endorsement; Tennessee Code Inspector Certification; NFPA or IFC Fire Inspector 1 Certification; Fire Officer II (FO2) Certification – must obtain FO2 within 18 months, if selected; HMTO Certification; Tennessee EMS certification as EMR, or licensure as EMT, AEMT, or Paramedic; Additional certifications may be required dependent on assignment.

KNOWLEDGE AND SKILLS:

Knowledge of state and local building and fire codes and statutes; commercial and multifamily building codes; fire prevention and life safety codes and zoning ordinances; modern firefighting and fire prevention techniques and of typical sources of fire hazards in building and equipment; fire suppression techniques; modern firefighting and rescue principles and tactics; vehicle extrication methods; building structures; City geography Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and implementing fire prevention and mitigation strategies and tactics; using a computer and related software applications; reviewing, analyzing, preparing, and maintaining a wide variety of reports, records, forms, and/or other related documents; providing customer service and communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, 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. Incumbents may be subjected to fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, 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.