



Classification Specification Title: Executive Deputy Chief

Department	Fire ▾	Grade: NP.AP
Supervision Received	Fire Chief	FLSA Status: Exempt ▾
Supervisory Responsibility	Deputy Fire Chief, HR Business Partner	Established: Jun 29, 2007
		Revision: Apr 23, 2026

CLASSIFICATION SUMMARY:

The incumbent in this classification is responsible for assisting the Fire Chief in directing the Fire Department's administration and operations. Duties are primarily administrative, including: consulting with the Fire Chief to assign work, oversight of duties and responsibilities at various levels, oversight of the Deputy Chief level positions and responsibilities as it pertains to each of their respective work and responsibilities (Fire Marshal, Deputy Chief of Operations, and Deputy Chief of Administration), ensuring administrative and operational policies and procedures are adhered to, oversight of HR-related duties and responsibilities, addressing employee and citizen concerns, serving as a liaison with other departments and outside agencies including the Mayor's Office and City Council, assisting in strategic planning to ensure strategic goals, objectives, and key objectives are met, and reviewing/approving/rejecting purchases and requisitions when needed. Work is performed with administrative review and with a high degree of initiative, latitude, and judgment.

SERIES LEVEL: The Executive Deputy Chief is a stand-alone position.

*** This is an Appointed position. ***

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.)*

Works closely with the Fire Chief to develop overall vision, direction, goals, strategies, and objectives for the Chattanooga Fire Department to support the department's mission, vision, and values.

Provides the highest level of consultation to the Fire Chief and serves as a designee and signatory, when necessary; assumes responsibilities, duties, and decision-making during the Fire Chief's absence; works closely with the Fire Chief toward strategic planning and framework for departmental priorities.

When required, serves alongside the Fire Chief as the department's liaison to the Mayor's Office and the City Council, as well as other elected members of the community, state, and nation; ensures requests for resolution or ordinance are submitted in a timely manner; involved in presentations, reports, and providing detailed information to the Mayor's Office and/or City Council.

Supervises department's Deputy Chief Command Staff to include oversight of the Deputy Chief of Operations, Deputy Chief of Administration, and the Fire Marshal; prioritizing and assigning work with regard to Mayoral and Fire Chief priorities; conducting performance evaluations; ensuring

departmental support of each division's respective personnel and duties; ensuring policy and procedures are understood and adhered to; maintaining a healthy and safe working environment for all employees; and making hiring, termination, and disciplinary recommendations; approving/rejecting requests for paid time off (PTO) and works to fill necessary gaps while command staff are off duty.

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, guidelines, 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.

Works directly with the Fire Chief and Deputy Chief of Administration to oversee the development and submission of the annual budget to ensure the city's and department's strategic objectives are attained, and the administrative/operational needs are met in service to the community; forecasts additional funding requirements; monitors and approves/rejects expenditures; and recommends budget adjustments.

Works with the Deputy Chief of Administration in review and implementation of the Employee Information Guide (EIG) as it applies to fire department operations and administration, and ensures departmental compliance with City of Chattanooga employment guidelines where applicable.

Works with the Deputy Chief of Administration to oversee adherence to city/state procurement policies and procedures, adequate and timely project management for construction/maintenance projects for fire department buildings, the adequate and timely delivery of necessary tools, equipment, station supplies, protective gear, etc., and the purchase and maintenance of fire apparatus and vehicles; adherence to Mayoral and Fire Chief visions, goals, and objectives as they apply to members of Fire Administration and Logistics Divisions; assist with departmental policy development; assist with leadership and management needs for the administrative divisions.

Works with the Deputy Chief of Operations to oversee adherence to minimum staffing requirements for the Operations Division; adherence to operational policies and procedures; adherence to local, state, and federal laws regarding response to and operation on emergency scenes; adherence to Mayoral and Fire Chief visions, goals, and objectives as they apply to members in their duties and responsibilities; assist with policy development for the Operations, Special Operations, and Training divisions; assist with leadership and management needs for the divisions.

Works with the Fire Marshal to oversee adherence to local, state, and federal laws as they pertain to fire code enforcement; adherence to Mayoral and Fire Chief visions, goals, and objectives as they apply to members in their duties and responsibilities; assists with Fire Prevention Bureau policy development; assists with leadership and management needs for the divisions.

Works with the Deputy Chief of Administration to oversee research and planning projects, promotional processing cycle, community and outreach programming, recruitment, HR-related processing and needs, special event planning, budgetary and payroll needs, departmental presentations, etc., and provides reporting for each.

Provides expert-level consultation, direction, advice, and technical expertise on complex or problem situations, including disciplinary notifications, hearings, actions, and dispositions.

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

convey information.

Works with staff to provide information, data, and analytics; also assists with the research, development, training, and oversight of the department's records management systems needs, training, and maintenance.

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

Reviews, analyzes, completes, processes, disseminates, and/or maintains a variety of documentation and records related to personnel, incidents, and/or other related items; reviews, analyzes, prepares, and/or completes various forms, reports, maintenance records, 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 other related documents.

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

Oversees the compilation and analysis of information and data related to plans for expansion and coverage to maintain an acceptable ISO rating.

Responds to structure fires, large-scale incidents, and other emergency scenes when called upon.

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

Collaborates, shares, assists, and provides leadership to other city departments with various information, projects, committees, and assignments as needed for the benefit of the city's overall service to the community.

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

Upholds a high standard of work and performance for subordinate personnel and coworkers.

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):

None

MINIMUM QUALIFICATIONS:

Minimum of 15 years of progressive service as a sworn employee with the Chattanooga Fire Department and at least 5 years of experience at the level of Captain or higher. Relevant experience is progressively responsible work within the Chattanooga Fire Department through the ranks of Lieutenant, Captain, Battalion Chief, Staff Chief, and/or Assistant Chief.

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

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles and practices. Knowledge of best practices of organizational leadership. Knowledge of administrative policies and procedures. Knowledge of and skill to develop, write, and administer the annual budget. Knowledge of employee performance management policies and procedures, including performance improvement and corrective action. Knowledge of the Employee Information Guide (EIG) to ensure proper adherence to city policies and procedures regarding supervision of employees. Knowledge of operational characteristics, services, and activities of a comprehensive fire suppression program. Knowledge of principles of mechanics, hydraulics, and mathematics related to firefighting duties. Knowledge of mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects. Knowledge of proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities. Knowledge of principles and procedures of recordkeeping and reporting. Knowledge of occupational hazards and standard safety practices is necessary in the area of fire prevention and suppression. Knowledge of fire prevention, suppression, investigation, and inspection principles, practices, and techniques. Knowledge of local geography, including the location of water mains, hydrants, major fire hazards of the City, and City streets. Knowledge of applicable Federal, State, and Local laws, ordinances, codes, policies, procedures, rules, and regulations. Knowledge of procedures, methods, and techniques of emergency medical services. Knowledge of modern firefighting and rescue principles, practices, techniques, and procedures; hazardous materials, chemical chain reactions, and fire behavior. Knowledge of surrounding districts and regions, statewide resource capabilities, and emergency needs.

Skill to develop, write, maintain, and analyze departmental programs. Skill to oversee, coordinate, supervise, discipline, lead, guide, and manage various departmental divisions and personnel. Skill in monitoring and evaluating employees; prioritizing and assigning work; directing and controlling emergency services. Skill in monitoring the operation and maintenance of apparatus, equipment, tools, devices, and vehicles. Skill in using a computer and related software applications. Skill in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals. Skill in writing, interpreting, analyzing, and applying policies, procedures, laws, ordinances, codes, rules, and regulations. Skill in conducting fact-finding inspections and investigations; reading, understanding, and applying technical firefighting materials and concepts. Skill in preparing and maintaining records. Skill in preparing written and oral reports. Skill in 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. Skill in performing general emergency response.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: YES ▾ Child Sensitive: NO ▾ Dept of Transportation (CDL): NO ▾

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.

Revision History: 8/31/2025