

CITY OF CHATTANOOGA

Classification Specification Title: Fire Battalion Chief

Department: Fire

Pay Grade: FD.5A

Supervision Received From: Deputy Fire Chief

FLSA Status: Exempt

Supervisory Responsibility For:

Established: 6/29/07

**Revision Dates: 4/2/25;
10/20/23**

CLASSIFICATION SUMMARY

Incumbents in this classification are responsible for managing the operations of an assigned district within the department which includes multiple fire stations. Duties are primarily administrative and supervisory including managing daily staffing to ensure adequate coverage; supervising and evaluating staff performance; serving as incident commander at emergency scenes; ensuring stations and personnel maintain a state of readiness and preparing and completing a variety of forms, reports, logs, and correspondence. Work is performed with general direction.

SERIES LEVEL:

The Fire Battalion Chief 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 making disciplinary recommendations.

Manages the day-to-day activities of an assigned district within the department which includes 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 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 ensures appropriate corrections or modifications are made when necessary

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

Responds to, supervises and participates in emergency calls for fire suppression, medical assistance, hazardous materials incidents, terrorist attacks involving weapons of mass destruction, vehicle rescues, structural collapses, trench collapses, confined space rescues, natural disasters and other emergency situations, serving as the incident commander at emergency scenes; performs emergency scene assessment and develops plans of actions; manages resources at emergency scenes and ensures the accountability and safety of personnel actions and operations at incident scenes.

Manages and ensures a state of readiness for emergency response by overseeing the proper condition, maintenance and appearance of apparatus and equipment; checks and maintains appropriate stock of equipment and supplies on fire vehicles and in fire stations.

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

Administers, facilitates, and participates events or sessions for single and/or multi-company drills.

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.

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 GED and three (3) years experience at the level of Fire Captain. In addition, must have at least twelve (12) years of service as a sworn employee with the Chattanooga Fire Department.

LICENSING AND CERTIFICATIONS

Valid Driver's License with F endorsement State-certified or licensed as EMR, EMT, AEMT, or Paramedic Hazardous Materials First Responder – Awareness/Operations Levels. Fire Instructor 1 State-certified as a Fire Officer 1 and Fire Officer 2 Additional certifications may be required dependent on assignment.

SUPPLEMENTAL INFORMATION

KNOWLEDGE AND SKILLS

Knowledge of supervisory principles; incident command principles and practices; fire suppression techniques; modern firefighting and rescue principles and tactics; vehicle extrication methods; building structures; City geography; investigation principles and practices; fire inspection principles; fire behavior; hazardous materials; customer service principles; emergency medical care and vehicle, equipment and apparatus maintenance principles and techniques.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; performing incident commander activities; developing and implementing fire prevention and mitigation strategies and tactics; conducting pre-fire planning and fire hydrant inspections; providing emergency medical care; developing and facilitating fire training sessions; suppressing fires; using a computer and related software applications; conducting investigations; maintaining vehicles, buildings, equipment and apparatus; reading and interpreting maps and diagrams; reviewing, analyzing, preparing and maintaining a wide variety of reports, records, forms and/or other related documents; providing customer service; identifying and isolating hazardous materials; driving emergency fire and rescue vehicles 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 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.