

CITY OF CHATTANOOGA
Classification Specification Title: Fire Captain

Department: Fire

Pay Grade: FD.4A

Supervision Received From: Asst. Fire Chief

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

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

CLASSIFICATION SUMMARY

Incumbents in this classification are responsible for supervising and participating in firefighting and emergency response activities; supervising subordinate-level employees; ensuring that department policy and procedure along with city, state and federal laws are followed; training and maintenance on applicable tools, equipment and apparatus; ensuring constant readiness of assigned crew; conducting inspections of district hydrants, hoses and buildings; interacting with the public. Work requires limited supervision and often requires the use of independent judgment and discretion.

SERIES LEVEL:

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.)

Supervision is received from a Chief Officer. In the absence of a Chief Officer, the Fire Captain is responsible for developing and communicating strategies and tactics to mitigate various types of emergencies. Considerable independence of judgment and action is allowed in circumstances of extreme urgency where referral to a supervisor for instruction is not possible. Fire Captains may be required to fill in for a Battalion Chief in an acting capacity.

Supervises and manages personnel on an assigned shift to include prioritizing and assigning work; conducting performance evaluations; ensures conformance to policies and procedures; trains to ensure personnel can operate with confidence and safety while on emergency responses; provides corrective action for low-level disciplinary issues, and participates in recommendations for more significant disciplinary issues; maintaining a healthy and safe working environment.

Responds to and participates in fire suppression and other emergency activities including extrication operations, hazardous materials operations, specialized rescue operations, and emergency medical care at a basic or advanced life support level (up to AEMT); the level of participation is dependent on his or her applied level of certification, licensure and training.

Supervises and participates in the day-to-day activities of an assigned fire station to include basic cleaning and housekeeping tasks associated with maintaining fire station, grounds, and related facilities

Prepares, facilitates and participates in training sessions on a variety of firefighting topics and issues; maintains related records.

Completes, processes, disseminates and maintains a variety of documentation and records related to personnel, incidents and/or other related items; prepares and completes various forms, reports, maintenance records, pre-incident plan drawings, supply orders, accident reports and/or other related documents; verifies the accuracy and completeness of data and makes appropriate corrections or modifications. Participates in/on a variety of meetings, sessions, seminars, and workshops in order to receive and/or convey information.

Supervises and participates in inspection of buildings for pre-incident plans to ascertain fire and other hazards, and provide discussion and planning toward mitigation in the event of an emergency.

Supervises and participates in inspection and testing of hydrants and hoses.

Supervises and participates in public relations and fire safety/prevention programs, tours of the fire station and/or apparatus, and school visitations.

Maintains a comprehensive, current knowledge and awareness of applicable policies and procedures; ensures compliance with federal, state and local laws, regulations, codes and/or standards.

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

Participates and responds to media inquiries, when applicable.

Supervises and participates in activities related to ensuring the proper condition, maintenance, and appearance of apparatus and equipment; prepares and ensures vehicles and apparatus are ready for immediate response.

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 related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED and ten (10) years-service as a sworn employee with the Chattanooga Fire Department. Shall have met all the requirements for and served at least three (3) years at the rank of Lieutenant.

LICENSING AND CERTIFICATIONS

Valid Driver's License with F endorsement or higher

TN EMR, EMT, AEMT or Paramedic Certification

Hazardous Materials Awareness, Operations, or Technician

TN Firefighter I

TN Firefighter II

TN Fire Apparatus Operator or Pumper Driver/Operator and Aerial Apparatus Driver /Operator

TN Fire Instructor I

TN Fire Officer I

TN Fire Officer II

KNOWLEDGE AND SKILLS

Knowledge of supervisory principles; modern firefighting and rescue principles and tactics; vehicle extrication principle and tactics; HAZMAT principles and tactics; building construction; fire inspection principles; emergency medical care; vehicle, equipment and apparatus maintenance principles and techniques; city geography; customer service principles. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and implementing fire prevention and mitigation strategies and tactics; conducting pre-incident planning; 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; preparing and maintaining reports; identifying and isolating hazardous materials; driving emergency fire and rescue vehicles; providing customer service; 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 and seeing.

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. Performance of duties may require incumbent exposure to adverse hazards and environmental conditions, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, heights, intense noises and infectious diseases. Performance of duties may expose incumbents to stressors. These stressors may be further aggravated by fatigue and other distractions

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.