

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Fire Chief**

**Department: Fire**

**Pay Grade: GS.27**

**Supervision Received From: Chief of Operations**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Public Relations Coord. 2,**

**Established: 6/29/07**

**Dep. Fire Chief, Executive Deputy Chief, Fire Battalion  
Chief, Fire Marshal**

**Revision Dates: 4/2/25;  
10/20/23; 7/25/17**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for providing strategic direction and overseeing the daily operations of the Fire Department. Duties include attending City cabinet meetings and sitting on various boards and committees to ensure the needs of the department and public are met; establishing partnerships that promote citizen safety and outreach; addressing department personnel concerns and issues; overseeing and ensuring efficient resources and fiscal management and advising department management, staff officers, firefighters and civilian staff on the various resource needs of the department. Work is performed under administrative review, with the maximum degree of initiative and judgment.

**SERIES LEVEL:**

The Fire Chief is an appointed position and the tenth 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.

Directs and provides oversight for department operations and 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.

Serves as a liaison with employees and external organizations; represents the department and/or City at a variety of meetings, public events, training sessions, on committees and/or other related events; develops and maintains partnerships and community relations for projects, citizen safety and outreach services.

Directs and oversees special projects for the department; reviews specialized research reports and directs the development of applicable programs.

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

Develops and administers the departmental budget; reviews and approves forecasts additional funding requirements; monitors and approves expenditures; implements budget adjustments.

Prepares, reviews, interprets and analyzes a variety of information, data and reports; makes recommendations to the City Council, executive staff, department personnel and the general public based on findings.

Directs, establishes and authorizes training programs and operational standards to ensure compliance with applicable laws, rules and ordinances.

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

Serves as the senior fire official at emergency and disaster incidents.

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

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. Ten (10) years progressively responsible experience within a Fire Department through the ranks of Lieutenant, Captain, Battalion Chief, to include six (6) years at a management level (Lieutenant or higher) and three (3) years as a Captain; or any combination of equivalent experience and education.

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 certification

Valid Driver's License

#### KNOWLEDGE AND SKILLS:

Knowledge of leadership principles and practices; fire department administration, organization and operations; principles, practices, procedures and equipment used in fire fighting, fire prevention and saving lives and property; operation and maintenance of fire and rescue equipment; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; budgeting principles; national standards relating to fire prevention and life safety; hazards involved in various types of construction and in the storage of flammable materials and explosives; principles of Incident Command System as applicable in major emergencies; local geography including the location of water mains, hydrants, major fire hazards of the City and City streets; 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 and administrative policies and procedures.

Skill in monitoring and evaluating employees; prioritizing and assigning work; commanding large, complex fire suppression or other emergency operations; directing, planning, developing and implementing comprehensive fire suppression programs; organizing multiple resources for effective results; serving as a departmental liaison with external agencies and the general public; 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 managing budgets; reading, understanding and applying technical firefighting materials and concepts; preparing and maintaining records; preparing written and oral reports and communication, 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 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. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oil, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

#### 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.