

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

**Department: Fire**

**Pay Grade: GS.21**

**Supervision Received From: Fire Chief**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Staff Firefighters, Staff**

**Established: 4/5/17**

**Captains, Staff Lieutenants, Admin Support Asst. 2, Deputy**

**Revision Dates: 4/2/25,**

**Fire Marshal, Staff Senior Firefighter**

**4/5/24; 10/20/23; 9/14/17**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for managing the Fire Prevention Bureau, which includes daily management of duties associated with Fire Code Enforcement, Fire Investigation, and Fire Public Education. 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, and correspondence. Work is performed with general guidance from the Fire Chief and Mayor.

**SERIES LEVEL:** The Fire Marshal is an appointed position (Deputy Chief rank) and is the ninth level of the 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 the Fire Code Enforcement Division (Deputy Fire Marshal and Assistant Fire Marshals) to enforce the locally adopted fire codes, related ordinances, and related chapters of the city code, which includes the performance of fire inspections and pre-construction plans review, and the issuance of violations or citations to remedy fire and life safety hazards.

Supervises the Fire Investigation Division (Fire Investigators) to investigate suspicious fires, determine cause and origin, perform internal affairs duties, investigate fires when there are fatalities or injuries, investigate persons of suspicion and prosecute criminal activity related to fire.

Supervises the Fire Public Education Division (Public Educator) to provide fire and life safety education to community members and commercial/industrial personnel.

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.

Manages the day-to-day activities, 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, supply orders, 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.

Participates in and/or facilitates training sessions related to duties within the Fire Prevention Bureau.

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

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

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

Conducts acceptance tests for fire alarm, sprinklers, and other fire protection systems and equipment.

Assists in the development and maintenance of an effective system of records and reports of inspections, investigations, and other activities.

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

Assists in issuing permits related to fire prevention.

Answers questions of the public on fire prevention.

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

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:

High School Diploma or GED, with ten (10) years progressively responsible experience within a career department, and two (2) years of managerial experience within the Fire Prevention Bureau. Bachelor's Degree in Fire Science or related field preferred; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Tennessee Code Inspector Certification

NFPA or IFC Fire Inspector 1 Certification

Valid Driver's License with F-endorsement

Fire Officer II (FO2) Certification

Tennessee EMS certification as EMR, or licensure as EMT, AEMT, or Paramedic

Additional certifications may be required depending on assignment.

SUPPLEMENTAL INFORMATION

Working knowledge of state and local building and fire codes and statutes. In-depth knowledge of commercial and multifamily building codes, fire prevention and life safety codes and zoning ordinances. In-depth knowledge of modern firefighting and fire prevention techniques and of typical sources of fire hazards in building and equipment. In-depth knowledge of city geography.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work. Skill in developing and implementing fire prevention and mitigation strategies and tactics. Skill in using a computer and related software applications.

Skill in reviewing, analyzing, preparing, and maintaining a wide variety of reports, records, forms, and/or other related documents. Skill in providing customer service and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public.

PHYSICAL DEMANDS:

Positions in this class typically require: 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 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.