



Classification Specification Title: Fire Safety Officer

Department	Fire ▾	Grade: FD.2C
Supervision Received	Staff Chief	FLSA Status: Exempt ▾
Supervisory Responsibility	None	Established: May 15, 2026
		Revision: N/A

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for developing, promoting, implementing, monitoring, and enforcing a comprehensive fire safety program for firefighters, including ensuring on-scene safety, is a primary focus and implementing the Chattanooga Fire Department's (CFD) health and wellness program to reduce injuries, illnesses, accidents, and line-of-duty deaths/injuries. Duties are primarily administrative including, but not limited to, responding to large-scale or technical incidents to ensure operational safety is a foundational incident priority, overseeing, implementing, and developing the CFD's occupational safety and health program, scheduling annual firefighter physical examinations, working with the Safety Chief, Training Division, and Operations Chief to implement policy and best practices in training and operations, and works with the CFD's wellness program to physical and mental health wellness initiatives. Work is performed with general direction and guidance of the Safety Chief, with latitude in the use of initiative and independent judgment.

SERIES LEVEL: The Fire Safety Officer is the fourth 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.)*

The Incident Safety Officer (ISO) responds to large-scale emergencies or incidents upon request by Incident Command, including working structure fires, multiple alarm incidents, technical rescues, water rescues, large-scale hazardous materials incidents, incidents involving multiple casualties or fatalities, large-scale roadway vehicle extrications, and large-scale active shooter events or other acts of terrorism.

Assists with the coordination and scheduling of annual firefighter physical examinations.

Assists with the development of division policy goals and priorities toward strategic objectives of the department, including physical and mental health and wellness initiatives.

Assists with the CFD's injured-on-duty (IOD) and light-duty program.

Assists with reporting injuries for sworn and non-sworn members to Risk Management, as well as following state and federal guidelines for reporting, including proper documentation through incident reports and the First Report of Injury.

Assists with maintaining records for all safety complaints, recommendations, suggestions, and actions taken to implement or correct health hazards and/or unsafe practices.

Assists with the investigation of all occupational injuries and/or exposures that require hospitalization.

Analyzes injury and accident trends and recommends corrective actions or other improvements.

Assists with the investigation of all major accidents involving apparatus, equipment, and/or materials.

Participates in post-incident critiques and after-action reviews from a safety perspective.

Coordinates and consults with the Training Division to ensure safety considerations are incorporated in all training activities.

Assists with the delivery of safety training and safety briefings.

Interfaces with the Department of Human Resources (HR), the City Attorney's Office (CAO), and Risk Management to ensure CFD policies and procedures align with federal, state, and local laws and rules, and the Employee Information Guide (EIG) regarding safety and risk best practices.

Reviews new operational practices, equipment, apparatus, and personal protective equipment (PPE) for safety compliance prior to implementation.

Promotes firefighter health, wellness, and injury prevention initiatives and activities.

Provides guidance to company officers and members regarding safe work practices and policy interpretation.

Prepares safety-related reports, tracks, and provides metrics for safety-related actions.

Monitors compliance with applicable safety standards and best operational practices, including, but not limited to, National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and other state and local safety requirements.

Conducts safety inspections of stations and other department buildings, apparatus, equipment, and training activities.

Supervises/oversees/manages/leads daily work and expectations of any assigned personnel or staff officers performing related work.

Uses, carries, and answers a cell phone for business purposes as determined by the assigned job duties and the department head. Responds promptly to all correspondence and information requests.

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:

High School Diploma or GED and experience as a Senior Firefighter with the Chattanooga Fire Department, with a minimum of three (3) years of service; experience serving as an Incident Safety Officer at complex incidents preferred.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

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

Possess or obtain Incident Safety Officer Certification or approved equivalent within six (6) months of assignment.

Fire Department Safety Officer Certification

Additional certifications may be required, depending on the assignment.

KNOWLEDGE AND SKILLS:

Knowledge of current departmental administrative and operational policies and procedures.

Knowledge of fire service principles, practices, and procedures as they apply to operational fire suppression and fire protection. Knowledge of NFPA standards and OSHA regulations for the purposes of safety-related operations. Knowledge of the department's records management system (RMS) for data, record-keeping, and programming. Knowledge of fire department-related equipment, supplies, and technology. Knowledge of fire department command structure. Knowledge of human resources principles and practices as they apply to the fire department. Knowledge of city ordinances and personnel procedures, directives, and safety practices pertaining to firefighting, technical rescue, and fire prevention. Knowledge of the geography of the city from an emergency response standpoint. Knowledge of the EOC operations and interoperability with other emergency response agencies. Knowledge of technology as it applies to the department (i.e., cell phones, laptops, records management systems, mobileCAD, and other basic tools and software). Knowledge of radio equipment and department communication policies and procedures.

Strong investigative, analytical, and report-writing skills. Skill in reviewing, analyzing, preparing, and maintaining a wide variety of reports, records, forms, and/or other related documents. Skill in providing customer service. Strong skills in communication and interpersonal skills as applied to interaction with coworkers, supervisors, and the general public, sufficient to exchange or convey information and to receive work directions. Skill in using word processing, spreadsheet, email, database, and other applicable software.

Ability to identify hazards, assess risk, and recommend practical safety solutions. Ability to work collaboratively across ranks, divisions, other response agencies, and other departments. Ability to interact, clearly communicate, and when necessary, direct fire department personnel, regardless of rank or position. Ability to guide fire department personnel on best practices and requirements. Ability to provide data, departmental metrics, tables, and other reports. Ability to establish and maintain effective working relationships with fire personnel and partnering community organizations. Ability to interact and provide clear communication to personnel in other city departments.

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: N/A