

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Fire Special Operations Chief**

**Department: Fire**

**Pay Grade: FD.6C**

**Supervision Received From: Deputy Chief of Div.**

**FLSA Status: Exempt**

**Supervisory Responsibility For:**

**Established: 8/02/16**

**Revision Dates: 4/2/25  
2/01/24**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for supervising the daily special operations training, and overseeing management of special operations equipment. Duties are primarily administrative and supervisory including: development, management, and participation in department and company-level training, oversight of special operations equipment for inventory control and maintenance, on-scene supervision of hazardous materials and technical rescue responses, overseeing development and implementation of technical rescue discipline training (high/low angle, confined space, collapsed structure, trench, and marine), overseeing the department's Emergency Medical Services (EMS) program, policy, and reporting, oversight of special events planning and coordination, service as a department liaison for area emergency response agencies (Tennessee Taskforce 4, TEMA, FEMA, and HCEMA), scheduling equipment maintenance and company-level pre-incident planning of facilities with the potential mechanical, biological, and/or chemical health and safety hazards. Work is performed with the general direction of the Deputy Chief of Operations with extensive latitude in the use of initiative and independent judgment.

### **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.)*

Responds to technical rescue, urban search and rescue (US&R), terrorism, domestic, marine, hazardous materials, and chemical/biological incidents in a supervisory or command role, as required; works on-call and available for after-hours emergency response;

Oversees the planning, organization and administration of the US&R program; oversees the management of personnel and cache equipment during operational deployments; reviews the performance history of personnel at regular intervals regarding technical rescue disciplines, US&R, and hazardous materials responses; oversees the development and implementation of broad policies for TN-TF4; meets with public and private agencies to conduct public relations, and to communicate the needs and capabilities of the department for TN-TF4;

Works as the department's representative in the activation of the Emergency Operations Center (EOC) for Emergency Services Functions (ESF) 4 (fire), 9 (rescue), and 10 (hazardous materials). Works with law enforcement as part of the command staff during law enforcement agency events. Works with environmental agencies (TDEC, water quality, and EPA) in investigation, recognition, and mitigation of environmental hazards.

Oversees implementation and staffing of the Tennessee Task Force 4 (TN-TF4) for US&R events, and is directly responsible for the administrative duties of US&R events and responses. Oversight may include the establishment of priorities for the Task Force on matters regarding tactics and strategic goals; develops division budget requests and expenditures; assists with implementation of all goals and objectives; oversees and manages grant monies specifically for Special Operations.

Oversees the planning, organization and administration of the US&R program; oversees management of personnel and cache equipment during operational deployments; reviews the performance history of personnel at regular intervals; assists with the development and implementation of broad policies for TN-TF4; meets with public and private agencies to conduct public relations, and to communicate the needs and capabilities of the department.

Coordinates the interaction of technical rescue and US&R assets and personnel, and their interaction with the Hazardous Materials and Marine Units.

Supervises and coordinates Local, Regional, State, and Federal training for technical rescue and US&R.

Supervises the preparation of documents and record-keeping for training initiatives; supervises and coordinates the record-keeping and financial reporting requirements for all Regional, State and Federal funding and grants; and investigates and obtains alternative sources of funding for personnel, apparatus, equipment, and training costs.

Supervises and ensures adherence to Special Operations Command company-level policy and technical-level service delivery.

Prepares reports on emergency operations, administration of rescue companies, and personnel performance; interprets new policies and procedures, and participates in formulating procedures;

Serves in the daily management role of Senior Task Force Leader, which includes deployment to incidents as required as part of TEMA's state-wide response to technical rescue and US&R emergencies;

Oversees the development of a fully integrated response plan, as well as participates in a response network of local through Federal agencies;

Provides professional advice, recommendations, and technical assistance to outside agencies on preparedness, responses, processes, procedures, equipment, supplies, and technologies; Oversees the performance of community risk assessment at the Municipal/County/Regional level for level of risk and probability and increases the capability of existing resources as necessary based on moderate to high risk probability assessment;

Oversees the periodic inspection of fire companies within assigned command; discusses personnel problems with company officers with regard to responses involving technical rescue, US&R, and hazardous materials; oversees inspections of apparatus, equipment, and buildings for conformance to maintenance standards; reviews station exercises; assists the pre-incident plan development of area properties to determine the presence and extent of technical rescue, and other health and safety hazards;

Supervises/oversees/manages/leads Special Operations staff officers daily work and manages expectations of duty and responsibility, and provides assistance in response, teaching, or other duties as needed;

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:

#### MINIMUM QUALIFICATIONS:

High School Diploma or GED; fifteen (15) years of service as sworn employee; met requirements for and served five (5) years as Captain; three (3) years Special Operations qualifications and experience (US&R, squad, and hazmat).

#### LICENSING AND CERTIFICATIONS:

Urban Search and Rescue certification (includes individual certifications in high/low angle, trench, confined space, and collapsed structure)

Valid Driver's License with F-endorsement;

Hazardous Materials Team Operations (HMTO) Certification;

Tennessee EMS certification as EMR, or licensure as EMT, AEMT, or Paramedic; - Additional certifications may be required dependent on assignment.

#### KNOWLEDGE AND SKILLS:

Knowledge of current principles, practices, and techniques of technical rescue and urban search and rescue; technical rescue and Urban Search and Rescue related equipment, supplies, and technology; US&R Task Force and Incident Support Team Organizational and Operations

Management; city ordinances and operational procedures, directives and safety practices pertaining to firefighting, technical rescue, and fire prevention; supervisory principles and practices as they pertain to directing firefighting operations and personnel; geography of the city from a firefighting and technical rescue viewpoint, including the location of major health and safety hazards; city's water system as it relates to fire protection and technical rescue.

Knowledge and experience as a leader/supervisor/officer/incident commander on emergency scenes.

Ability to plan, organize, direct, and coordinate the administration of technical rescue, and US&R operations and programs at the Federal, State and Local levels; administer budget requests and work within the department's budgetary parameters; search and apply for alternative funding through grant opportunities or other means; quickly appraise firefighting and technical rescue problems and direct the operation of Federal, State and Local resources under emergency conditions; communicate information and instructions clearly and effectively; establish and maintain effective working relationships with fire personnel, Federal, State and Local agencies, including legislative and executive levels of government; conduct analysis of technical rescue and US&R target hazards and corresponding capabilities and develop comprehensive plans for operations and mitigation; supervise the preparation and maintenance of records and reports; supervise staff and ensure completion of duties and responsibilities.

#### PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Medium – Exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects, including the human body; use of arm and/or leg controls requiring greater exertion of force than for light work.

Incumbents may be subjected to fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, 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.