



Classification Specification Title: Fire Water Supply Officer & Policy Officer

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

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for the management of the department's water supply needs and management, as well as the development, review, and revision of the Chattanooga Fire Department (CFD) Operating Manual. Duties are primarily administrative, including, but not limited to, communicating water supply information to department personnel, communicating with local water purveyors for main and hydrant statuses, working toward compliance with NFPA and ISO standards, suggesting water supply improvements, and general follow-up to ensure work is being performed. Water supply systems are viable, overseeing the improvement and revision of administrative and operational policies and guidelines, working with committees and operational groups to develop/revise policies and procedures, developing a framework for and researching the possibility of accreditation, and suggesting changes to CFD leadership toward departmental improvement and resiliency. Work is performed with the general direction of the Executive Deputy Chief with extensive latitude in the use of initiative and independent judgment.

SERIES LEVEL: The Fire Water Supply Officer & Policy 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.)*

Oversight and management of water supply sources and programming for the suppression of fires.

Works extensively with the Fire Marshal and other department members to ensure adequate water supply for the suppression of fires.

Communicates with department members regarding water main or fire hydrant operational statuses.

Manages and troubleshoots fire hydrant and water main problems. Serves as the department's liaison, communicating with local water purveyors about water main and fire hydrant operational status, and consistently follows up to confirm that maintenance or repair work is completed.

Works with local water purveyors to provide accurate mapping of fire hydrants and water mains for use by the Fire Operations Division.

Provides recommendations to local water purveyors to improve water supply systems.

Works with the department's Records Officer to create necessary reporting mechanisms in the RMS for water supply-related records management and for the management of annual hydrant inspections.

Develops, manages, coordinates, and communicates the annual program to inspect all fire hydrants in the city limits to ensure proper operability, and then communicates outages.

Works with the Training Division to create periodic water supply training opportunities, including fire hydrant operations and static water supply sources.

Works with department leadership and staff officers to ensure compliance with the fire department's responsibilities regarding ISO standards and the city's Public Protection Classification (PPC).

Works with city plans review officers and the Land Development Office (LDO) to develop needed fire flow (NFF) and locate water mains and fire hydrants for subdivision planning and property development, including private hydrant review, planning, and implementation.

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

Assists with maintenance, development, and revision of departmental policies.

Responds to active fires to provide consultation toward adequate, on-scene water supply for suppression needs.

Revises existing Chattanooga Fire Department (CFD) administrative and operational policies to achieve the department's vision and mission in the community.

Design policy solutions where operations exist without a formal framework or when developing new procedures for new techniques.

Develops framework for Standard Operating Procedures, Guidelines (SOPs and SOGs), and supplemental documents for the purposes of organizing the CFD manual.

Tracks policy/guideline revisions to report and provide metrics.

Develops policy goals and priorities toward the strategic objectives of the department.

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

Researches industry standards for policy framework and operational best practices, including but not limited to, the National Fire Protection Association (NFPA), Insurance Services Office (ISO), National Institute of Occupational Safety and Health (NIOSH), International Association of Fire Chiefs (IAFC), Center for Public Safety Excellence (CPSE), International Association of Fire Fighters (IAFF), and other professional organizations.

Researches and explores policies and procedures from other fire, rescue, and emergency services.

Assists other divisions in developing and implementing operational best practices.

Works with the Training Division to implement new or revised policies.

Provides guidance to supervisors and members regarding policy interpretation and application.

Supports internal investigations, audits, or after-action reviews by analyzing policy compliance and recommending improvements.

Assists with the gathering of information for ISO Public Protection Classification (PPC) and assists during the grading process.

Provides expert research and opinion toward decision-making to improve fire department operations and services.

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.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

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

Additional certifications may be required, depending on the assignment.

KNOWLEDGE AND SKILLS:

Knowledge of water supply principles, practices, and procedures as they apply to operational fire suppression. Knowledge of NFPA and ISO standards regarding communal water supply for the purposes of fire suppression. Knowledge of water supply components, systems, engineering, and general water purveyor rules and regulations as they apply to communal water supply systems. Knowledge of the department's records management system (RMS) for water supply-related data, record-keeping, and programming. Knowledge of current principles, practices, and techniques of fire department operations and administration. Knowledge of fire department-related equipment, supplies, and technology. Knowledge of the 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,

including water supply-related sources for active and static water supply. 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.

Skill in reading and interpreting maps and diagrams. Skill in reviewing, analyzing, preparing, and maintaining a wide variety of reports, records, forms, and/or other related documents. Skill in providing customer service. Skill 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.

Ability to read and comprehend building plans, engineer drawings, and similar documentation to convey adequate water supply needs. Ability to interact, clearly communicate, and, when necessary, direct fire department personnel, regardless of rank or position. Ability to plan, organize, direct, and coordinate the administration and management of the department's water supply needs. Ability to guide fire department personnel on best practices and requirements for water supply-related needs and information. Ability to provide data, departmental metrics, tables, and other reports for water supply-related needs and information. Ability to establish and maintain effective working relationships with fire personnel, as well as partnering community organizations, including local water purveyors. Ability to interact and provide clear communication to personnel in other city departments. Ability to supervise the preparation and maintenance of records and reports.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: YES NO Child Sensitive: YES NO Dept of Transportation (CDL): YES 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