

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Staff Fire Lieutenant**

**Department: Fire**

**Pay Grade: FD.3C**

**Supervision Received From:**

**FLSA Status: Nonexempt**

**Supervisory Responsibility: None**

**Established: 6/29/07**

**Revision Dates: 4/4/25;**

**10/20/23; 10/06/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for supervising and participating in firefighting and emergency response activities; ensuring that department policy and procedure along with city, state and federal laws are followed; operating front-line apparatus; supervising subordinate-level employees; training and maintenance on applicable tools, equipment, and apparatus; conducting inspections of district hydrants, hoses, and buildings; and interacting with the public. Work requires limited supervision and often requires the use of independent judgment and discretion.

**SERIES LEVEL:** The Fire Lieutenant is a promoted position and is the fifth 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.)*

Supervision is received from a superior officer.

In the absence of a superior officer the Fire Lieutenant is responsible for developing and communicating strategies and tactics to mitigate various types of emergencies.

Considerable independence of judgment and action is allowed in circumstances of extreme urgency where referral to a supervisor for instruction is not possible.

Fire Lieutenants may be required to fill in for a Fire Captain in an acting capacity.

Serves as a lead to lower level personnel on an assigned shift to include prioritizing and assigning work; monitoring performance; training on work methods and procedures; and participating in performance evaluations.

Responds to and participates in fire suppression and other emergency activities including extrication operations, hazardous materials operations, specialized rescue operations, and

emergency medical care at a basic or advanced life support level (up to EMT-A level of care); the level of participation is dependent on his or her applied level of certification, licensure and training. Identifies, isolates, and contains hazardous materials in a safe and effective manner.

Drives emergency vehicles and operates related apparatus in order to respond to emergency calls and scenes; upon proper training, may drive and operate a boat or other department vehicles/equipment in emergency situations.

Ensures the proper condition, maintenance, and appearance of apparatus and equipment; prepares and ensures vehicles and apparatus are ready for immediate response.

Participates in on-going training and education sessions.

Participates in the day-to-day activities of an assigned fire station to include basic cleaning and housekeeping tasks associated with maintaining fire station, grounds and related facilities.

Completes, processes, disseminates, and maintains a variety of documentation and records related to personnel, incidents, and/or other related items; prepares and completes various forms, reports, maintenance records, pre-incident plan drawings, supply orders, accident reports and/or other related documents; verifies the accuracy and completeness of data and makes appropriate corrections or modifications.

Participates in a variety of meetings, sessions, seminars, and workshops in order to receive and/or convey information.

Participates in the inspection of buildings for pre-incident plans to ascertain fire and other hazards, and provide discussion and planning toward mitigation in the event of an emergency.

Participates in the inspection and testing of hydrants and hoses as directed. Participates in and/or facilitates public relations and fire safety/prevention programs, tours of the fire station and/or apparatus, and school visitations.

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):

**When working as a Fire Inspector, this position will:**

Conducts physical fire code inspections of buildings and properties, including state-licensed facilities requiring annual fire and life safety inspections;

Evaluates and sometimes oversees the testing of fire protection systems in buildings and structures;

Reviews, evaluates, and provides feedback for fire protection system reports and fire and life safety plans for business and property owners;

Assists businesses in development of evacuation plans;

Provides written reports for fire code inspections, noting deficiencies and/or violations and disseminates reports to responsible parties toward corrective action;

Provides follow-up inspections and action for inadequate fire code compliance;

Work with the Fire Marshal and other Fire Inspectors to develop and implement inspection programs;

When necessary, assists with plans review duties toward code compliance;

When appropriate and necessary, writes legal citations to correct life-threatening deviations from or violations of the adopted fire code;

When necessary, appears in court proceedings to rectify citations and correct violations for the safety of the public or employees of a given business or facility;

Works with architects, contractors, and other construction professionals to provide fire and life safety inspections at new buildings or new occupancy of existing buildings toward Certificates of Occupancy (CO);

Works with other code enforcement officials toward CO or rectification of violations, including but not limited to Building, Mechanical, Electrical, Plumbing, and other compliance officials and professionals;

Performs “stop-work” action when necessary to protect workers and citizens from situations immediately dangerous to life;

Conducts after-hours inspections when necessary or when working with police toward fire code compliance in overcrowding or other dangerous circumstances related to fire and life safety;

Develops and implements a plan to reach business and industrial with information pertinent to compliance with the fire code;

Works with the department’s Community Outreach Coordinator and/or Fire and Life Safety Educator to provide fire and life safety information at community events or assist with smoke alarm programs;

Acts as a representative between the department and schools, businesses, and other professional facilities regarding fire code compliance;

Acts as a representative of fire department on boards, task forces, or committees related to fire code enforcement;

Develops an evaluation strategy so that program outcomes are measured;

Maintains a state of readiness to respond or serve as supplemental staffing for response companies, as needed and directed;

Represents the department, its programs, its personnel, and activities through written, verbal, multimedia, and in-person communications and presentations;

#### LICENSING AND CERTIFICATIONS: Fire Inspector

Obtain NFPA or ICC Fire Inspector certification within one (1) year of selection; Additional certifications may be required depending on assignment.

#### KNOWLEDGE AND SKILLS: Fire Inspector

Knowledge of current principles, practices, and techniques of firefighting, medical emergencies, vehicle extrications and specialized rescue; city ordinances and operational procedures, directives, and safety practices pertaining to firefighting, technical rescue, and fire prevention; adopted fire codes, as well as other applicable codes, regulations, and laws pertaining to fire and life safety; supervisory principles and practices as they pertain to firefighting operations and personnel; current Standard Operating Guidelines within the department and pertinent city regulations and policies; organizational structure of the Chattanooga Fire Department; various computer programs, including MS Word, Excel, PowerPoint, Publisher, and similar programs on the Google platform, for producing reports and presentations; geography of the city from a fire and life safety perspective; city's water system as it relates to fire protection;

Ability to view, examine, and inspect structures through a firefighter's perspective and with fire operations in mind; plan, organize, direct, and coordinate the administration of new recruit classes and incumbent classes regarding fire code enforcement education; work within the department's budgetary parameters and policies; research applicable codes and information pertinent to the application of fire codes; communicate information and instructions clearly and effectively; write code enforcement reports to convey clear and concise information toward fire code compliance, including specific compliance instructions and a timeline of compliance; complete reporting procedures within the department's records management system, so as to access for public inquiry; follow up with business/property owners and responsibilities toward compliance; interact with business/property owners and responsibilities in a professional manner toward compliance; establish and maintain effective working relationships with fire personnel, Federal, State and Local agencies, including legislative and executive levels of government.

#### WORK ENVIRONMENT: Fire Inspector

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.

## MINIMUM QUALIFICATIONS:

High School Diploma or GED and six (6) years service as a sworn employee with the Chattanooga Fire Department. Shall have met all the requirements for and served at least two (2) years at the rank of Firefighter Engineer or have obtained the rank of Senior Firefighter.

## LICENSING AND CERTIFICATIONS:

Valid Driver's License with F endorsement or higher, TN EMR, EMT, AEMT or Paramedic Certification

## KNOWLEDGE AND SKILLS:

Knowledge of modern firefighting and rescue principles and tactics; vehicle extrication principle and tactics; HAZMAT principles and tactics; building construction; fire inspection principles; emergency medical care; vehicle, equipment and apparatus maintenance principles and techniques; city geography; customer service principles. Skill in prioritizing and assigning work; conducting pre-incident planning; providing emergency medical care; suppressing fires; using a computer and related software applications; conducting investigations; maintaining vehicles, buildings, equipment and apparatus; reading and interpreting maps and diagrams; preparing and maintaining reports; providing customer service; identifying and isolating hazardous materials; driving emergency fire and rescue vehicles and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

TESTING: Must apply for and pass the Lieutenant Promotional test, which includes a written exam and assessment center.

## PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.

## 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. Ability to tolerate increased respiratory workloads while wearing personal protective equipment including SCBA or HEPA filter mask. Incumbents may be subjected to fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and infectious diseases.

WORK HOURS: 24-hour shift, worked from 7:00 a.m. – 7:00 a.m. The shift includes time for rest, meals, and some free time, but these periods are subject to interruption due to emergency response. \*Important Note: This job description is a summary formatted for the Department of Human Resources. For a more thorough Fire Lieutenant job description, refer to the Chattanooga Fire Department Standard Operating Manual.

**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.