

CITY OF CHATTANOOGA
Classification Specification Title: Staff Firefighter

Department: Fire

Pay Grade: FD.2C

Supervision Received From:

FLSA Status: Non-Exempt

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 participating in firefighting and emergency response activities; complying with department policies and procedures along with city, state and federal laws; operating front-line apparatus in the absence of a driver; training and maintenance on applicable tools, equipment, and apparatus; participating in inspections of district hydrants, hoses, and buildings; and interacting with the public. Work is typically performed under the supervision of the company officer or another superior officer.

SERIES LEVEL: The Firefighter Senior is a promoted position and 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.)

Carries out specific orders and directions as received from a superior officer. It is also expected that the Senior Firefighter be able to operate without constant guidance as the Senior Firefighter should be capable of independent action.

Experience level, training, exposure, and personal investment create a gradient where independence is concerned.

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

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.

Performs routine personal protective equipment checks to ensure familiarization, cleanliness, and maintenance. Identifies, isolates and contains hazardous materials in a safe and effective manner.

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

Periodically operates front-line apparatus in the absence of a driver.

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.

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 and submits incident reports as required.

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 and facilities for pre-incident planning and to identify fire hazards.

Participates in the inspection and testing of hydrants and hoses as directed.

Participates in public relations and fire safety/prevention programs, tours of the fire station, and/or apparatus; also, participates in school visitations.

May provide limited work direction to lower level or less experienced personnel in this classification.

May fill the role and perform the functions of a company officer, when staffing dictates; shall perform all tasks associated with this role, including commanding, mitigating, and reporting on any emergencies of which they are in command.

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.

When working as a Fire & Life Safety Educator, this position will:

Develops and implements a plan to reach all citizen groups (all school age children, business community, elderly, at-risk populations, ethnic groups, and other community groups) with public fire education;

Work with the department's Community Outreach Coordinator to provide fire and life safety information at community events;

Acts as a liaison between numerous schools, businesses, and other organizations;

Encourages citizen involvement and shares information throughout the community;

Acts as a representative of fire department on boards, task forces, or committees related to fire and life safety education;

Prepare written budget proposals for specific programs and activities;

Establish public fire and life safety priorities with a program, so that local public fire and safety education activities address identified risk priorities;

Identify sources, create and participate in a collaborative fire and life safety education partnerships;

Project current fire and life safety issues so that proactive planning is accomplished within the organizational mission;

Develop an evaluation strategy so that program outcomes are measured;

Distribute educational information to intended audiences;

Assist with the development and implementation of a Junior Firesetter Program;

Coordinates special fire department public events that highlight the fire and life safety mission;

Must maintain a state of readiness to respond or serve as supplemental staffing for response companies, as needed;

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

LICENSING AND CERTIFICATIONS: Fire & Life Safety Educator

Obtain NFPA Fire and Life Safety Educator or equivalent life safety educator certification within one year of assignment; - Additional certifications may be required depending on assignment.

KNOWLEDGE AND SKILLS: Fire & Life Safety Educator

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; supervisory principles and practices as they pertain to firefighting operations and personnel; current Standard Operating Guidelines within the department; 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 plan, organize, direct, and coordinate the administration of new recruit classes and incumbent classes regarding fire and life safety education; administer budget requests and work within the department's budgetary parameters; search and apply for alternative funding through grant opportunities or other means; 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.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and three (3) years continuous service as a sworn employee with the Chattanooga Fire Department. Shall have met all the requirements. Refer to the CFD Rank Requirements and Promotional Procedures Policy (103.01; Section 7.1) for specifics on eligibility to sign-up or "sit".

LICENSING AND CERTIFICATIONS:

Valid Driver's License with F endorsement or higher, TN EMR, EMT, AEMT or Paramedic Certification, Hazardous Materials Awareness, Operations, or Technician TN Firefighter ITN Firefighter IITN Fire Apparatus Operator (FAO) or Pumper Driver/Operator (PDO) and Aerial Apparatus Driver/Operator (AADO)

KNOWLEDGE AND SKILLS:

Knowledge of modern firefighting and rescue principles and tactics; vehicle extrication principles 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 understanding and following oral and written instructions promptly while under duress and strain; providing emergency medical care; suppressing fires; using a computer and related software applications; 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.

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. Ability to tolerate increased respiratory workloads while wearing personal protective equipment, including SCBA or HEPA filter mask.

WORK ENVIRONMENT:

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently and/or in excess of 20 pounds of force constantly to move objects. Incumbents may be subjected to fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, 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.