

# RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**COUNTY FIRE CHIEF**

---

## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to manage and administer the day-to-day operations related to the Rutherford County fire department; preparation and review of budgets; review of bids; working knowledge of county personnel policies; working knowledge of employment and other laws applicable to local governments. This position will participate in the planning and coordination of county emergency/disaster preparation, mitigation, response and recovery. Duties and responsibilities include training employees and volunteers, establishing and evaluating response to emergencies, establishing and evaluating fire prevention programs, acting as liaison with officials and the public, preparing reports and maintaining records, and performing other functions as appropriate. Reports to County Mayor.

## **ESSENTIAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff of employees and volunteer workers, processing employee concerns and problems, directing work, counseling, and disciplining.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with County Mayor, county officials, outside agencies, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Coordinates attendance at annual state grant writing workshops for fire fighters. Notifies and encourage all volunteer fire chiefs or their designated grant writer to attend. Provides local grant writing workshops, with the assistance of the County Grant Coordinator, for all volunteer fire departments.

Assists in obtaining available grant funding for all volunteer fire departments with emphasis being placed on the most critical needs for the safety and welfare of Rutherford County citizens.

Assists in coordination of emergency management activities with those of other county departments, other municipalities, other emergency agencies, public safety agencies, government agencies, community organizations, outside agencies, or others as needed; coordinates such activities as disaster planning, emergency procedures, training/exercises, disaster recovery, equipment operations, and coordination of efforts.

Plans, coordinates, and directs activities associated with mitigation, preparation for, response to, and recovery from any disaster or emergency affecting the health, safety, and welfare of county citizens, including natural disasters, flooding, water accidents, airplane crashes, train wrecks, major transportation accidents, major fires, hazardous material incidents, civil uprisings, lost person searches, homeland security, or other situations.

**Rutherford County, Tennessee • County Fire Chief**

---

Performs resource management activities, including equipment, staffing, funding, or other resources; maintains current records of available resources, such as volunteer workers, equipment, community organizations, government agencies, supportive businesses, emergency/grant funding, or other resources.

Coordinates the recruitment of volunteer personnel for related activities; organizes, trains, motivates, and supervises activities of volunteers.

Coordinates with volunteer fire departments to develop strategic plans associated with the placement of station locations, capital equipment upgrades, Insurance Service Office (ISO) rating improvements, pre-incident procedures, and training/program implementation.

Coordinates with State Fire Academy, ISO, and other emergency agencies to identify, schedule, deliver, and document mandated training for volunteer fire departments and other emergency services.

Develops, implements, documents, and oversees uniform training and competency measures/guidelines, training reporting procedures, equipment testing, staffing, and incident reports for volunteer fire departments and other emergency services entities.

Analyzes, establishes, and supervises uniform dispatch and response procedures for volunteer fire departments and emergency services; evaluates and acquires commercial hardware/software packages to implement reporting processes.

Prepares, directs, and conducts training classes for staff members, volunteers, or other individuals concerning specific areas of fire suppression, hazardous materials, grant writing and fire safety.

Communicates with various public safety agencies, community organizations, officials, and the public; acts as a liaison with federal, state and local agencies; maintains continuous and frequent communications with fire agencies, law enforcement agencies, hospitals, and ambulance services for liaison and interpretation of responses and communication; advises, communicates with, and/or disseminates information to county officials, staff members, the media, outside agencies, community organizations, the general public, or others as appropriate for resolving problems, exchanging information, and coordination work activities.

Provides, promotes, and oversees standardized education and information to the general public regarding fire prevention and safety, emergency activities, emergency procedures, and County fire department, roles, and responsibilities; makes speeches and presentations to schools, civic organizations, and other community groups.

Collects and analyzes fire and injury data on towns, municipalities, districts, communities and other areas as needed to identify appropriate areas for additional fire prevention activities.

Develops and maintains preventative maintenance procedures for all county owned fire protection equipment, accessories, tools, and materials.

Prepares various legal/technical reports in compliance with state/federal requirements; submits required reports to appropriate agencies within designated timeframes.

Prepares or completes various forms, reports, correspondence, lists, schedules, emergency plans, policies, procedures, press releases, training programs/exercises, emergency response assessments, reference/resource materials, or other documents.

Receives various forms, reports, correspondence, emergency plans, policies, procedures, budget reports, invoices, emergency response assessments, hazardous materials reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Rutherford County, Tennessee • County Fire Chief

---

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.

Maintains files of departmental activities and other documentation as needed for record keeping.

Operates a variety of equipment and tools associated with fire protection these include a motor vehicle, radio communications equipment, emergency radio systems, personal protective equipment, various emergency equipment, audio/visual equipment, or general office equipment.

Communicates with emergency management and fire protection staff members, county officials, employees, volunteers, other departments, other municipalities, other emergency agencies, public safety agencies, medical providers, government agencies, community organizations, local businesses, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes speeches or presentations as needed.

Maintains a comprehensive, current knowledge of laws, regulations, and guidelines pertaining to fire protection programs; maintains an awareness of new practices, equipment, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Provides twenty-four hour emergency response capability.

Prepares various legal/technical reports in compliance with state/federal requirements; submits required reports to appropriate agencies within designated timeframes.

Prepares and implements departmental budget; monitors expenditures to ensure compliance with approved budget.

Develops and implements long and short term plans, goals, and objectives for the agency.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Emergency Management, Fire Science, Management, Public Administration, or closely related field with five (5) years previous experience; or ten (10) years previous experience in fire safety supervision/management; and/or training that includes progressively responsible emergency management operations, emergency/disaster planning, public safety, hazardous materials regulations, program/personnel management, and public relations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Must currently possess or obtain within the first twelve (12) months of employment as fire chief the State of Tennessee Certification as a Fire Officer.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Include exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in an operational capacity for a division or organizational unit. Include the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems. Requires the ability to apply principles of logical or synthesis functions, to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, electrical hazards, bright/dim light, toxic agents, or hazardous materials.

### PHYSICAL DEMANDS ANALYSIS

#### 1. STANDING AND WALKING

Tasks: Fire fighting

Surface: Concrete, wood

Estimated Total Hours: 4 Maximum Continuous Time: 2

#### 2. SITTING

Tasks: office work

Estimated Total Hours: 3 Maximum Continuous Time: 2

3. LIFTING/CARRYING

Objects: Hoses, hand tools

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs		X	X		
26-50 lbs			X		
51-75 lbs			X		
76-100 lbs			X		
>100 lbs				X	

PUSHING/PULLING

Objects: Fire Fighting hand tools

Height of hands above floor during push: 5 feet

4. CLIMBING

Tasks: Fire Fighting

Device: Fire Truck

Height: 8 feet

Frequency: weekly

5. BENDING/SQUATTING/KNEELING

Tasks: Fire Fighting

Frequency: weekly

6. REACHING

Tasks: Fire Fighting

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Every	Daily	2 min	5lbs
21-36"				

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	50 % of time
Outside	50 % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No

Crawling	X	
Jumping		X
Lying on Back		X
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	X
Handling Trash	X	

**HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc		X	

- ♦ - ♦ - ♦ - ♦ -

Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date