



SIGNAL MOUNTAIN FIRE DEPARTMENT

The Signal Mountain Fire Department has an opening for the position of:

Fire Chief

The Town of Signal Mountain is seeking professional candidates for the position of Fire Chief. The candidate must have the following requirements:

- **Experienced fire service leader** with a strong background in supervising personnel and managing department operations.
- **Proven leadership and decision-making skills**, including the ability to lead effectively during complex emergency situations.
- **Strong administrative and organizational abilities** with experience in budgeting, staffing, planning, policies, and departmental operations.
- **Excellent communication and relationship-building skills** with employees, Town leadership, public-safety partners, and the community.
- **Commitment to public safety, emergency preparedness, firefighter development, and continuous improvement** of fire and rescue services.

Potential starting salary, \$85,877.60-\$110,782.14 depending on qualifications and experience. The town offers a full benefit package including TCRS pension.

Applications with copies of current certification(s) and a short resume can be submitted in one of the following ways:

- 1) In person between the hours of 8:00 and 4:30, Monday through Friday at the Signal Mountain Town Hall, 1111 Ridgeway Ave., Signal Mountain, TN 37377
- 2) Mailed directly to Signal Mountain Town Manager/Human Resources, 1111 Ridgeway Ave., Signal Mountain, TN 37377
- 3) Emailed to: benefits@signalmountaintn.gov



For an application, go to www.signalmountaintn.gov (How do I -->Apply For --> Job), call (423) 886-2177 or scan the QR code provided above.

Applications are being accepted to fill current and future vacancies.

It is the policy of the Town of Signal Mountain not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices, and programs.

**Town of Signal Mountain
Position Description**

**Title: Fire Chief
Department: Fire Department**

Pay Grade 12

Purpose:

The Fire Chief is the Chief Executive Officer of the Fire Department, appointed by and responsible to the Town Manager. The fire chief is responsible for the effective, efficient and legal conduct of the fire department and its employees. The Fire Chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing all aspects of the fire department. Such work includes, but is not limited to, creating, and maintaining department policies and budgets, ensuring required records are submitted complete and accurate, and ensuring all department services are continually monitored to prevent the loss of life and property by fire and/or emergency medical conditions.

Fair Labor Standards Act Service:

Exempt. (Salary)

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Supervise and participate in the development and administration of the Fire Department budget, service agreements, and contract negotiations for service delivery in areas such as the Emergency Service District, Mutual Aid Responses.

Develop long-range programs and plans for the increased effectiveness of the department, including fire safety education and suppression programs.

Oversees and manages personnel including disciplinary actions and internal affairs investigation.

Direct and control administrative functions and requirements of the organization.
Oversight of all mandates and legislative requirements

Projects and proposes staffing needs. Evaluates and authorizes staffing, man hours, and payroll, ensuring personnel are fulfilling the requirements of the Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA)

May act as Incident Commander on all complex emergencies, coordinates on scene operations to stabilize the incidents. Implements citywide emergency plans and functions, including staffing Emergency Operations Center, Emergency management mitigation, and emergency preparedness and response.

Develops and implements standard operating procedures for the fire department.

Ensures all incidents of arson and fire causes are investigated through a coordinated effort by Fire and Law Enforcement agencies

Supervise staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Write comprehensive job description for any new position or change in an existing position to submit to Town Manager for review and recommendation for Town Council for approval.

Provides and ensures all employees are provided a safe work environment and receive the necessary training to perform their job in a safe manner and ensures compliance of all policies and procedures.

Acts as emergency management coordinator for the Town;

Coordinates, directs, and participates in fire prevention programs and educational informational programs through the media, schools, civic groups, businesses, and the public;

Responds to emergency calls when off duty, as required;

Monitor Federal, State, regional, and local laws, regulations, policy, procedures, and emerging trends in fire and rescue service. Coordinate with federal, state, regional and local emergency management activities to ensure maximum cooperation and efficiency for emergency preparedness.

Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.

Direct operations within all major functions of fire, emergency medical, or other emergency response activities; consult with subordinate officers to develop long-range goals to enhance or improve emergency response capabilities.

Administer major functional areas, including public information, human resources, safety and risk management, civic involvement, information systems, records, and communications.

Develop policies and procedures to ensure efficient and economical use of the department's operational budget; ensure promulgation of policies and procedures to all staff levels; evaluate results to ensure compliance and identify deficiencies; monitor condition and maintenance of all Fire Department equipment, buildings and property.

Prepare, present and implement departmental budgets.

Oversee and approve departmental expenditures; prepare specifications for purchase of equipment and vehicles.

Perform duties of subordinates in their absence and other duties as assigned.

Required Knowledge and Abilities:

Working knowledge of and abilities in, but not limited to, administrative leadership of the fire department all aspects of tactical fire ground operations, rescue techniques, Haz-Mat operations, vehicle operations and other general knowledge needed to function in the role of a Firefighter or an Incident Commander.

Knowledge of Incident Command System, Signal Mountain Fire Department and Town ordinances, policies and procedures related to the fire service; all local, state and federal laws, rules and guidelines dealing with response and mitigation of emergency situations.

Ability to plan and direct the work of subordinates, coordinate work efforts with other public service personnel (i.e. law enforcement, EMS, other Town employees, etc.) and establish and maintain an effective working relationship with public and other employees.

Ability to analyze emergency situations quickly; apply the most effective course of action with due regard for safety of Department personnel; manage a large organization with a variety of functions; and keep detailed records and reports.

Ability to obtain a Fire Inspector Certification if needed.

Equipment:

Equipment used would be but not limited to, basic medical equipment, tactical fire ground protective equipment, firefighting equipment, rescue equipment.

Operates computer and other office equipment.

Educational Requirements:

Bachelor's degree gained through four-year college/university academic program or any equivalent combination of training, education, and experience.

Experience/Certifications Required:

At least 15 years in the fire service with three of those years in a supervisory/management position of shift supervisor, administration, or higher rank, must hold the following minimum certifications: State of Tennessee or equivalent (Pro Board or IFSAC) certifications as a Firefighter II, Fire Instructor I, Fire Officer III, Emergency Medical License-(advanced preferred), (Fire Officer IV within 2 years) State of Tennessee Class D driver's license or higher certification. ICS 100, 200, 300,400,700, 800 required

Problem Solving Requirements:

Solve a wide range of complex, multi-disciplinary problems, with short and intermediate term organization and planning.

Writing Skills Required:

Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

Compose moderately complex documentation of a routine nature, i.e., complex studies or summarizing annual department/section results.

Compose sensitive, non-routine correspondence requiring tact and diplomacy and/or compose reports or summaries for which established formats generally do not exist.

Compose major reports, policy or procedure manuals, proposals, and brochures.

Speaking/Presentation Skills Required:

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors, or other employees.

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Deliver informational speeches, reports, and orientation before audiences and groups that include people that are not organization employees.

Deliver presentations regarding potentially controversial issues.

Negotiate with outsiders in sensitive and complex situations, i.e., conduct negotiations and settle lawsuits.

Job Related Communication:

Within the department – daily

With employees in other departments – daily

With employees in other organizations – daily

With the public – daily

Planning & Scheduling:

Extensive – a substantial level of planning responsibilities exist, usually affecting numerous employees and activities and requiring a significant amount of time.

Difficulty of Work:

Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures.

Assignment of Work:

General guidance allowing for employee planning of procedures and methods to attain objectives.

Effects of Work Errors:

Errors are detected within the office/work areas in which they occur, possibly affecting work of others, and requiring expenditures of time to correct.

Supervisory or Management Responsibilities:

Supervises 7 supervisory employees, 9 non-supervisory employees and up to 3 part-time employees.

Working Conditions:

On average 30 percent standing, 30 percent walking, and 40 percent sitting. Approximately 60 lbs. or more may be required for lifting.

Lifting frequency – some

Bending – some

Pushing and/or pulling loads – some

Reaching over head – some

Kneeling – some

Crawling – some

Climbing ladders – some

Mental/Visual Effort:

Typing/CRT – very frequent

Attention to detail – very frequent

Monitoring equipment – some

Detailed inspection – frequent

Transcription/proofreading – very frequent

Adverse Conditions:

Exposure to temperature extremes – some

Dangerous equipment – some

Chemicals – some

Noise – some

Physical effort/risk – some

Other Physical Risks and Efforts: Firefighting and rescue activities in uncontrolled environments; exposure to environmental hazards; possibility of exposure to bio-hazard and chemicals; personal protective clothing and breathing apparatus worn when entering hazardous environments.