

[City of Red Bank]

Job Title: Fire Lieutenant

The City of Red Bank has an immediate opening for a Fire Lieutenant. Exercises direct supervision over assigned firefighters/DPOs and firefighters. Assigned personnel include firefighters/DPOs and firefighters who are permanently assigned to the Lieutenant's shift, working in a part-time or overtime status on the Lieutenant's shift, or operating on an incident scene under the direction of the Lieutenant.

JOB OVERVIEW

The right candidate will achieve by:

Demonstrating the ability to follow directions.

Demonstrating an ability to perform tasks with minimal supervision.

Demonstrating fundamental knowledge of principles and practices in the coordination and administration of field activities related to fire prevention, control, and extinguishment of fires.

Supervision Received: The Fire Lieutenant works under the general supervision of the Fire Captain and any subsequent officer in the department's Chain of Command, including Captains, the Assistant Fire Chief, the Deputy Fire Chief, and the Fire Chief.

Supervision Exercised: The Fire Lieutenant exercises direct supervision over assigned firefighters/DPOs and firefighters.

Salary and Benefits:

(G8) \$58,962.00 annually + excellent benefits.

Applications will be accepted through Monday, April 28, 2025 at 12:00 p.m. Applications and job descriptions are available at Red Bank City Hall, 3105 Dayton Boulevard, Red Bank, TN

or on our website at www.redbanktn.gov.

Applicants must have a valid phone number. *Applicants will be notified by phone for information on testing and interview times/dates.* Documentation is **required** for any training, education, certifications, or licenses listed on the application.

To be eligible to apply, applicants MUST:

- Be at least eighteen (18) years of age.
- Be a high school graduate or equivalent.
- Be eligible to work in the United States.
- Valid Driver's License.
- Not have been convicted of, or plead guilty to, or entered a plea of nolo contendere to any felon charge or any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
- Not have been released or discharged under anything other than an honorable discharge from any armed forces of the United States.

After having met the above requirements, candidates must successfully complete the following:

- Oral interview board composed of a combination of departmental members and outside guests.
- A comprehensive background check, including but not limited to criminal, financial, and personal history.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

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.

- Provides an environment through leadership and example where customer service is the highest priority.
- Supervises employees and coordinates personnel-related activities to include, but not limited to training, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations.
- Responds to emergency medical scenes, fire incidents, and other related emergency requests. While wearing proper personal protective equipment (PPE) and a self-contained breathing apparatus (SCBA), may be required to perform firefighting tasks (e.g. hose line operations, climbing, crawling, lifting and carrying heavy objects, ventilating roofs or walls, forcible entry, etc.), rescue operations, and other emergency response actions.
- Acts as the Incident Commander at emergency scenes until a higher-ranking officer arrives and/or command is transferred, analyzing situations and deploying personnel and equipment for the most effective utilization using established policies and procedures; may relocate fire department equipment as necessary. Assists in operations to bring various situations that the department is called upon to respond under control. Assists in fireground tactics including firefighting to control, extinguish, and prevent fires.
- Directs and coordinates emergency scene activity to include the laying of hose lines, the placement of ladders, directing the pressure and use of water streams, ventilation procedures, salvage operations, and overhaul activities unless and until relieved of command.
- Supervises and renders first aid at an emergency medical incident relative to their level of medical licensure and the Hamilton County EMS First Responder Protocols.
- Responds to nonemergency requests for service as dispatched and in accordance with department response policies.
- Responsible for the supervision of personnel and operations of an assigned company and station.
- Responsible for the care and maintenance of assigned stations.
- Inspects apparatus, equipment, grounds, and station to ensure proper order and condition.
- Prepares records and reports of company responses to fires or other emergencies, personnel actions, and such other information as may be required.
- Act as the Shift Commander in the absence of a Captain.
- Acts as a supervisor for an assigned fire company during emergency operations
- Responsible for the discipline, efficiency, safe practices, and use of proper equipment of their assigned members, both in quarters, on the training grounds, and on the scene of a fire or other emergency; and for the maintenance and protection of all departmental property assigned to them.
- Attends and participates in training facilitated by the Training Division for shift personnel.
- Assists the Shift Commander in the coordination and completion of two (2) hours of daily shift-based company training for his/her assigned shift. This training is in addition to training facilitated by the Training Division. In the absence of the Shift Commander, the Lieutenant is

responsible for the coordination and completion of two (2) hours of daily shift-based company training for his/her assigned shift.

- Maintains discipline and adherence to the rules and regulations of the standard operating guidelines of the Department and the City.
- Receives and transmits orders and information between shifts.
- Shall enforce all department rules, regulations, SOP's and City policies.
- May serve as a member of the Training Committee.
- Acts as an Assistant to the Captains and performs the duties of the Captain in their absence.
- Responsible for proper maintenance of department apparatus and equipment.
- Serves as an assistant staff officer with administrative responsibility for one or more major areas of the department including, but not limited to, records, fire prevention, maintenance, supply and inventory, training, and safety.
- Conducts basic cause and origin determination for incipient stage fires and reports findings to the Fire Marshal and Fire Investigator.
- Preserves the fire scene and protects all evidence until the Fire Marshal or Fire investigator arrives on the scene when a fire of suspicious nature of origin is suspected.
- Performs pre-fire planning and fire safety inspections of residential and commercial structures.
- Performs fire safety education programs in schools, daycare centers, civic groups, and social organizations.
- Directs and supervises employees in preventative maintenance of apparatus and daily housekeeping of fire stations.
- Maintains records of alarms as required by the department.
- Shall perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles, practices, and techniques of modern firefighting, emergency medical, hazardous materials, and rescue operations.
- Knowledge of principles, practices, of the incident command system.
- Knowledge of rules, and regulations, RBCD Standard Operating Guidelines.
- Knowledge of the Hamilton County EMS First Responder Protocols as they relate to the EMR, EMT, and AEMT licensure levels.
- Knowledge of the various types of apparatus, equipment, and tools used by the fire department and the ability to supervise and instruct subordinate staff in the use and care of such equipment.
- Knowledge of rights and practices afforded to representatives of the media.
- Knowledge of and maintaining skills in modern training practices and techniques.
- Knowledge of Principles and practices of public administration.
- Knowledge of Principles, practices, and techniques of planning, research, and development.
- Extensive knowledge of physical layout of the city and location of important buildings, structures and fire hydrants.
- Must have knowledge of how fire department vehicles and apparatus operate, hoses; appliances; tools and equipment to control and extinguish fires operate.
- Ability to evaluate emergency situations and implement effective action.
- Ability to communicate effectively with the public, city officials, other first responder agencies, and employees to establish and maintain effective working relationships.
- Ability to initiate, administer, manage, and evaluate special programs and projects.
- Ability to prepare and present comprehensive oral and written reports and recommendations.
- Knowledge of the laws and ordinances applicable to fire hazards and fire department.
- Knowledge of the operating procedures of the Tri-State Mutual Aid Association.

- Knowledge of the Hamilton County Emergency Operations Plan.
- Knowledge of the capabilities and limitations of a variety of firefighting equipment.
- Ability to analyze situations quickly and adopt the most effective course of action with due regard to surroundings, hazards, and personal safety of the public, firefighters, and other emergency personnel.
- Ability to train and instruct firefighters in proper firefighting principles, practices, and procedures.
- Ability to foster and maintain a positive work environment. Lead, manage, and coach subordinates.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent.
- State of Tennessee or equal certifications as a Firefighter II, Driver-Pumper Operator, Fire Instructor I, Fire Officer I (or obtain Fire Officer I within two (2) years of appointment), Emergency Medical Responder or higher. A minimum of a valid class D driver's license. ICS 100, 200, 300, 700, 800 required (ICS 300 within 2 years of appointment), CPR.
- Must have completed a basic firefighting academy of at least 240 hours. Training is subject to verification by the Training Division.
- Must have a minimum of three (3) years of career fire service experience.
- Ability to obtain and maintain various certifications as required by the department. (i.e. CPR, Hazardous Materials Operations, First Responder)
- Must reside within a distance to the City limits that is reasonable to afford an acceptable response time as determined by the Fire Chief.
- Must maintain an operating telephone and the number must be listed with the department.
- Demonstrate work proficiency by advancement through the fire ranks with this department is expected.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must lift and/or move up to 50 pounds, and must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Firefighting and emergency operations must be performed during all kinds of weather conditions. The employee can be exposed to extreme heat, smoke, hazardous chemicals, infectious diseases, and falling materials. Employees must perform duties requiring bending, crouching, stooping, crawling, and climbing in buildings and close quarters that may be filled with smoke.

SELECTION GUIDELINES

Any of these factors may be used: formal application, rating of education and experience; oral interview, and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Red Bank is an Equal Employment Opportunity Employer.

Apply instructions:

Please submit application and resume via our [website](#) or email to tperry@redbanktn.gov.

Applications may also be submitted via mail in an envelope marked **“Fire Lieutenant”** to:

City of Red Bank
Attn: Human Resources
3105 Dayton Blvd.
Chattanooga, TN 37415