

Fire Shift Supervisor Survey

December 2014



Municipality	Do you have a position on the fire department that is responsible for the supervision of two or more fire stations and the crews in those stations on a 24-hour shift basis (i.e. a shift supervisor position)?	What is the title of that position?	Is the position exempt or non-exempt?	What are the average scheduled hours per week?	What are the actual average hours worked per week?	Do you provide any type or form of additional compensation for hours worked over the scheduled hours?	If YES, please describe:
Brentwood	Yes	Shift Commander	NON-EXEMPT				
Bristol	Yes	Battalion Chief	EXEMPT	56	56	No	
Collierville	Yes	Battalion Chief	EXEMPT	56	56	No	
Columbia	Yes	Assistant Chief Suppression	NON-EXEMPT				
Germantown	Yes	Battalion Chief	EXEMPT	56	48-72 depending upon shift schedule	Yes	We will generally give them something similar to compensatory time in which they can take off time during their shift to offset the additional hours provided. This is done straight time (1 for 1).

Municipality	Do you have a position on the fire department that is responsible for the supervision of two or more fire stations and the crews in those stations on a 24-hour shift basis (i.e. a shift supervisor position)?	What is the title of that position?	Is the position exempt or non-exempt?	What are the average scheduled hours per week?	What are the actual average hours worked per week?	Do you provide any type or form of additional compensation for hours worked over the scheduled hours?	If YES, please describe:
Maryville		Captain & Lieutenant are on shift together	NON-EXEMPT				
Oak Ridge	Yes	Chief	EXEMPT	40	40-60	Yes	Overtime for all line personnel
Smyrna	Yes	Captain	NON-EXEMPT				

JOB DESCRIPTIONS FROM BRISTOL, COLLIERVILLE, AND GERMANTOWN ARE INCLUDED BELOW.

Bristol:

CITY OF BRISTOL, TENNESSEE / Classification Specification

POSITION TITLE: Fire Battalion Chief

POSTION CODE: 2203

GENERAL DESCRIPTION OF DUTIES / / Under executive direction of the Fire Chief, the purpose of the position is to perform highly responsible administrative command involving overall management and supervision of the assigned fire shift and subordinate management personnel. Employees in this classification perform in a senior management capacity to direct and supervise shift personnel to achieve effective operational organization and to prevent and minimize the loss of life and property in emergency and fire situations. Position is accountable for the supervision of the assigned shift, Fire Captain and Fire Lieutenants, and their respective fire station responsibilities and activities. Incumbent performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES / / ESSENTIAL JOB FUNCTIONS / / The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. / / • Directs, supervises, and evaluates shift personnel; enforces departmental rules and takes disciplinary action, when necessary; performs recruitment activities. / / • Plans, organizes and implements all programs, activities and responsibilities of the assigned fire fighter/EMT/Paramedic shift, the Fire Captain, and the Fire Lieutenant. / / • Plans, manages and evaluates training, pre-fire planning inspections, building inspections in compliance with all applicable standards and Life Safety Code. / / • Manages and directs response policies and procedures to fire alarms in the City and emergency medical calls; manages and directs emergency medical activities and hazardous materials control. / / • Manages response to highly involved fire alarms and emergency medical calls; manages fire suppression, emergency medical activities and hazardous materials control. / / • Ensures all response activities are in compliance with all applicable rules and standards including those established by the Medical Director for providing EMT and Paramedic medical care. / / • Ensures all proper facility and equipment inspections and maintenance are in compliance with standard codes and regulations. / / • Directs and evaluates custodial and technical duties at the station, e.g., cleaning and maintaining Fire Station facilities and equipment, inspection of fire equipment for necessary repairs. / / • Prepares and submits various state and national incident records and reports. / / • Attends continuing education programs in fire fighting and emergency medical care. / / • Communicates with other departments and public agencies for the dissemination of information; leads and participates in public education and community outreach programs. / / • Performs related duties as directed. /

MINIMUM TRAINING AND EXPERIENCE / / High school diploma or GED; supplemented by twelve (12) years continuous employment with the Bristol Tn Fire Department including a minimum of seven (7) years in grade as a fire officer. Must possess Tennessee State Firefighters II Standards Certificate or Certificate of Compliance, and a valid Tennessee Department of Health certification as an EMT; CPR Certification; Fire Officer II, Fire Instructor I, International Code Council or NFPA Fire Inspector Level 1 (reciprocated to Tennessee). Must possess and maintain a valid vehicle operator's license. / / / The City of Bristol, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bristol, Tennessee will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Collierville:

TOWN OF COLLIERVILLE, TENNESSEE / CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: FIRE BATTALION CHIEF

PURPOSE OF CLASSIFICATION / / The purpose of this classification is to perform responsible management and administrative work in directing the activities of several fire companies as the senior officer on a shift.

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. / / Responsible for all fire suppression activities, emergency medical service, technical rescue and hazardous materials activities at all firehouses; commands and inspects all fire personnel in the ongoing maintenance of a state of readiness, training, and preparation for Town-wide request for services. / / Responds to request for services, assumes incident command at scene of an emergency; observes the size and kind of emergency and immediately orders appropriate equipment and/or apparatus to be placed in use; directs the laying of hose, placing of ladders and ventilation of buildings and rescue work; renders or directs pre-hospital emergency medical care for the sick and/or injured; directs clean-up operations and salvage of property; attempts to determine origin of fire and reports evidence of arson to the Fire Prevention Bureau; prepares reports of findings for the Town and for State authorities. / / Evaluates the performance of each fire company in a number of effectiveness categories, such as response time, deployment of equipment and staff at a working fire, and effectiveness of firefighting strategies used in quelling blazes, etc.; makes recommendations to change equipment locations or staffing to improve company emergency response effectiveness. / / Supervises fire personnel at the firehouses which includes supervision of personnel licensed as EMT's or Paramedics; reviews and evaluates work performance of subordinates and recommends merit increases; recommends the initiation of disciplinary action; supervises, trains, and schedules the work of employees; participates in hiring and dismissal decisions; prepares daily reports on personnel attendance and staffing. / / Supervises the inspection and testing of fire hydrants to see that they are in working order and have adequate water pressure. / / Prepares or completes various forms, reports on apparatus utilization and performance, correspondence, logs, checklists, supplemental reports, confidential information files, field interview reports, inventory records, vehicle maintenance requests, work injury reports, vacation/leave requests, or other documents. / / Receives various forms, reports, correspondence, investigative reports, offense reports, supplemental reports, material safety data sheets, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate. / / Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of Internet, e-mail, word processing, spreadsheets, database, desktop publishing, PowerPoint, Firehouse Software (NFIRS) or other computer programs. / / Maintains records, logs, and files of work activities: maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review. / / Communicates in person, by telephone, and/or two-way radio: provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over town radio channels while initiating and responding to radio communications. / / Communicates with supervisors, officers, employees, dispatchers, other divisions/departments, fire department agencies, fire personnel, emergency/medical personnel, jail personnel, victims, school personnel, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems. / / Attends shift and/or staff meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job

performance, and to stay current with changing policies, procedures, codes; may be assigned to instruct various subjects; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional certifications and affiliations. / / Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks. / / Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS / / Responds to incidents as necessary or as dictated by standard operating procedures, to fire, technical rescue, hazardous material or related emergencies to assume incident command until the arrival of a higher ranking officer; may take a subordinate command staff function or actively participate in fire suppression, emergency medical services, technical rescue or hazardous material activities. / / Is required to actively train, practice and drill to maintain given levels of proficiency and certification in firefighting, fire suppression, fire strategy and tactics, pump operations, emergency medical services, technical rescue, and hazardous materials. / / Assists in developing the department's annual training curriculum; supervises and manages all shift training; may actively participate in teaching and training of assigned personnel. / / At times, may be required to return-to-duty for staffing major incidents, emergency call-backs or to attend various town, fire, training and miscellaneous meetings while off-duty. This may occur during or after business hours or on the weekends or holidays. / / May serve on special committees and completes special assignments, as required. / / May perform general/clerical tasks, which may include making copies, sending/receiving faxes, or filing documentation. May perform general errands, which may include mail runs to various firehouses, Town Hall, or other locations and making general purchases. / / Provides assistance to other employees or departments as needed. / / Performs other related duties as required.

MINIMUM QUALIFICATIONS / / Requires 2 years of college with course concentration in Fire Science, or Fire Administration or a closely related field; supplemented by ten (10) years progressively responsible experience in the fire service with at least three (3) years managerial experience at the rank of a Fire Lieutenant or above; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Education and/or training cannot be substituted for the required years of experience. Must possess and maintain throughout employment a valid Basic Emergency Medical Technician license with IV endorsement, Paramedic license preferred, as outlined in the rules and regulations by the Tennessee Department of Health and Environment. Must possess and maintain a valid motor vehicle operator's license. Must be 21 years of age at time of hire.

SPECIAL REQUISITES / / Must possess certification as a Firefighter I, Firefighter II, Pumper/Driver, Instructor I, and Officer I as outlined in the rules and regulations by the Tennessee Commission on Firefighter Standards and Education. Applicants must not have been convicted of a felony or any misdemeanor that involved force, liquor, or drug laws. Applicants who have military service must possess an "Honorable" discharge. Applicants must satisfactorily complete a one (1) year probationary period. Must establish and maintain their actual bona fide residence within a distance no greater than thirty (30) miles from a firehouse within the Town's corporate limits. Must not be on any departmental probation.

PERFORMANCE APTITUDES / / **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. / / **Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. The ability to plan, direct, assign, and command operations of staff and equipment engaged in diversified functions, which may involve danger to life and/or property. Requires the

ability to establish and maintain effective working relationships with other Town employees, subordinates, representatives of cooperating agencies, and the citizenry. / / 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, including the Jaws of Life. / / Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Requires the ability to express oneself clearly and concisely, both orally and in writing. / / Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs. / / 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. / / Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Considerable knowledge of modern principles, methods, and procedures of fire administration, management and the technical aspects of fire fighting. ADA COMPLIANCE / / Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of heavy objects and materials (over 50 pounds). / / Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, 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 dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/wildlife attacks, animal/human bites, explosives, firearms, or rude/irate customers. The level of risk involved in entering areas deemed dangerous to life and health, in working in and around serious traffic accidents or hazardous chemical spills is such that it requires very close attention to detail to prevent accidents or injuries.

APPROVALS

_____ / James Lewellen, Town Administrator

_____ / Jeff Sprow, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Germantown:

JOB TITLE: Fire Battalion Chief

FLSA: Exempt

REPORTS TO: Assistant Fire Chief DATE: 02/14

GENERAL DEFINITION OF WORK: Under direction, perform as a shift commander for multiple stations on an assigned shift. Direct all fire fighting, EMS, and other related emergency operations. Respond to all major emergencies as the highest ranking on-duty command officer to support and potentially assume command of incidents. Responsible for the resolution of administrative matters and problems after hours and on weekends and holidays.

ESSENTIAL JOB FUNCTIONS: / 1. Organize, control, direct, and coordinate daily operations of an assigned shift to ensure that operations comply with all departmental policies, procedures and regulations, and that equipment and personnel are adequately prepared for fire and medical emergencies. / 2. Direct and supervise staff; assign personnel for specific duty, track personnel time off, evaluate work performance, provide counseling, and administer discipline according to established policies and procedures. / 3. Respond to fire alarms and other emergency or service calls with fire/rescue companies; assume overall command at the scene of an emergency until relieved by a higher-ranking officer. / 4. Supervise, coordinate and evaluate the tactics and strategies used to resolve emergency and other situations. / 5. At the scene of an incident, may oversee and participate in testing flammable atmospheres and chemicals to determine any hazards involved and provide courses of action to eliminate them. / 6. Prepare and/or review and forward written operational, fire prevention, emergency medical, training and personnel reports to senior officers or staff members. / 7. Evaluate training needs and coordinate training activities; conduct drills and instruct employees in modern fire fighting principles and procedures and serve as instructor in specialized training courses. / 8. Plan and coordinate fire prevention and education programs for the public and participate in scheduled fire prevention inspections. / 9. Oversee the care and maintenance of department apparatus, equipment and facilities. / 10. Perform the full range of duties of a Firefighter and provide emergency medical care as required. / 11. Participate in the development and implementation of policies and procedures governing the operation of all equipment, apparatus and medical units in the fire/rescue service. / 12. Serve as liaison between the fire and ems companies and Fire Administration. / 13. Participate in personnel selection, serving as a member of an interview board. / 14. Assume the duties of higher-level officers in their absence. / 15. Monitor ISO training and equipment maintenance requirements for shift personnel, hydrants, and assigned apparatus. / 16. In conjunction with the EMS Coordinator, ensure shift personnel comply with State of TN EMS Rules and Regulations that govern emergency ambulance transport operations and patient care methodologies. / 17. Take personal responsibility to provide excellent internal and external customer service in order to promote and maintain a positive City image, a constructive working environment, and foster pride and professionalism in the workplace and community.

OTHER JOB FUNCTIONS: / 1. Assist with the budget preparation process and monitor budget, as required. / 2. Perform related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES: / • Knowledge of the organization, functions, rules, regulations, policies and procedures of the Department. / • Thorough knowledge of fire suppression, rescue and emergency medical services principles, practices, apparatus, equipment, techniques and methods. / • Thorough knowledge of fire prevention methods and techniques. / • Thorough knowledge of fire administration, personnel management and budget administration / • Knowledge of local and state laws governing fire/rescue activities under normal and emergency conditions. / • Thorough knowledge of the geographical layout of the City, fire hydrant locations and response routes. / • Skill in operating

fire/rescue apparatus and equipment. / • Ability to analyze emergency conditions and adopt quick, effective and reasonable courses of action. / • Ability to prepare technical and administrative recommendations and reports. / • Ability to supervise, motivate, and evaluate staff. / • Ability to speak effectively before officials and citizen groups. / • Proficient knowledge in personal computing skills, electronic mail, record keeping, database activity, and word processing. / • Ability to communicate effectively, both orally and in writing. / • Physical ability to perform essential job duties.

EDUCATION AND EXPERIENCE: Bachelor's degree in fire science, fire administration, public administration or related field required in addition to eight years of extensive and progressively responsible experience in fire administration.

WORKING CONDITIONS: Much of employee's time is spent at fire stations that have features common to a residential facility. When an alarm sounds, response must be rapid regardless of weather or hour. Work activities involve risk of death or injury from sudden cave-ins of floors, toppling walls, traffic accidents when responding to calls, and exposure to flames and smoke. Employees may come in contact with poisonous, flammable, or explosive gases and chemicals and contagious diseases. Employees must wear protective gear that can be very heavy and hot. Physical demands include carrying 80-100 lbs. of equipment; climbing many flights of stairs, ascending and descending on ground extensions ladders and fire escapes; and working at heights and in confined spaces to fight fires and rescue victims. The general work schedule requires 24-hour shifts, assigned on an alternating basis with either one or four days off between assignments. While on duty, employees live and sleep at the fire station.

SPECIAL REQUIREMENTS: Possession of a valid Class D driver's license with "F" endorsement. Must have and maintain, at least, the EMT-A EMS license through the State of Tennessee. Must have served as a Fire Lieutenant III for three years with the Germantown Fire Department. Must be certified as a Fire Officer II, Fire Instructor II, Safety Officer I, and T.E.M.A. Hazardous Materials Technician. Must meet and maintain qualifications and training standards as established by the Department and the State of Tennessee.