

FIRE OPERATIONS MAJOR

GENERAL STATEMENT OF DUTIES: Performs difficult professional and intermediate administrative work in the department as assigned by the Fire Chief. This position is a part of the staff management team responsible for the supervisory and skilled firefighting work in directing the activities of the Fire Division on all platoons. The employee in this class is responsible for the direct command of the firefighting force on all platoons, and directs operations as assigned by the Fire Chief. The character of work requires the application of advanced fire skills. Work is performed with considerable independence within the framework of policies enumerated by the Fire Chief. Command assignments involve the responsibility for discipline of subordinates and the proper maintenance of apparatus and equipment. At a fire, employee is responsible for effectively directing the firefighters until relieved of command by a superior officer. Performs general fire protection services as needed. This employee works under the direct supervision of the Fire Chief.

ESSENTIAL FUNCTIONS OF THE JOB:

- Maintains all equipment within the department ;
- Assists the management team with all aspects of the ISO rating of the department to include all documentation required and reporting any deficiencies to the Chief that may have a negative impact on the department's ISO rating;
- Conducts fire inspections as directed by the Chief;
- Assists in the development and maintenance of general orders;
- Assists in the training and professional development of staff;
- Assists the Chief in planning and developing the departmental annual budget;
- Assists the chief in all aspects of fire pre-plans;
- Responds to fire calls as needed or directed;
- Performs related work as required.
- Assists the Fire Chief in planning and directing the activities of the division;
- Supervises cleaning and inspects personnel, the station, and equipment for proper appearance and condition;
- Responds to fire alarms and determines the route to be taken by the fire company;
- Responds to fire alarms/calls for service with an apparatus and connects hose, holds nozzle and directs water streams;
- Forces entry of premises when necessary for firefighting, rescue, and salvage operations;
- Properly utilizes chemical fire extinguisher, bars, hooks, rope, and all other equipment as necessary;
- Removes persons from danger;
- Responds to calls for medical aid and administers first aid within the scope of their training;
- Performs salvage operations, such as throwing covers, sweeping water, and removing debris;

- Assists the Fire Chief as directed in the administration of the department;
- Conducts regular training and instructs personnel in the firefighting and emergency operations;
- Completes and/or approves daily reports as required;
- Directs the work of firefighters pending the arrival of a superior officer, supervises laying hose line, placing ladders, directing water streams, ventilating buildings, rescuing persons and conducting salvage operations;
- Conducts periodic inspections of the Town to become familiar with layout of buildings and the location and the conditions of fire hydrants, streets and major fire hazards;
- Assists the Fire Chief in all aspects of the fire pre-plans;
- Assumes the Fire Chief's duties as assigned upon his/her absence;
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the geography and street layout of the Town and County fire zone including the location of streets and fire hydrants; considerable knowledge of firefighting and fire prevention principles, practices and procedures; knowledge of the operation and maintenance of the various types of apparatus and equipment used by the Fire Department; knowledge of the laws and ordinances applicable to fire hazards; ability to supervise and instruct subordinate personnel in the use of such equipment; ability to analyze situations quickly and to adopt the most effective course of action with due regard to surrounding hazards and personal safety of personnel and citizens; ability to train and instruct firefighters in proper firefighting principles, practices, and procedures.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or approved GED certificate; two years of course work in a college or university desirable, or any equivalent combination of training and experience. Must be certified as a Firefighter II, Pump/Driver Operator, Fire Instructor I, Fire Inspector I, and Fire Officer II as issued by the State of Tennessee, with extensive firefighting experience. Certification as an Emergency Medical Technician and Vehicle Extrication preferred; however, it is not required. Should an eligible candidate not have the required certifications at the date of employment, the candidate will be given sufficient time to obtain the certifications at the Town's expense, but recognizes it is a condition of employment. It shall be the responsibility of the employee in this class to maintain certification throughout employment. Must possess a valid driver's license issued by the State of Tennessee.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employee will be required to work weekends and may be required to work overtime, holidays, and be in an on-call status from time to time. This position description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform

the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lb.) items and occasionally very heavy (100 lbs. or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments, or both. Must be able to push and/or pull heavy objects, climb ladders, and possess the physical strength to carry an individual.

Environmental Requirements: Task may require infrequent, and at times sustained, exposure to adverse environmental conditions such as cold, rain, snow, fumes, and chemical sprays.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Attitude: Employees will be expected to act in a manner that would convey a congenial work environment – avoiding anger, violence, belligerence, harassment, controversy, nonchalance, or any other reasonable activity considered by management to be counterproductive.

Reasonable Accommodation: Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 15

Exempt

November 03, 2025