

CITY OF MILLINGTON TENNESSEE

FIRE CHIEF



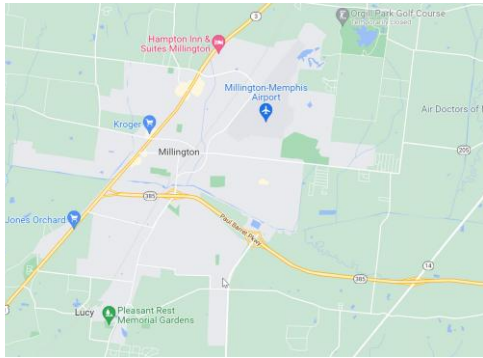
September 30, 2025

City of Millington, Tennessee

Position Profile – Fire Chief

Introduction

The City of Millington, Tennessee is accepting applications for Fire Chief. Our current Fire Chief has been reassigned as the city's Public Safety Director.



The City of Millington is a city in Shelby County, Tennessee, about 20 minutes from Memphis, and is part of the Memphis metropolitan area. Millington was incorporated in 1903. A TNECD Census in 2023 reported that the population of Millington was 11,543. About 30 years ago Millington was granted the title of “Flag City Tennessee” by the Tennessee Legislature. The Naval Support Activity Mid-South, the largest inland naval base, is located at the former Memphis Naval Air Station in Millington. In 1993 the function of

the Naval Air Station changed from a training base to an administration base. It is now home base for the Navy Personnel Command, Navy Recruiting Command, the Navy Manpower Analysis Center as well as the U.S. Army Corps of Engineers Finance Center with more than 7,500 military members, civilian workers, and contractors assigned to work on the base. Millington also has a general aviation airport, Millington-Memphis Airport, which features the third longest runway in Tennessee.



It is said that Millington got its start in 1878 when Mr. and Mrs. George Millington donated a large tract of land to a group of settlers for the purpose of building a new town. Mr. Millington requested that the town be named in his honor. Also, in 1888, the First Baptist Church was founded. It is now one of the largest buildings in Millington.



Millington offers its residents and visitors many activities and amenities. There are several city parks, and the Baker Community Center on Church Street was built in 1960 and contains a curtained stage, large auditorium, five meeting rooms and a fully equipped kitchen. For those who love baseball and softball games, there is the USA Baseball Stadium and nature lovers can visit Meeman - Shelby Forest State Park. There are several golf courses including

Glen Eagle Golf Course, Edmund Orgill Park Golf Course, and the Mirimichi Golf Course, the last of which was owned by Justin Timberlake. Another favorite event is the International Goat Days Festival. Other annual events include the Freedom Celebration, Fireworks Display, the Annual Veterans Parade and Christmas Parade.

As one can see, Millington has a great history and with all its amenities makes it a wonderful place to come home to.

City Governance



The City of Millington is chartered by the state of Tennessee under a City Manager form of Government. A copy of the charter can be viewed on their website at <https://www.millingtontn.gov>. The Board of Mayor and Aldermen is made up of a mayor and seven aldermen, each serving a term of four years staggering every two years.

The Board of Mayor and Aldermen is the Legislative branch of the City of Millington. They are responsible for the adoption of all ordinances, resolutions, and policies. The mayor presides at all meetings of the board and makes all appointments to boards and commissions as authorized by state statute or ordinance.

Board of Mayor and Aldermen meetings are held at City Hall on the second Monday in every month beginning at 6:00 pm. If the second Monday of the month falls on a day observed by the city as a legal holiday, then the regular meeting of the board for that month shall be held on the first day thereafter that is not observed as a legal holiday. City Hall is located at 7930 Nelson Road, Millington, TN 38053. The public is welcome and encouraged to attend all

meetings. If special accommodation is needed to fully participate in a city meeting, individuals can contact city hall at (901) 873-5701 for special assistance.

History of the Millington Fire Department



The Millington Fire Department originated as a volunteer organization. One of its earliest chiefs was Thomas Goin, who owned a shoe store near what is now the Boatwright Drug Store. The original fire station was a metal building adjacent to his store. During this time, a centrally located siren at the firehouse signaled emergencies.

When it sounded, volunteers would gather at the station and respond to the fire call in a department truck. As telephone usage became widespread, each volunteer's phone would ring until answered, and a dispatcher would provide the fire's location.

In 1954, a new facility was constructed at 4836 Navy Road. This building served multiple roles, housing the fire and police departments along with Millington's city hall. At this time the city hired its first full-time firefighter to maintain around the clock coverage. Over the decades, the building has undergone significant renovations and now accommodates Fire Station 1, Fire Administration, the City Manager's office, Planning, Codes Enforcement, Personnel, and the County Clerk.

A second station was added in 1975 at 7265 Raleigh-Millington Road. In 2021, the original structure was demolished and replaced with a modern facility adjacent to the former site.

Millington Fire Department Today

The Millington Fire Department is a full service, all-hazards career agency committed to emergency response, risk reduction, and safety inspections for the City of Millington. The department comprises 29 full-time professionals, including 24-shift personnel operating on a rotating 24-hour schedule. The administrative team includes a Fire Chief, Fire Administrative Assistant, Fire Marshal, and two Code Enforcement Officers.

In 2024, the department responded to 2,920 service calls – nearly 70% of which were medical emergencies. All response personnel are licensed as Advanced Emergency Medical Technicians, with several currently pursuing paramedic licensure.

The department operates 24/7 from two stations. Its fleet includes:

- Two new (2025) front-line fire engines.
- Two reserve engines.
- One 103-foot aerial apparatus.
- One 4 x 4 brush truck.
- A Battalion Chief's 4 x 4 command vehicle.
- Two 4x4 tow vehicles.
- Various trailers to support specialized operations.

The department is especially proud of its water rescue capabilities. Millington Fire was the first in Tennessee to be accredited by the Tennessee Emergency Management Agency as a FEMA Type 3 Water Rescue Team. The team has responded to numerous regional incidents and has deployed to large-scale operations in states such as South Carolina and New Mexico. Their expertise has earned them a statewide reputation as leaders in water rescue.



The Ideal Candidate

The ideal Fire Chief for the City of Millington, Tennessee, is a visionary leader with deep operational expertise and a steadfast commitment to public safety. This individual brings decades of hands-on firefighting experience, complemented by a strong foundation in emergency management, fire prevention, and community risk reduction. They are a strategic thinker who can balance the demands of modern fire service with the unique needs of a growing city, ensuring that Millington's fire department remains responsive, resilient, and ready. With a proven ability to manage budgets, lead personnel, and implement innovative training programs, the ideal candidate fosters a culture of excellence, accountability, and continuous improvement.

Equally important, this Fire Chief is a trusted community partner - approachable, transparent, and deeply invested in the well-being of Millington's residents. They prioritize collaboration with city leadership, neighboring jurisdictions, and civic organizations to enhance emergency preparedness and public education. Grounded in integrity and humility, they lead by example, inspiring confidence among firefighters and citizens alike. Whether navigating a complex emergency or mentoring the next generation of fire service professionals, the ideal Fire Chief embodies servant leadership and a deep-rooted dedication to protecting life, property, and the future of Millington.



Job Description

GENERAL STATEMENT OF DUTIES

The Fire Chief is responsible to the Public Safety Director and City Manager for the direction of the Millington Fire Department, including all firefighting, emergency medical services, arson investigation, code enforcement, and fire education and prevention activities of the city. The position also serves as the city's OSHA and Safety Officer. Major duties include responding to emergency incidents, supervising department, or division personnel, developing, implementing, and enforcing policies and procedures, handling complaints or questions from employees or the public, preparing and presenting the department's annual operating budget, and directs the Administrative Staff and Battalion Fire Chief activities.

INTERPERSONAL RELATIONSHIPS

The Fire Chief interacts with Fire Department staff (e.g., Battalion Chiefs, Lieutenants, Firefighters, Drivers, Administrative Assistant, and Fire Marshal), the public (e.g., motorists, homeowners, business owners, etc.), and with representatives of other agencies (e.g., law enforcement, members of other fire departments, ambulance personnel, etc.). These

interactions occur during routine day-to-day operations, educational or informational presentations, inspections, and during emergency operations.

COMPLEXITY

The Fire Chief's job involves complex emergency scene tasks, which must be accomplished correctly and rapidly, often without taking the time to reference procedures and policies, or to repeat tasks once they are accomplished. Errors may lead to life safety hazards and property loss.

MINIMUM TRAINING and EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High school diploma and completion of a certified firefighting program required, with fifteen (15) or more years of experience in the municipal career fire protection field to include seven (7) years of supervisory and administrative responsibility at the rank of Battalion Chief or above; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain a valid Tennessee Driver's License within 60 days of employment.
- Must possess and maintain Tennessee Firefighting Commission (or equivalent with ability to gain reciprocity) Firefighter I & II, Fire Instructor I, and Fire Officer I & II certifications. Must possess Fire Officer III certifications prior to completion of the third year of employment as Fire Chief.
- Tennessee Department of Health Division of Emergency Medical Services Emergency Medical Responder (EMR) license or higher (EMT-B, EMT-A, or Paramedic) is preferred.
- The National Fire Academy's Executive Fire Officer and/or the Center for Public Safety Excellence's Chief Fire Officer credential is preferred.

RESIDENCY REQUIREMENT

Must establish and maintain primary residency within a 15-mile radius of 4836 Navy Rd. within 90 days of employment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

The individual must complete and pass a background investigation, drug screening, and medical physical exam.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs, and administers all Millington Fire Department operations involving fire equipment, apparatus, and personnel; assists with the development of and administers operating budget.
- Develops and enforces departmental policies and procedures.
- Studies organization, staffing, methods, and techniques making recommendations for improvements affecting efficiency of the fire department.
- Assigns, trains, supervises, and evaluates subordinates; Make recommendations on personnel issues such as promotions, demotions, transfers, salaries, terminations, and other disciplinary actions.
- Directs and supervises the fire department personnel and resources to accomplish goals.
- Supervises and participates in fire prevention, fire investigations, and firefighting.
- Serve as an Assistant to the State Commissioner of Tennessee Department of Commerce and Insurance as set forth in TCA 68-102-108.
- Operates a variety of firefighting equipment; oversees maintenance of fire equipment and apparatus; periodically tests/inspects all fire equipment, apparatus, and property.
- Recommends procurement of new equipment, apparatus and supplies.
- Responds to fire alarms and other emergency calls; drives and operates firefighting vehicles and equipment; supervises all activities at fire scenes and is responsible for directing other firefighters.
- Prepares a variety of administrative reports and records; Reviews a variety of records and reports prepared by others.
- Performs duties of subordinate staff occasionally.
- Assists in the investigation of all fires that destroy or damage property; prepares reports of findings.
- Oversees inspects buildings for fire hazards and compliance with fire prevention ordinances.
- Oversees pre-fire planning, including identification of fire hazards, construction and occupancy classifications, site access points, and locations of fire protection systems.
- Performs public relations and public education activities.
- Responds to inquiries from insurance agents, architects, engineers, prospective residents, real estate agents and others.
- Participates in local emergency planning meetings and drills.
- Attends and participates in city meetings and other meetings as directed by the Public Safety Director or City Manager.
- Performs other related work as required by the Public Safety Director or City Manager.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as needed.

SUPERVISORY RESPONSIBILITIES

Directly supervises Millington Fire Department employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include recruiting, training, and evaluating employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

REQUIRED ABILITIES AND TECHNICAL KNOWLEDGE

- Knowledge of the principles, practices, methods, techniques, tools, and equipment used in firefighting;
- Knowledge of supervision and management principles;
- Knowledge of OSHA (TOSHA) and hazardous material regulations;
- Knowledge of the geography of the city, locations of hydrants, and fire hazards;
- Knowledge of municipal and state fire prevention regulations;
- Ability to safely operate necessary tools and equipment;
- Ability to operate all equipment necessary for fire operations;
- Ability to tolerate high levels of stress and react quickly and calmly in emergency situations and to determine the proper course of action;
- Ability to plan, direct, organize, assign, train, supervise, and develop staff;
- Ability to communicate effectively both verbally and in writing in both one-on-one and group situations;
- Ability to establish effective working relationships with other City officials, county, state, and federal authorities, civic leaders, employees, and the public; and
- Ability to wear and utilize personal protective equipment (PPE) and SCBA breathing apparatus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

When fighting fires, performs extremely strenuous and physical labor for extended periods of time under unfavorable climate and physical conditions, frequently lifting objects weighing up to 100 pounds. Must have strength & stamina to drag/carry another person for wellbeing or welfare. Perform duties requiring bending, crouching, stooping, climbing, and crawling in buildings or close quarters that may be filled with smoke. The employee is regularly required to see, talk, and hear while performing the physical activities marked below.

Activity		Check 1 column for Frequency of Occurrence		
Check Applicable Activities		Occasionally < 1/3 of the time	Frequently 1/3-2/3 of the time	Regularly >2/3 of the time
X	Standing			X
X	Walking			X
X	Climbing: Stairs &/or Ladders	X		
X	Sitting			X
X	Balancing	X		
X	Bending/Stooping/Kneeling	X		
X	Twisting	X		
X	Squatting		X	
X	Grasping/Squeezing			X
X	Repetitive movements w/hands			X
X	Reaching/working overhead			X
X	Lift &/or carry up to 100 lbs.		X	
X	Push &/or pull up to 100 lbs.		X	

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

As fire chief, office work is regularly required. The office is temperature controlled, well-lit with low to moderate noise levels. All firefighting and emergency operations must be performed during all kinds of adverse weather and physical conditions; and the position may be exposed to extreme heat, smoke, hazardous chemicals, falling materials, bloodborne pathogens, etiologic agents, and other dangerous and life-threatening situations. Employee must wear regulation firefighting equipment and any

additional, assigned Personal Protective Equipment (PPE) including SCBA fit.

Physical Requirements

The Fire Chief must be able to perform the essential physical functions of an entry-level firefighter as determined by NFPA

Special Considerations

- Must be willing to be on call at all times unless other arrangements have been made and respond to emergency incidents as needed.
- Must maintain availability to cell phone and/or pager for emergency notifications.

How to Apply and Employee Benefits

All interested applicants must submit a City of Millington application for employment and a comprehensive resume. Applicants can print and complete an application by going to this site: <https://www.millingtontn.gov> You can copy and paste the link into your browser.

Please scan and email the completed application, resume and any supporting documents to hrdesk@millingtontn.gov

Applicants can also mail their completed application, resume and documents to:

City of Millington
Human Resources Department
7930 Nelson Road
Millington, TN 38053

This job posting will be accepting applications from September 30, 2025, until October 24, 2025.

Interviews and physical testing dates for the Millington Fire Chief will be determined after the application process closes. Details will be sent to applicants selected to interview.

The Millington City Fire Chief will be eligible for a comprehensive benefits package which includes the following benefits:

- Salary: \$100,000 – \$127,431 annual, depending on qualifications.
- Medical, Dental & Vision Insurance optional for employees.
- Life Insurance
- Accident, Critical Illness, Disability and Additional Life Insurance optional through USABLE.
- Retirement – The City is a participating employer of the Tennessee Consolidated Retirement System (TCRS). All full-time employees must participate in TCRS and contribute 5% of their gross monthly salary. Employees are vested after 5 years of full-time service.
- 80 hours of paid vacation per year.
- Full-time employees accrue one sick day per month.
- Free YMCA membership for employees and household members.

