

City of Trenton Job Description

Job Title: Fire Chief
Department: Fire
Reports To: City Mayor
FLSA Status: Exempt
Approved By: Tony Burriss, Mayor
Approved Date: August 12, 2025



SUMMARY

The fire chief is a highly visible municipal department head that is expected to project a professional image of self, the fire department, and the city in all situations. This position is under the direct supervision of the City Mayor. The fire chief is responsible for the aspects of administration, planning, supervision, and management of the fire department. The fire chief performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency response services to prevent or minimize the loss of life and property by fire and other emergencies. This position coordinates fire control, rescue, hazardous material clean-up, and mitigation efforts during the department's responses to emergency situations. The fire chief will also work closely with emergency services dispatch and emergency management services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Plans, directs, and administers all Fire Department operations involving fire equipment, apparatus, and personnel; assists with the development of and administers operating budget; applies for and manages fire department grants.

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 firefighting activities at fire scenes and is responsible for directing other firefighters and volunteer 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.

Inspects buildings for fire hazards and compliance with fire prevention ordinances; issues burn permits.

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, and others.

Participates in local emergency planning meetings and drills.

Attends and participates in city meetings and other meetings as directed by the City Administrator.

Performs other related work as required by the City Administrator.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises full-time or part-time Fire Department employees and volunteer firefighters. 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 tools and 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 Town 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.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Must successfully pass the post-offer drug screening and criminal background investigation.

Must successfully pass the post-offer medical physical examination based on NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Department.

Residency Requirement: must reside within the boundaries of Gibson County within 6 months of hire.

EDUCATION and/or EXPERIENCE

High school graduate or equivalent. A college degree in Fire Science, Public Administration, or related field is preferred.

Must have a minimum of five (5) years of fire service management experience.

An equivalent combination of education and related experience with progressive fire and emergency service responsibilities may be considered.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain a valid Tennessee Driver's License within 60 days of hire.

Must possess and maintain Tennessee Firefighting Commission (or equivalent with ability to gain reciprocity) Firefighter I & II, Fire Instructor I, and Fire Officer I certifications.

Must possess and maintain Tennessee Department of Health Division of Emergency Medical Services Emergency Medical Responder (EMT-B) license or higher (EMT-A or Paramedic).

Required to possess and maintain license as a Codes Inspector (Fire Inspector) from the State of Tennessee Department of Commerce and Insurance prior to completion of the second year of employment as Fire Chief.

Required to possess and maintain Tennessee Firefighting Commission Fire Officer II, Fire Officer III, Fire Department Safety Officer, and Fire Investigator certifications prior to completion of the fourth year of employment as Fire Chief.

Professional designations as Chief Fire Officer (Center for Public Safety Excellence) or Executive Fire Officer (National Fire Academy) are preferred.

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 accommodations 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. Performs 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

As 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.

CITY OF TRENTON
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

PERSONAL INFORMATION

FULL NAME _____

PRESENT ADDRESS _____ CITY _____ ZIP _____

HOME PHONE () _____ CELL PHONE () _____ over 18 yrs. old _____

POSITION APPLYING FOR _____ DATE AVAILABLE _____

ARE YOU EMPLOYED NOW? _____ MAY WE CONTACT YOUR EMPLOYER? _____

EMPLOYER'S PHONE NUMBER _____ ADDRESS _____

If hired can you present evidence of your legal right to work in the United States? _____

EDUCATION

HIGH SCHOOL _____ Did you graduate? _____

OTHER _____ Did you graduate? _____

FORMER EMPLOYEES *(Start with most recent)*

NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

JOB DESCRIPTION _____

REASON FOR LEAVING _____

NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

JOB DESCRIPTION _____

REASON FOR LEAVING _____

PROFESSIONAL REFERENCES

NAME _____ TELEPHONE _____ YRS. ASSOC _____

NAME _____ TELEPHONE _____ YRS. ASSOC _____

I certify that the facts set forth are true and complete to the best of my knowledge.

SIGNATURE _____ DATE _____