

**RESOLUTION 26-03**

**A RESOLUTION TO MODIFY FIRE DEPARTMENT AUTHORIZED STRENGTH POSITION DESCRIPTION**

**WHEREAS**, the City of Spring Hill Fire Department operates a command structure that follows industry best practices; and

**WHEREAS**, the primary leadership role in the Training Division had been previously assigned the title of the Assistant Chief of Training and Safety; and

**WHEREAS**, the position's role, responsibilities, and daily tasks more closely align with that of a Division Chief and not as an Assistant Chief; and

**WHEREAS**, it is the goal of the department to have this position description changed prior to filling the current vacant position.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Spring Hill, Board of Mayor and Aldermen approve the following reclassifications: Assistant Chief of Training and Safety (A501) to Division Chief of Training (A401) and to allow Human Resources and Fire Department staff to make any and all necessary changes to the job description, qualifications, and pay scale adjustment for the immediate posting of the position.

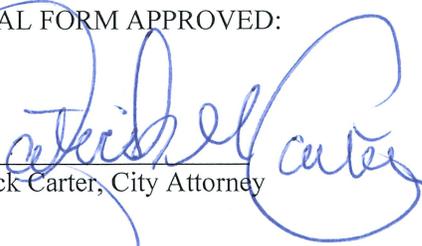
**Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 5th day of January 2026.**

  
Matt Fitterer, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney

## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen  
**FROM:** Graig Temple, Fire Chief  
**DATE:** 12/15/2025  
**SUBJECT:** Resolution 26-03: To revise Authorized Strength Job Description and Classification for Training Chief Position

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### RECOMMENDATION:

Staff recommends approval of this resolution item.

### BACKGROUND:

The current vacant position in the Training Division is for the Assistant Chief of Training and Safety. This position functions daily as a Division Supervisor and as such is not classified correctly for the responsibilities and tasks assigned to that role. As part of a more expansive restructuring of responsibilities, re-classifying this position to a DIVISION CHIEF provides for a clearer job description, authority, role, and duties that better fit the position. The Division Chief rank will be the administrative parallel to that of the Operations Battalion Chief.

### FINANCIAL IMPACT:

The current position is an A501 and this reclassification will reduce the position to an A401.

### SUPPORTING DOCUMENTS:

- Modified Job Description





P O Box 789, Spring Hill, TN 37174  
Phone: 931-486-2252 Email: SHFD@springhilltn.org

## **JOB DESCRIPTION**

### **DIVISION CHIEF of TRAINING & SAFETY**

Under limited supervision, is primarily responsible for providing staff with state mandated in-service training as well as delegating daily/weekly/monthly training topics to Training Cadre, Battalion Chiefs, and Company Officers. Conducts department wide training needs assessment, develops course content, administers and monitors courses, and evaluates instructors and students' individual performance. Creates and maintains up to date curriculum for recruit academies. Provides mentorship to instructors and gives feedback regularly through instructor meetings. Coordinates all external training requests by staff and assists with staff registration and travel arrangements through Fire Administration. Attends regional and state-wide training meetings, acts as liaison with State Fire Commission, Tennessee Fire and Codes Academy, and other out of state training centers. Serves on regional, state, and national committees as needed. Maintains all required position certifications and is engaged in their own personal and professional growth through continuing education, advanced training, and upper-level education. Attends Command Staff meetings, provides reports and compiles monthly training statistics.

#### **TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample)

Responds to all major incidents during normal business hours, and when available after hours. Integrates into the Incident Command System with primary role being that of the Incident Safety Officer; however, should be comfortable assuming any role. Provides assistance to the city's Safety Officer in investigating near-misses and property damage or personal injury incidents. Conducts regular OSHA inspections of stations to maintain compliance with best practices. Works with Peer Fitness Trainers to ensure department compliance with fitness standards, annual fitness testing, and remediation. Works with Fire Administration and selected vendor to coordinate annual firefighter medical physicals, FIT Testing and third-party fitness screenings.

#### **QUALIFICATIONS:**

- Ten (10) years as a Fire Officer (Captain or higher); in a comparable size or larger fire department
- State of Tennessee - EMT, AEMT or Paramedic Licensure (or be eligible for reciprocity)
- Bachelor's degree in Fire Science or related field (or 75 credit hours and actively working on degree)
- NFPA 1002 - Driver Operator (Pumps and Aerial)
- NFPA 1021 - Fire Officer III
- NFPA 1403 - Conducting Live Fire Evolutions (or ability to obtain in 6 months)
- NFPA 1072 - Hazardous Materials Technician



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- NFPA 1021/FDSOA - Incident Safety Officer
- NFPA 1550/FDSOA - Health and Safety Officer (or ability to obtain in 12 months)
- NFPA 1006 - Technical Rescue - Minimum of two (2); Trench Rescue, Confined Space Rescue, Structural Collapse, Swiftwater or Rope Rescue Ops
- NFPA 1041 Fire and Emergency Services Instructor II (Instructor III preferred or ability to obtain in 12 months)
- AHA BLS Instructor (ALS and/or NAEMT Instructor preferred) (or ability to obtain within 12 months)
- Defensive Driving Instructor (VFIS, CEVO or similar program)
- FEMA ICS 100, 200, 300, 400, 700, 800
- Center for Public Safety Excellence - Training Officer and/or Chief Fire Officer credentialing, or ability to obtain within 12 months.

**SPECIAL REQUIREMENTS:** This position is FULL TIME (Salary); 40 hours per week. Schedule flexibility and after hour on-call for emergency responses is expected. Candidates will be required to submit to written testing, oral interview panel, job functionality testing (physical agility) and an NFPA 1582 medical physical prior to any final offers of employment. A thorough background check will be conducted.