

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of head of all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and performance of fire suppression and emergency rescue duties. The Fire Chief sets management policies, goals, and objectives for the department, attends meetings in his capacity of head of fire department operations, responds to fire and emergency alarms to direct the operation of fire personnel, and oversees the performance of fire prevention duties. The Fire Chief works independently, reporting to and having work reviewed by the Mayor.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, goals, and objectives for the department. Determines how departmental divisions should be organized. Evaluates productivity and effectiveness of departmental programs and develops and initiates procedures to improve the quality of service in these areas. Reviews departmental records, existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations to determine if changes in department procedures are needed. Testifies on proposed legislation. Monitors any local conditions which may create situations the department may be called upon to handle.

Organizes the personnel management functions of the fire department. Develops a personnel recruitment and selection program, interviews prospective employees, and makes recommendations for hiring. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops and implements a safety program for the department. Develops a procedure for employee grievance resolutions. Develops a risk management program and investigates all accidents or injuries involving department equipment and personnel in order to make necessary changes in procedure to avoid future accidents. Evaluates training needs, and establishes and maintains the training program. Serves as an instructor for formal classroom training.

Oversees the supervision of subordinate personnel. Holds formal meetings for the purpose of receiving information and disseminating information. Conducts inspections of personnel and equipment to ensure compliance with department standards. Counsels employees who are experiencing work problems and maintains discipline.

Develops and implements an emergency management system. Directs and controls fireground operations, including equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident.

Directs a program of fire inspections, pre-fire planning, and fire investigations. Oversees the inspections of buildings to determine the existence of potential fire hazards. Manages the development of pre-fire plans using information collected by visiting business, schools, and other places of public assembly. Oversees fire investigations, including determining the cause of a fire; identifying, collecting, and securing evidence; interrogating suspects; and testifying in court.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies and acts as official department representative to the news media and at any required meetings. Writes public service announcements, letters, or other official correspondence needed to address the needs of the fire department. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Oversees the development of a public education program to meet identified community needs.

Authorizes the expenditure of funds allocated for departmental operations. Makes recommendations for the departmental operating budget to the proper authority. Writes requests for grants or other special funds.

Oversees and utilizes a system of information management for use in the administration of the department. Supervises the preparation and maintenance of department records and reports, reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities. Personally, completes all forms, records, and reports required of the appointing authority.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares and reviews specifications for fire department equipment, and purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have and maintain a valid Louisiana driver's license.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS****EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate's degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in full time fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.