

## **DISTRICT FIRE CHIEF**

(Promotional Class)

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

This class encompasses positions, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The District Fire Chief responds to all fire alarms received on the assigned shift and directs emergency scene activities until relieved by a superior officer. Employees of this class also have primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. District Fire Chiefs work with a high degree of independence in the performance of their assigned duties. This class reports to and has work reviewed by the Assistant Fire Chief. This class ranks directly below that of the Assistant Fire Chief.

### **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 all fire suppression operations on an assigned shift. Sets goals and objectives for an assigned fire department function. Plans and organizes departmental operations having to do with personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern fire fighting methods and administrative practices. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Recommends changes in department operations that will help the city improve ISO ratings. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law. Promotes peace and harmony within the department by seeing that discipline is maintained, by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary.

Assists in the preparation of the departmental operating budget by compiling and organizing data needed. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget.

Assumes command of fire scene operations and directs all fire fighting, rescue operations and safety procedures until relieved by a superior officer. Performs size-up and directs subordinate

employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, salvage and overhaul, and emergency medical services. Takes charge of all safety procedures at the scene of a fire or emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate fire department personnel. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Oversees and evaluates the work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline. Provides informal or "on-the-job" training for new employees.

Completes any forms and records required, including payroll records and LFIRS reports. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift. Writes letters to handle problems or answer requests addressed to the fire department.

Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools and civic groups. Coordinates special projects designed to improve the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media.

Directs the inspection of buildings to determine the existence of potential fire hazards. Enforces fire prevention codes. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fire occurring within the jurisdiction. Secures the fire scene to prevent removal or damage of evidence of suspected arson.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Writes specifications for new fire department equipment. Purchases equipment and supplies, keeping such purchases with the established budget. Maintains inventory of supplies and equipment.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered 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 be a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding the closing date for application to the board.

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

Must have completed department approved training in First Aid and C.P.R.

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