

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory positions in the fire suppression division. District Fire Chiefs oversee the operations of a single district on an assigned shift, and coordinate work schedules and daily activities to see that all assigned stations are manned, to provide for training of subordinate personnel, and to perform administrative duties related to the assigned shift. Employees of this class ensure that departmental regulations and procedures are observed. District Fire Chiefs command fire ground operations within the assigned district until relieved by a superior officer. Employees of this class work with a high degree of independence, receiving only general instruction from the Assistant Fire Chief. This class ranks immediately below that of 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 the operations of a fire district on an assigned shift. Assists superior officers in planning and organizing operations having to do with personnel and equipment of the assigned district. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on local trends which may affect the fire service, and reports findings to superior officer. Investigates all accidents involving personnel and equipment of the assigned district. Investigates complaints against subordinate personnel, and recommends appropriate action.

Manages fire suppression and emergency operations of the assigned district. Responds to all alarms within the assigned district, and functions as incident commander until relieved by superior officer. Supervises the performance of subordinate personnel during emergency incidents, and directs emergency scene operations such as size-up, forcible entry, ventilation, protection of exposures, fire extinguishment, salvage and overhaul, and emergency medical services. Personally acts as part of the fire attack team. Oversees all safety procedures at the emergency scene. Maintains communications between the fire scene and authorized personnel, and calls for assistance when needed. Participates in incidents involving hazardous materials. Investigates causes of fires within the assigned district. Assists arson investigation personnel.

Supervises all company officers assigned to the district for which responsibility has been delegated. Holds meetings with personnel for the purpose of receiving reports and disseminating information. Inspects the appearance of personnel and equipment. Assigns work and duty areas to subordinates. Assigns work schedules and approves leave. Evaluates work performance of subordinate employees, and discusses performance evaluations with both superiors and employees. Provides technical assistance to subordinates when needed. Maintains discipline.

Supervises training of subordinates in fire suppression techniques. Conducts training in fire fighting, safety, rescue, first aid and emergency medical services, ventilation, nozzle and hose handling, fire streams, water supplies, use of tools and equipment, salvage and overhaul, pre-fire planning, and fire inspection.

Provides for the preparation and maintenance of all forms, records, and reports required to document the activities of the assigned district. Personally completes any forms or records assigned.

Informs the public about fire department operations through talks, demonstrations, and distribution of literature. Answers questions for the public about the operations of the fire department or other related emergency services

Oversees the general care and maintenance of property and equipment assigned to the delegated district. Provides for sufficient supplies and equipment for the assigned district.

Performs any related duties assigned

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below 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.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered under the authorization of 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 driver's license.

Must be a regular and permanent employee in the class of Fire

Captain for at least five (5) years immediately preceding closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Inspector I, Fire Officer I, and Fire Officer II, according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of District Fire Chief.

Prior to the closing date for application to the board, must have completed a minimum of eighteen (18) hours of college credit in a Fire Science or related fire management curriculum.

Effective January 1, 2010, must have an associate degree in fire science or a related fire management curriculum as approved by the Fire Chief.

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| STG | 11-05-98 |
| Rev | 01-12-00 |
| | 06-21-00 |
| | 10-02-06 |
| | 06-18-07 |