

## **CHIEF OF OPERATIONS**

(Promotional Class)

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

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is to manage the operations of the St. Tammany Parish F.P.D. #11 fire department. The Chief of Operations plans and organizes departmental operations and recommends management policies, goals, and objectives. The incumbent of this class assists the Fire Chief in personnel recruitment and employee management, as well as facilitating the accounting for the department. The Chief of Operations performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of 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 operation of one fire department function or division. Plans for department activities, and recommends new management policies and goals. Performs the duties of the Chief in his absence. Inspects various divisions, evaluates their effectiveness and takes action to correct problem areas. Organizes departmental operations dealing with equipment, apparatus, and personnel. Investigates all accidents and complaints. Delegates authority to subordinates for the more effective operation of the department.

Assists the Fire Chief with developing a personnel recruitment and selection program, interviews prospective employees, and makes hiring recommendations. Keeps promotional eligibility lists and recommends promotions based on civil service law. Promotes harmony within the department, insures that discipline is maintained, counsels employees, and works with any other board, agency, or union. Supervises department employees, assigns work or duty areas, inspects appearance of employees and equipment, and meets with personnel to receive reports and disseminate information. Approves leave, evaluates employees, reviews reports, and discusses employee work performance with the Fire Chief.

Accounts for the money and assets of the department. Assists the Fire Chief with preparing expenditure and revenue estimates. Purchases equipment and supplies, keeping in line with the established budget. Arranges for repairs and maintenance on all department facilities, equipment or operating systems, or assigns such to qualified personnel. Inspects equipment to insure repairs were properly accomplished. Assists the Fire Chief in writing

specifications for new equipment, prepares those specifications for public bids, and oversees the bidding process. Orders supplies and equipment, and distributes those supplies to the appropriate personnel.

Supervises the maintenance of all department records. Decides what information should be included in department records and determines how the information should be kept. Reads correspondence to the fire station and responds to requests. Completes any forms and records assigned, including LFIRS reports. Writes requests for grants or other special funds to aid in the operation of the fire service.

Monitors local conditions which may become safety hazards and responds to emergency calls, in person or through a subordinate. Supervises subordinates at the fire scene, directing rescue operations, emergency medical assistance, and the containment of hazardous materials. Sizes-up the emergency scene and determines the extent of the fire, the condition of the building and the water supply. Acts as part of the fire attack team and takes charge of all safety procedures. Maintains communications between fire fighting personnel and law enforcement at the fire scene. Investigates the circumstances of fire suspected to be arson and oversees the securement of evidence. Supervises the collection of information for pre-fire planning.

Develops a training program for the department and supervises regular employee training at all levels. Conducts training in the classroom, on-the-job, and in drills. Supervises training in basic fire fighting, hydraulics, pump operations, equipment driving, hose and nozzle handling, and breathing apparatus. Conducts training in rescue operations, first aid, fire fighting techniques, equipment, and hazardous materials. Oversees training in fire inspection, investigation, water supplies and systems, and pre-fire planning. Supervises the general care and maintenance of all fire fighting equipment and apparatus, insuring that all equipment is regularly tested.

Participates in conferences, conventions, and other educational meetings as required, giving reports and offering advice. Keeps informed on modern fire fighting methods and recommends changes to the Fire Chief that will help the city to obtain favorable ISO ratings. Studies new laws, regulations, ordinances and court rulings to determine if changes in department policies are needed. Reviews existing or proposed legislation with the Fire Chief to determine the effect of such legislation on the department. Coordinates public relations initiatives, giving talks and demonstrations to the public, or distributing literature to interested parties. Gives assistance to related federal, state, and local agencies, and acts as a consultant to volunteer fire departments from surrounding areas. Testifies in court when required.

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.

Must possess a valid driver's license.

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 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.