

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class directs all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares an operating budget, locates grant funding and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the St. Tammany Fire Protection District Number 11 Fire Board of Commissioners.

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 target areas for fire prevention or public education efforts and develops such programs to meet identified community needs. Directs programs of pre-fire planning, fire inspection, and fire investigation. Evaluates the productivity and effectiveness of departmental programs and develops and initiates procedures to improve the quality of service in these areas. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Attends conferences, conventions, and other educational meetings. Reviews incoming communications, making assignments or routing work to the appropriate person.

Develops and implements a safety program for the department and ensures subordinates are trained in safety. Monitors any local conditions which may create situations the department may be called upon to handle. Devises a risk management program to control departmental losses, and investigates all accidents or injuries involving department equipment or personnel in order to make changes in procedure to avoid future accidents. Provides for good housekeeping and takes action necessary to control accident hazards.

Develops and implements an emergency management system. Directs and controls fireground operations, including size-up, equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Performs fire suppression duties as may be required in order to assist in the control of the

incident. Directs the handling of special tactical situations, emergencies involving hazardous materials and injury or illness and determines action to be taken to contain or control the incident.

Develops a personnel recruitment and selection program in accordance with EEO standards and interviews prospective employees, making recommendations for hiring. Assists in the development and administers a comprehensive personnel plan providing for compensation and benefits. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Provides for employee grievance resolution procedures for the department. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews, recommending disciplinary action and notifying employees of disciplinary action taken.

Oversees the supervision of subordinate personnel by delegating and reviewing assignments, outlining responsibilities and duties, adjusting work schedules, assigning work spaces, approving leave, and setting task priorities and long-term goals. Determines performance standards for department personnel and establishes procedures for evaluating employee performance. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides subordinates with supplies, tools, and resources necessary and ensures that resources are used economically. Inspects the appearance of department equipment and subordinate personnel. Holds formal meetings for the purpose of receiving information and disseminating information.

Prepares a departmental operating budget and authorizes the expenditure of funds allocated for departmental operations, making sure such expenditures are in accordance with the budget. Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Prepares revenue and expenditure estimates. Locates available grants and writes requests for special funds. Administers grant-funded projects assuring that grant provisions are met and that funds are used as specified in the proposal.

Evaluates training needs of the department and establishes and maintains the training program. Serves as an instructor for formal classroom training and provides for outside instruction. Provides on-the-job training for department members, including explaining policies, procedures, and rules and providing assistance in technical areas of work. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance and cooperation in training and/or fire protection efforts when required.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides

for the security and privacy of all information. 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.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications for fire department equipment. Oversees the process of maintaining an inventory of supplies and equipment. Reviews products and purchases supplies and equipment for the department. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property after repairs to see that repairs were properly accomplished.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Coordinates the work of the department with related federal, state, and local agencies. Communicates with boards and agencies whose rules or operations may affect the careers of the fire department employees or the work of the fire department. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends. Writes letters in response to written or oral requests addressed to the fire department. Delivers talks or demonstrations on fire prevention or related fire protection topics to schools and civic organizations.

Performs any other related duties.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to 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 possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

Must have a bachelor's degree in fire science, fire administration,

business administration, public administration, or a related curriculum and at least five (5) years of 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 with a paid fire department 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 degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of 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 with a paid fire department 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, general educational development (G.E.D.) 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. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. **AND** must have at least nine (9) years of 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 with a paid fire department 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.