

**FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class sets management policies, goals and objectives for the department, prepares and submits an operating budget, locates grant funding, and organizes the personnel management functions of the department. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners and by the Parish President.

**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.

Directs management policies, goals and objectives for the department. Creates a functional departmental structure that best utilizes the available resources, routing work to the appropriate personnel. Locates and secures grants available for fire protection projects and provides for the enforcement of union contract provisions. Participates in collective bargaining efforts to negotiate contracts with employee labor unions. Collects and reviews data in order to make effective management decisions, reviews department operations in light of the data gathered, and inputs new policies and procedures. Reviews legislation, regulations, and ordinances pertaining to fire protection to determine if changes in policy are needed, and testifies on proposed legislation before legislative committees. Monitors local conditions which may affect the department, identifies target areas for improvement in service, and oversees the coordination of fire district consolidation.

Promotes a positive public image of the department, coordinates the work of the department with all applicable state, local and federal agencies, and serves as official department representative at meetings. Gives speeches or demonstrations before schools and civic groups on fire prevention or related topics. Works with boards and agencies, such as retirement and supplemental pay boards, which affect the careers of fire department employees. Oversees departmental interaction with the news media, and directs the handling of any complaints received from the public. Identifies target areas for public education in fire prevention, develops a program to meet community needs, and produces instructional materials.

Works with the parish fire board on local legislation and meets regularly with all cities and towns to convey fire department action. Writes departmental correspondence, public service announcements, news releases, and requests for grants or other funds to aid in the operation of the fire department.

Manages the personnel functions of the department, creating work cycles and efficiently distributing manpower. Develops a personnel recruitment and selection program and maintains promotional eligibility lists. Determines performance standards for personnel, establishes employee evaluation system, and provides training for supervisors on evaluations. Uses information gained from performance evaluations to make job assignment decisions and assists in developing a comprehensive employee compensation plan. Maintains a balance between meeting employee and organizational goals, and develops a grievance resolution process. Reviews work, delegates assignments, outlines responsibilities, sets task priorities and long term goals for subordinates. Assigns work spaces and supplies employees with the resources to complete their jobs. Holds formal meetings with groups of subordinates, adjusts work schedules, approves leave, and monitors work pace. Reviews reports written by subordinates, evaluates employee work performance, counsel employees experiencing work problems, and handles employee grievances. Gives constructive feedback on work performance, motivates employees, and maintains discipline in the department.

Develops and implements an emergency management system. Ensures that command staff members are meeting objectives in accordance with procedures set up in the emergency management plan. Establishes effective fireground communications to promote maximum effectiveness, and provides for a departmental communication system that handles emergency and non-emergency calls. Oversees a program of fire inspections, pre-fire planning, and fire investigation, ensuring that assigned department members have requisite training and reviews the work of subordinate personnel.

Devises a risk management program to control losses at an acceptable level, monitors that program, and makes any necessary changes in procedure. Develops and implements a safety program for the department and establishes a system of personnel inspections to exercise control by providing analysis of department procedures. Develops a report review system to analyze fire quality service, provides for outside audits, and establishes an internal affairs review process to investigate violations of departmental policies. Inspects the appearance of department equipment and personnel, trains subordinates in safety, and ensures that equipment and personnel meet departmental standards. Evaluates training needs and oversees a training program for the department, providing on-

the-job training for members and scheduling outside instruction to meet any training needs not available.

Manages the general accounting system for the department, overseeing that expenses, disbursements, and related departmental financial transactions are recorded properly to maintain accurate financial records. Authorizes expenditure of funds allocated for fire department operation, and prepares a departmental operating budget. Prepares revenue and expenditure estimates, and directs payroll administration.

Oversees a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in departmental records, determines in what form such information should be kept, determines record retention and provides for the security and privacy of all stored information. Completes any records required and compiles data needed for reports.

Oversees the care and maintenance of all departmental property, arranges for repairs of any equipment, and inspects property after repairs to see that they were properly accomplished. Prepares specifications on new equipment for public bid and remains proficient in the use of departmental equipment.

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 test.

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 appointment, 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 QUALIFICATIONS****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 should 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 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 should 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. Must also have at least ten (10) 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 should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.