MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ASCENSION PARISH FIRE PROTECTION DISTRICT #3 (PRAIRIEVILLE)

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ASCENSION PARISH FIRE PROTECTION DISTRICT #3 (PRAIRIEVILLE)

FIRE SERVICE

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Original Adoption:	12-14-06
Revision Dates:	08-25-08, 08-31-11, 06-07-16, 09-16-19, 08-19-21

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, driving and operating fire apparatus and equipment, and maintaining fire department vehicles, and also provide emergency medical care to the sick or injured at an emergency scene. Firefighters/Operators participate in areas concerning pre-fire planning, inspections and fire prevention. Employees of this class work independently in most areas, receiving general instructions for special task assignments under the direction and supervision of the Fire Captain. This class ranks immediately below that of Fire Captain.

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.

Trains for, performs, and maintains proficiency in firefighting and rescue tasks such as connecting, carrying, and operating hose lines; directing fire streams; forcible entry; ventilation; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety. Examines victims for signs of injury and administers first aid to treat minor injuries, as well as emergency care to victims of fires, accidents, drowning, poisoning, drug overdose and other emergencies.

Operates or rides in fire apparatus to and from fire or emergency scene. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the fire or emergency scene by taking shortest route available using resources of maps or memory. Positions apparatus and connects to supply source. Determines the number of required hose lines necessary for fire suppression. Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressures necessary for fire suppression. Operates and controls portable, fixed, or large-caliber water streams.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Carries or removes burning items to reduce fire and smoke damage. Locates and extinguishes hidden fires and hot spots. Picks up water after fire is extinguished using appropriate method. Constructs catch-alls to trap and dispose of water. Removes debris and charred waste. Shores up or tears down weak and dangerous structural components.

Participates in fire investigation and fire cause determination. Recognizes, notes, and preserves evidence of arson. Informs officer in charge of suspected arson. Questions witnesses to determine fire cause. Testifies in court when required.

Participates in fire prevention and fire inspection tasks such as inspecting buildings for fire

hazards and compliance to fire codes, inspecting portable fire extinguishers, studying the district to become familiar with the location of fire hydrants or water lines, and related duties. Monitors water pressure in assigned areas or zones. Participates in pre-fire planning, including gathering and studying information regarding types of occupancy and structure, building layout, hydrant and standpipe location, and hazardous materials storage. Draws preplanning maps and diagrams. Updates hydrant maps and vital building books. Conducts fire drills in schools and businesses. Conducts prevention inspection of residences. Inspects smoke and heat detector devices in public and private properties.

Studies and maintains proficiency in the procedures for special emergencies. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Acts to contain hazardous material spill or control spread. Locates and operates shut-off valves for gas, electricity, oil, and water in buildings to reduce hazard. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer.

Participates in assigned training drills either as an individual or as a member of a group. Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws and regulations or updates related to performance of work. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, location of streets, water mains, and hydrants in response area. Assist with developing training presentations within the department, and provides occasional “on-the-job” training as directed.

Cleans, dries, tests, inspects, and properly secures any assigned fire fighting equipment such as fire apparatus, communications equipment, hoses, hand tools, portable breathing apparatus, turn-out equipment, ladders, or related equipment. Performs periodic tests of apparatus pumping capacity and pressure. Inspects tools for damage or to determine if any tools are missing, and makes report. Completes minor repairs to equipment and tools. Maintains inventory of tools and equipment on apparatus using checklist or knowledge of equipment.

Performs tasks necessary for the proper maintenance and function of the station and grounds such as cleaning floors and windows, emptying trash cans, changing bed linens, and performing other minor maintenance duties. Assists in preparing meals for firefighters at the station and cleans kitchen area. Provides for the security of the station by locking station doors and securing valuable items. Maintains the organization of the station library. Inspects fire station and notifies officer in charge of needed repairs.

Performs public relations duties such as calming excited citizens at emergency scene, receiving and responding to questions and complaints from the public, and providing information to the public concerning the work of the fire department. Receives telephone calls and provides necessary information or directions. Refers calls to appropriate personnel or agency. Completes any forms, records, or reports as required. Assists visitors at the station. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Works with local youth groups and other community groups, delivering lectures or demonstrations on fire prevention or fire safety.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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 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.

Applicant must possess one of the following: high school diploma, high school equivalency 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 equivalency certificate.

Prior to confirmation in the class of Firefighter/Operator, must become Louisiana State Certified and 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 Firefighter/Operator.

Must not be less than 18 years of age.

Must have a valid driver's license.

Firefighter AC	
Original Adoption:	12-14-06
Revision Dates:	05-23-08, 08-25-08, 08-12-10, 08-31-11, 04-04-14, 05-26-16

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by a District Fire Chief. Fire Captains rank directly below the class of District 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.

Supervises the operation of one fire station for one shift. Responds all fire alarms from dispatcher and directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher, and performing size-up of an emergency scene. Supervises the driving of the fire apparatus and directs or assists in the positioning of apparatus at the fireground. Sets up fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Serves as fire safety officer at the scene of an emergency and directs emergency scene operations until relieved by superior officer. Supervises and assists handling of emergencies involving hazardous materials. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate fire department personnel, delegates authority as necessary, assigns work and duty areas, and inspects the appearance of subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance with subordinates. Assists in resolving employee complaints and grievances, and counsels employees who are experiencing work problems. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command.

Works with superior officer when recommending new management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Investigates all accidents and complaints involving department

personnel as directed. Aids with coordinating the work of the department with related agencies, such as law enforcement, State Fire Marshall's Office and mutual aid, releasing information and giving assistance when needed. Assists superior officers by recommending changes in department operations that will help the city to obtain favorable ISO ratings.

Performs or directs subordinates in pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Assists superior officer when reporting fire hazards or safety violations to the appropriate authority. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction by questioning witnesses to a fire incident in order to collect information. Testifies in court when required.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Makes recommendations on major purchases for the department and writes specifications for new fire department equipment. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Assists with development of training program for the department. Provides training for fire personnel by conducting training in the classroom, through drills and evolutions and providing informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Reviews reports written by subordinates. Completes any forms, records, or reports required, including NFIRS reports. Compiles data and writes reports.
Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as 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, and of legal age.

After offer of promotion, 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 be a regular and permanent employee in the class of Firefighter/Operator for at least (48) forty-eight months immediately preceding closing date for application to the board.

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 Captain.

Fire Captain AC	
Original Adoption:	08-31-11
Revision Dates:	05-26-15, 06-07-16, 01-19-22

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. District Fire Chiefs direct emergency scene activities and handle all disciplinary issues. Employees of this class also have the primary responsibility of supervising subordinate personnel, of assisting superior officers in providing for the care and maintenance of department equipment, vehicles and property, and of providing for the training of department personnel. District Fire Chiefs receive specific instructions for most duties but have the authority to work independently in certain designated areas. This class reports to and ranks directly 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.

Supervises all department operations on one shift. Sets goals and policies for the department and recommends new objectives to a superior officer. Assists the Assistant Fire Chief with determining how the department should be organized and participates in the research and planning for the department. Observes department operations, evaluates their effectiveness, and recommends improvements to problem areas. Aids the Assistant Fire Chief by planning and organizing department operations, including equipment and personnel operations. Participates in recommending changes to superior officers that will help obtain favorable ISO ratings. Monitors conditions which may become safety hazards. Aids the Assistant Fire Chief in determining if changes in department procedures are needed by studying new laws, regulations, ordinances, and court rulings.

Oversees positions within fire suppression classifications. Supervises department employees by assigning work areas, evaluating work performance, and delegating authority to subordinates for the more effective operation of the department. Reviews employee reports, holds meetings with personnel to communicate important information, and provides assistance to employees in technical areas of work. Resolves employee grievances, counsel's employees experiencing work problems, and maintains discipline by recommending action to superior officer. Investigates all accidents and complaints involving department personnel, determines cause, and proposes resulting action to be taken. Promotes peace and harmony in the department and works with employee groups. Researches the best methods of handling specific fire department tasks and sees that such jobs are assigned to qualified personnel.

Responds to all emergency calls, supervises employees at the scene of an emergency, performs size-up, and directs rescue operations. Supervises forcible entry, ventilation, hose handling, and pump operations. Oversees the use of water supplies at the emergency scene, salvage operations, emergency medical services, and exposures operations. Takes charge of all safety procedures, participates in hazardous materials emergencies, and maintains communications between the fire scene and authorized personnel. Aids the Assistant Fire Chief with providing for the needs of emergency personnel at the incident and acts as coordinator between firefighting personnel and law enforcement. Collects information for pre-fire planning by visiting facilities

located in the fire service area and becoming familiar with features that may become important in an emergency situation. Investigates the causes of a fire, especially those suspected to be the result of arson, and secures the fire scene to protect any evidence. Testifies in court when required.

Provides for the maintenance of all department records. Supervises preparation and maintenance of records and reports by periodically reviewing subordinates' reports and by inspecting record retention facilities. Completes any forms and records assigned.

Assists superior officers with developing a training program for the department, providing for regular employee training at all levels. Conducts training in the classroom, conducts drills and evolutions, and provides for on-the-job training when directed by a superior officer. Assists with conducting training in basic firefighting, equipment, water supplies, and safety. Performs training in hose handling, first aid, and pre-fire planning. Conducts training in forcible entry, ventilation, salvage and overhaul. Trains employees in supervision, hazardous materials, inspection and investigation. Keeps informed on modern firefighting methods and administrative practices.

Supervises the general care and maintenance of firefighting apparatus and equipment, including communication equipment, vehicles, and station grounds. Tests equipment arranges for maintenance or repairs as needed and inspects equipment after repairs to see that they were properly accomplished. Maintains inventory of supplies and equipment, orders new equipment, and distributes those supplies to the appropriate personnel.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools and other civic groups. Assists superior officers with acting as department representative to the news media, releasing information and answering questions about the work of the department. Coordinates special public relations projects for the department.

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.

Must possess a valid driver's license.

After offer of promotion, 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 four (4) years immediately preceding closing date for application to the board.

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 be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of District Fire Chief.

District Fire Chief AC	
Original Adoption:	06-07-16
Revision Dates:	09-16-19

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory fire department positions, the primary duty of which is managing specific administrative tasks including planning, organizing, and conducting departmental training, as well as managing and maintaining department records. Assistant Fire Chiefs are also responsible for the preparation and maintenance of records of shift activities, for directing the care and maintenance of assigned equipment and vehicles, and for performing public relations duties. The employees of this class are responsible for the effective handling of emergency situations until relieved of command by a superior officer. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the Deputy Fire Chief. This class ranks directly below that of Deputy 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 department operations on one shift. Assists the Deputy Fire Chief with setting management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department and makes recommendations on how the department should be organized. Conducts inspections of various department divisions, evaluates the effectiveness of the divisions, and takes appropriate action to improve problem areas. Assists the Deputy Fire Chief with planning and organizing departmental operations having to do with equipment and personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service and participates in conferences and conventions. Keeps informed on modern firefighting methods and administrative practices. Assists the Deputy Fire Chief with recommending changes in department operations that will help the city ISO ratings. Performs and supervises the investigation of all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. Assists the Deputy Fire Chief with studying new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed.

Investigates complaints against department personnel and assists the Deputy Fire Chief with interviewing prospective employees. Aids the Deputy Fire Chief with keeping promotional eligibility lists and promotes peace and harmony within the department by seeing that discipline is maintained. Supervises positions comprising fire suppression classifications, delegating authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Holds meetings with fire department personnel to receive reports and disseminate information. Supervises department employees by inspecting the appearance of assigned equipment and subordinates, assigning work or duty areas, and assigning work schedules. Oversees and evaluates work performance of subordinates, reviews subordinate reports, assists subordinates in technical areas of work, resolves employee complaints and grievances, and writes employee evaluation reports. Assists the Deputy Fire Chief with approving

subordinate's leave and with counseling employees who are experiencing work problems. Maintains discipline by recommending disciplinary action.

Manages the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Directs the testing of equipment, researches the best methods of handling specific fire department tasks, and arranges for repairs and maintenance of all department facilities, equipment, or operating systems. Inspects equipment after repairs to see that repairs were properly accomplished. Writes specifications for new fire department equipment, prepares specifications for public bids, and assists with meeting with sales representatives to review products. Manages the inventory of supplies and equipment, orders supplies, and distributes supplies to personnel.

Assists the Deputy Fire Chief with gathering budget information and in the preparation of the departmental operating budget. Prepares expenditure estimates, purchases equipment and supplies, and recommends major purchases for the department.

Assists the Deputy Fire Chief in maintaining all department records. Supervises the preparation and maintenance of the records and reports of an assigned service, completes any forms or records required, and compiles and organizes data needed for reports.

Responds to all alarms or emergency calls for which the department is answerable. Supervises subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Performs size-up of an emergency scene and determines source of water supply. Directs forcible entry, ventilation, nozzle and hose handling, exposure protection, pump, and sprinkler and standpipe operations. Manages all safety procedures at the emergency scene. Supervises communications between the fire scene and other authorized personnel, provides for the needs of emergency personnel at the scene of an incident, and acts as coordinator between firefighting personnel and law enforcement personnel at the scene. Investigates the circumstances of fires, especially those suspected to be the result of carelessness or the act of an arsonist. Manages the fire scene to prevent removal or damage of evidence, assists arson investigation personnel, and testifies in court when required.

Supervises the inspection of buildings to determine the existence of potential fire hazards. Assists the Deputy Fire Chief with reviewing plans and blueprints for new construction and collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area.

Assists the Deputy Fire Chief with developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department. Conducts classroom training, drills and evolutions, and provides informal or "on-the-job" training for new employees.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, or any other concerned citizens. Assists the Deputy Fire Chief with recommending needed policy statements or policy changes for the fire department based on data from polls and surveys and with acting as department representative to the news media. Answers questions for the public about operation of the fire department or any related areas of

emergency services.

Performs related duties as 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 and of legal age.

After offer of promotion, 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 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 Assistant Chief.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of District Fire Chief for at least five (5) years immediately preceding closing date for application to the board.

Assistant Fire Chief AC Original Adoption: 09-16-19 Revision Dates:

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions. The employee of this class performs the duties of the Fire Chief in the Chief's absence and supervises all subordinate department employees. The Deputy Fire Chief provides for the production and maintenance of department records and reports, manages the inventory and maintenance of supplies and equipment, and assists with the financial management of the department. The Deputy Fire Chief has the authority to work independently and has work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of the class 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.

Performs the duties of the Fire Chief in the Chief's absence. Manages the operation of one fire department function or division, including the planning and organization of departmental personnel, equipment and apparatus. Evaluates the effectiveness of the department by conducting inspections of various divisions and observing department operations. Recommends management or departmental goals, objectives, and policies for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Keeps informed on modern firefighting and administrative methods and local trends that may affect the fire service. Recommends changes in department operations that will help obtain favorable ISO ratings. Investigates accidents and complaints involving the department, determining cause, and taking action to correct the problem or to avoid future accidents.

Supervises department employees by assigning work schedules, work or duty areas, and approving leave. Inspects the appearance of all assigned personnel and equipment. Holds meetings with subordinates to receive and review reports and disseminate information. Evaluates the work performance of subordinates and discusses work performance with subordinates and Fire Chief. Writes employee evaluation reports. Maintains discipline. Resolves employee complaints and grievances, and counsel's employees who are experiencing work problems. Provides assistance in technical areas of work. Delegates authority to subordinates for the more effective operation of the department.

Participates in developing a personnel recruitment and selection program, interviewing and recommending prospective employees, and providing informal or "on-the-job" training for new employees. Assists in the development of a training program for the department, evaluates training needs, and maintains that such program is properly staffed and supplied with the appropriate resources. Provides for employee formal training in the classroom or conducts drills and evolutions in basic firefighting and rescue operations, safety, EMS and hazardous materials

operations, driving and the use of fire apparatus, equipment, tools, and breathing apparatus.

Responds to alarms or emergency calls for which the department is answerable and directs overall incident command. Directs activities and supervises the fire company at the scene of a fire or other emergency, performing duties such as overseeing safety procedures, size-up, forcible entry, ventilation, nozzle and hose handling, pump operations, use of water supplies, protection of exposures, salvage and overhaul operations, and rescue operations. Supervises or personally acts as part of the fire attack team. Secures the fire scene to protect evidence of suspected arson and assists arson investigation personnel as necessary. Directs first aid, CPR and emergency medical service operations at the emergency scene. Participates in handling emergencies involving hazardous materials.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Collects information for pre-fire planning by visiting public buildings and inspecting or directing the inspection of buildings to determine the existence of potential fire hazards. Reviews plans and blueprints for new construction and makes reports or recommendations concerning such plans.

Oversees the preparation and maintenance of all department records, by reviewing and determining what information should be contained, and by inspecting systems and filing facilities. Compiles and organizes data needed for reports. Writes reports and personally completes any forms and records required. Supervises the preparation of LFIRS reports. Reads correspondence addressed to the fire department and replies as directed by the Fire Chief.
Assists in preparation of the departmental operating budget by compiling and organizing data needed to prepare the department's budget. Manages the accounting for the money and assets of the department as assigned by the Fire Chief. Meets with sales representatives to review products. Makes recommendation on major purchases for the department. Prepares expenditure and revenue estimates. Authorizes expenditures of funds, and purchases equipment and supplies, keeping such purchases within the established budget.

Supervises the general care and maintenance of department vehicles, firefighting apparatus, stations, grounds, and communications or other specialized equipment. Personally, tests or directs the testing of department equipment. Arranges for needed repairs and inspects equipment after repairs to check that repairs were properly accomplished. Prepares and writes specifications for new fire department equipment and oversees the bidding process. Maintains the inventory, orders and distributes department supplies and equipment.
Answers questions for the public about the operation of the department or any related areas of emergency services, including informing the public about fire department work through talks and demonstrations. Coordinates special projects related to public relations or the image of the department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Assists the Fire Chief with acting as department representative to the news media.

Performs related duties as 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, and of legal age.

After offer of promotion, 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 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 Deputy Chief.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Fire Chief for at least (5) five years immediately preceding closing date for application to the board.

Deputy Fire Chief AC	
Original Adoption:	08-25-08
Revision Dates:	09-30-11, 05-26-15, 06-07-16, 09-16-19

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 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 directs and controls all fire suppression and emergency operations, 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 Fire Chief is also responsible for ensuring good public relations, public fire education and fire prevention. The Fire Chief works independently, reporting to the Ascension Parish Fire Protection District Number 3 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 how the department should be organized to best utilize available resources in providing fire protection services for the community. Evaluates the productivity and effectiveness of departmental programs and develops and initiates procedures to improve the quality of service in these areas. Develops and implements a safety program for the department and trains subordinates 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. Reviews incoming communications, making assignments or routing work to the appropriate person.

Organizes the personnel management functions of the fire department by creating work cycles and deploying available manpower. Develops a personnel recruitment and selection program in accordance with EEO standards and interviews prospective employees and makes hiring decisions. Supervises subordinate personnel by delegating assignments, outlining responsibilities and duties, setting task priorities and long-term goals for subordinates, adjusting work schedules and approving leave. Holds formal meetings for the purpose of receiving information and disseminating information.

Conducts inspections of personnel and equipment to assure compliance with department standards. Evaluates the work performance of subordinates and writes employee evaluation reports. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops an employee grievance resolution procedure. Maintains discipline by counseling employees who are experiencing work problems, handling employee complaints and grievances, and notifying the employee of disciplinary action taken.

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. Provides 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.

Develops and implements an emergency management system. Directs and controls fireground operations, including equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident. Directs the handling of special tactical situations, or emergencies involving injury or illness, determining action to be taken to contain or control the incident. Directs a program of fire inspections and pre-fire planning. Performs fire suppression duties as may be required in order to assist in the control and containment of the incident.

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 departmental records, determines in what form this information should be kept, and provides for the security of all departmental records. 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 of the appointing authority. Locates grants available for fire protection and prevention projects and administers grant-funded projects. Writes requests for grants or other special funds.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations and attends all assigned meetings, testifying if necessary. Coordinates the work of the department with related federal, state, and local agencies. Delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Writes letters in response to written or oral requests addressed to the fire department.

Prepares and submits to the proper authority a departmental operating budget. Manages the operation of the general accounting system for the department. Records expenses, disbursements and related financial transactions in order to maintain accurate fiscal records. Authorizes the expenditure of funds allocated for departmental operations, making sure that such expenditures are in accordance with the budget.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Oversees the process of maintaining an inventory of 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. Prepares specifications on new fire department equipment for public bids.

Performs any related duties assigned.

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.

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 Fire Chief.

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 not be less than 18 years of age.

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 progressively responsible 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 progressively responsible 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, high school equivalency 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 equivalency certificate and at least nine (9) years of progressively responsible 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.

Fire Chief AC	
Original Adoption:	12-14-06
Revision Dates:	04-04-14, 05-26-15

CHIEF OF TRAINING

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which are developing, organizing and directing a comprehensive training program for the fire department. The Chief of Training is responsible for providing safe training for employees using the most updated methods and materials for optimal operation. The incumbent of this class acts as a liaison between multiple divisions and provides training that meets departmental goals. The Chief of Training has no direct supervision over fire department personnel, however, the incumbent exercises functional supervision over departmental employees with regard to training activities and safety procedures. The employee of this class has the authority to perform duties independently, reporting to and having work reviewed directly by the Deputy 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 the fire department training division. Directs and oversees the recruit training academy. Recommends and sets management policies, goals, and objectives for the division. Assists superior officers in planning and organizing departmental operations related to personnel, equipment, and apparatus. Participates in research and planning for department programs, conferences, and educational meetings. Gives reports, makes recommendations, and keeps informed on administrative practices and local trends that may affect the fire service and firefighting methods. Assists Chief Officers with PIAL insurance ratings and recommends changes in department operations to improve ratings. Participates in the review of new laws, regulations, ordinances and court rulings relating to fire operations to determine if changes in policies and procedures are needed. Assists the administration by participating in inspections and evaluations of various divisions of the department and by recommending appropriate action to improve problem areas.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department or arranges for outside instruction. Maintains a library of training materials. Oversees informal or “on-the-job” training. Develops and prepares lesson plans, training material, and job simulation exercises. Takes notes and photographs at fire scene for use in training. Schedules training for all employees and coordinates the movement of fire companies to and from training activities. Conducts training in the classroom, at the drill field, and at fire stations in pre-fire planning, basic firefighting techniques, and fire service operations including ladder operations, fire extinguishers, nozzle and hose handling, fire streams, fire attack, protective breathing apparatus, ventilation, safety, hydraulics, pump operations, driving fire equipment, forcible entry, salvage, overhaul and hazardous materials operations. Also provides for training in areas such as first aid, rescue, CPR, EMS, communications, supervision, public relations, fire inspection, fire investigation, and laws applicable to fire service operations.

Prepares, administers, and grades written training tests. Evaluates the effectiveness of training to determine the need for additional training or changes in the training program by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Makes recommendations for improvements in the training program. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating into the training program. Performs statistical analyses and validity studies of examinations in accordance with EEOC Uniform Guidelines.

Develops a safety program for the department and ensures the program is properly staffed and supplied. Recommends accident, loss control systems, programs, and improvements. Keeps informed on modern firefighting methods and administrative practices. Takes charge of all safety procedures at the scene of an emergency. Coordinates safety activities for supervisors and fire companies. Ensures implementation of safety activities throughout the department. Demonstrates proper use of prescribed safety equipment and observes department personnel to ensure proper use of such. Directs research studies to identify hazards and evaluate loss producing potential. Evaluates industrial, technical, and scientific publications concerned with safety management. Participates in public education programs and activities of related professional organizations to update knowledge of safety program developments.

Participates in developing a personnel recruitment and selection program for the fire department. Assists superiors by reviewing new employment applications, participating in interviews of prospective employees, making recommendations for hiring. Participates in coordinating agility testing, drug testing and scheduling employee physical examinations. Observes and supervises subordinate employees performing emergency operations at the scene of an emergency. Inspects the appearance of assigned personnel and equipment, evaluates performance in the training environment and discusses performance of subordinates with superiors. Reviews reports written by fire personnel. Provides assistance to employees in technical areas of work. Maintains discipline among employees by conducting corrective interviews and recommending disciplinary action to the appointing authority.

Assists superiors in accounting for the money and assets budgeted for training activities. Participates in gathering information to be used in compiling departmental budgets and personally handles budget preparation for the training division. Prepares expenditure estimates. Meets with sales representatives to review products. Assists superior officers in writing specifications for new fire department equipment. Makes recommendations on major purchases for the department. Orders, disburses, and maintains inventory of supplies and equipment needed for training activities.

Works with superior officers to determine what information should be included in all records of the department and in what form such information should be kept. Maintains updated training records, training schedules and PIAL data for the department. Reads graphs, charts, manuals, or reports; assists the administration in organizing and analyzing data from polls and surveys through the use of statistics. Supervises the preparation and maintenance of records and reports. Personally completes, retrieves or files any forms and records 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, and of legal age.

Must possess at least an Associate's degree in a fire-related field.

Must possess valid driver's license.

Prior to closing date for application to the examination, must have obtained NFPA Fire Officer I and II certifications (IFSAC or Pro-Board.)

Prior to the closing date for application to the examination, must have obtained NFPA Fire Service Instructor I and II certifications (IFSAC or Pro-Board.)

Prior to the closing date for application to the examination, must possess a National Registration Certification as an Emergency Medical Technician -Basic or higher.

Must have at least five (5) years of full-time experience performing fire training duties with a full-time, paid fire department.

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.

Chief of Training AC Original Adoption: 08-19-21 Revision Dates:

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing duties required to manage office functions and handle clerical and administrative support responsibilities. The employee of this class maintains records for the department, types letters and reports, receives and directs telephone calls, maintains the schedule of the Fire Chief, and assists with payroll and the fire department budget. The incumbent performs routine duties with little supervision, reporting to and having work reviewed by the 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.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Acts as receptionist to department visitors, directs them to appropriate individuals or offices, and handles routine questions and requests. Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Sorts and distributes mail to proper person, section, or division.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Composes business letters and compiles and organizes data needed to write reports. Fills out all forms or records required or assigned. Takes dictation and transcribes from notes. Takes minutes or notes at meetings. Assist the Fire Chief by preparing requests for grants or other special funds to aid in the operation of the department.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Enters routine information in department records. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Operates a computer terminal in order to enter, copy, or remove information from files. Performs appropriate back-up function in computer files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, and calculator or mathematical computer software. Develops new procedures for office functions when necessary.

Sets up a filing system and files correspondence, forms, records, or reports. Revises such system when necessary. Reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Maintains records on the location of materials removed from files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Assists the Fire Chief in maintaining a library or archives of materials for future use or reference by department personnel.

Accounts for the money and assets of the department as assigned by the Fire Chief. Makes calculations necessary to compute payroll, prepares payroll records including making any necessary changes, and compiles payroll data for budgetary reasons for the chief's review. Receives complaints from employees about pay and works with Fire Chief regarding errors, changes, or other matters related to payroll. Issues payments from petty cash. Assists in compiling information for and the preparation of the total departmental operating budget. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month.

Prepares purchase requisitions according to department procedures. Maintains the inventory of supplies and equipment for the department. Orders supplies and equipment as required. Assists the chief in locating services and arranging for repairs and maintenance of all department facilities, equipment, or operating systems.

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 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.

Applicant must possess one of the following: high school diploma, high school equivalency 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 equivalency certificate.

Must not be less than 18 years of age.

Secretary to the Fire Chief AC
Original Adoption: 12-14-06
Revision Dates: 08-12-10, 04-04-14