

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CADDO PARISH FIRE PROTECTION DISTRICT #3 (GREENWOOD)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CADDO PARISH FIRE PROTECTION DISTRICT #3 (GREENWOOD)

FIRE SERVICE

LINE CLASSES

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**Competitive class

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CC Original Adoption:	06-01-87
Revision Dates:	07-29-91, 02-19-97, 04-16-01, 03-16-18, 12-10-24, 07-23-26

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the firefighting division of fire department operations. Employees of this class receive training in and perform emergency medical services, firefighting and fire suppression tasks, rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class require frequent supervision, receiving specific instructions and direct supervision from a Fire Lieutenant.

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.

Drives fire apparatus making sure to follow all laws and safety regulations, operating sirens, lights and other warning devices to and from fire scene. Studies direct routes, location of streets, water mains, and hydrants in station area. Selects shortest available route to fire or emergency scene and for the location of nearest fire hydrant using map, or recall from memory to ensure timely response. Removes obstacles from roadways (e.g., downed tree limbs). Evaluates navigational problems such as narrow alleys, blind hallways, or structural impasses and determines a means of entrance and egress. Positions apparatus at fire scene.

Performs size-up of an emergency scene. Participates in initial fireground response by making recommendations regarding appropriate equipment and procedures to officer in charge, evaluating stability of supporting surfaces, roof, floor, etc., locating and operating shut-off valves for gas, electricity, oil, and water in building to reduce hazard. Participates in the following operations at the emergency scene: forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, salvage, overhaul, first aid, CPR, emergency medical services, ladders, search and rescue, use of self-contained breathing apparatus, and use of ropes and knots. Uses the appropriate portable fire extinguisher to contain fires. Observes and responds to changes in fireground conditions while performing/directing firefighting operations.

Rescues drowning persons by swimming and using appropriate lifesaving carries or poles, ropes, etc. Cuts or pries open vehicles, machinery, etc., to free persons trapped or pinned inside. Removes energized electrical wire from contact with victim by using pike pole and protective clothing. Participates in handling emergencies involving hazardous materials.

Positions the pumper to supply hose lines from water tank on the apparatus, obtain water from a water hydrant, and draft water from a static source. Operates large-caliber water stream supplied by siamesing two or more hose lines into a manifold device delivering master stream.

Operates portable or fixed master stream appliance. Applies appropriate fire streams and agents for the most effective fire extinguishment. Drafts water from an open body of water. Performs pumper operations to supply adequate pressure at the nozzle. Determines the number of hose lines that may be added at any point during operations. Operates fire hydrant, making connection with soft sleeve hose to the truck for additional water supply. Calculates gpm of water flow. Performs calculations for nozzle and discharge pressures for length and diameter of hose and size of nozzle. Performs friction loss calculations for hose lines, appliances, and elevation. Use and care for fire hose at the emergency scene by draining, rolling, or folding hose sections for carrying and loading on apparatus, operating hose lines with eductors or proportioners, and protecting hose line from damage caused by vehicles by using hose bridge or ramp.

Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene.

Drives emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care at the emergency and/or to transfer the injured to a hospital or other emergency care facility. Operates and interprets monitors and other equipment, apparatus, or property used to provide emergency medical services.

Performs emergency medical services. Provides advanced life support services to patients including conducting and interpreting electrocardiograms (EKGs), endotracheal intubations in airway, administering appropriate intravenous fluids, and using defibrillators.

Participates in formal training and professional development by reading training materials related to firefighting, studying basic laws and regulations pertaining to firefighting, taking notes during training for later use in studying and applying the information learned, studying lessons in advance of drills or in-service training, taking proficiency tests, and participating in physical development workouts.

Participates in the readiness of fire apparatus for emergencies by conducting required tests of fire department apparatus and equipment, inspecting fire apparatus for proper placement and maintenance of tools, equipment, and appliances, performing daily radio check, performing periodic tests of apparatus pumping capacity and pressure, and cleaning apparatus, tools, equipment, and hose after each use. Participates in the general care and maintenance of fire hydrants by performing routine maintenance on and testing or arranging for the testing of fire hydrants. Performs regular maintenance of equipment such as fire pump, aerial ladders, tillers, elevating platforms, and emergency medical equipment to make sure they are in proper working order. Operates portable equipment. Locates, removes, and replaces equipment on apparatus using checklist or knowledge of equipment and storage locations.

Participates in the general care and maintenance of station buildings, grounds, vehicles, and communications equipment.

Participates in the inventory of equipment and supplies by distributing supplies and equipment to personnel as required, and by maintaining inventory of supplies and equipment. Inspects, maintains, and tests all tools, fire extinguishers, nozzles and nozzle assemblies, fire hose and hose

couplings, emergency station power generator, emergency lighting and electrical equipment, ground and aerial ladders, and turn-out equipment and clothing.

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly. Inspects buildings to determine the existence of potential fire hazards and compliance with applicable codes. Inspects standpipe systems to assure that all parts operate correctly. Inspects homes for fire hazards. Assists in the inspection of schools and other educational facilities for fire protection purposes, including conducting fire drills.

Participates in maintaining a positive public opinion of the department through public relations by writing and delivering speeches, lectures, distributing literature, or conducting demonstrations at schools and meetings of citizen's groups, conducting tours of department facilities, and promoting a positive public image of the work of the department in the daily performance of duties. Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of fire. Provides information to the public about fire dynamics, human behavior and/or defenses against injury due to fire, and firefighter personal protective equipment, gear, tools, and fire apparatus. Calms distraught family members of the victim during an emergency medical situation.

Participates in flood control efforts. Performs escort duty for funerals of department personnel. Provides comfort and assistance to family of injured firefighters. Provides non-emergency services (e.g., frees children locked in rooms, etc.).

Operates entrance doors of fire station. Buys food, prepares meals for firefighters at station, and washes dishes, cooking utensils and dining area following meals in station. Changes linens and makes own bed. Locks station doors and windows and secures valuable items from theft, vandalism, and damage at the station.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by 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. Any Louisiana applicant who presents a home study diploma shall submit

necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than eighteen (18) years of age.

Must have a valid driver's license.

Prior to confirmation, must obtain and maintain certification as Emergency Medical Technician – Basic and must obtain Firefighter 1 certification as measured by NFPA Standards.

Firefighter/Operator CC Original Adoption:	04-16-01
Revision Dates:	10-30-15, 03-16-18, 12-10-24

FIRE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting a company of Firefighter/Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Lieutenants respond to all emergency calls, assuming command until relieved by a superior officer. Employees of this class supervise the daily maintenance of all equipment and apparatus, assist in the training of subordinate employees, and assist the Fire Captain with completion and maintenance of records and reports. The Fire Lieutenant receives general instructions from the Fire Captain and has the authority to work independently in most areas. This class ranks directly 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.

Supervises employees by inspecting the appearance of equipment and personnel, reviewing reports written by subordinates, aiding in technical areas of work, and training in safety to control accident hazards. Oversees, evaluates, and discusses work performance of subordinates with superiors. Assists superior officer with discussing work performance with subordinates and counseling employees who are experiencing work problems. Reviews work to be done and delegates assignments to subordinates. Recommends disciplinary action when necessary.

Manages the operation of the station, including all employees, operations, and services. Assists superior officer with developing methods which may be used to evaluate and improve productivity; efficiency, and procedures of departmental programs by observing and inspecting various divisions of the department, recommending changes in department operations that will help the district to obtain favorable ISO ratings, investigating complaints against personnel and formulating a recommendation for reply to the complaint or a recommendation for action to be taken.

Answers fire alarms from dispatcher, records pertinent information, and proceeds with en-route size-up. Directs emergency scene operations until relieved by superior officer. Performs size-up of an emergency scene, including determining the nature and extent of fire, locating the seat of the fire, condition of the building, exposure danger, available water supply, evaluation of smoke characteristics and environmental conditions. Assists with all safety procedures at the scene of a fire or emergency. Notifies occupants or neighbors at the emergency scene to vacate premises due to safety concerns. Sets up the fireground perimeter for crowd and traffic control. Assists superior officer with coordination of activities of firefighting and law enforcement personnel at

the scene of an emergency. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Handles emergencies involving hazardous materials. Secures the fire scene to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Informs officer in charge of suspected arson so that investigator can be called and evidence may be preserved.

Responsible for forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, salvage and overhaul, first aid, CPR, emergency medical services, ladders, ropes and knots, search and rescue, and use of self-contained breathing apparatus at the emergency scene. Operates large-caliber water stream supplied by siamesing two or more hose lines into a manifold device delivering 400 or more gpm (master stream). Handles portable or fixed master stream appliance from ground, aerial ladder, or elevator platform. Applies appropriate fire streams and agents for the most effective fire extinguishment including foam applications and wetting agents. Uses the appropriate portable fire extinguisher to contain fires.

Drives or supervises the driving of emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care at the emergency and/or to transfer the injured to an emergency care facility. Operates and interprets monitors and other equipment, apparatus, or property used to provide emergency medical services. Administers medication to individuals at the emergency scene or while in transport to the hospital. Keeps informed on any specific signs or circumstances under which it is not appropriate and may be harmful to administer a drug to patients. Obtains a comprehensive drug history on the patient. Observes, records, and reports the patient's conditions and reactions to drugs, treatments, and significant incidents to physician. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department using communications and medical equipment provided. Performs emergency medical services such as basic first aid, CPR, and first responder services. Provides advanced life support services to patients including conducting and interpreting electrocardiograms (EKGs), endotracheal intubations in airway, administering appropriate intravenous fluids, and using defibrillators.

Drives or supervises the driving of fire apparatus making sure to follow all laws and safety regulations, operating sirens, lights and other warning devices to and from fire scene. Selects shortest available route to fire or emergency scene and for the location of nearest fire hydrant using map, or recall from memory to ensure timely response. Removes obstacles from roadways. Evaluates navigational problems such as narrow alleys, blind hallways, or structural impasses and determines a means of entrance and egress. Studies direct routes, location of streets, water mains, and hydrants in station area. Monitors or gathers information on conditions affecting station zone of response (e.g., weather, public events, assignments of other units, closed roadways, etc.). Positions apparatus at fire scene. Positions the pumper to supply hose lines from water tank on the apparatus and to obtain water from a water hydrant.

Utilizes water supplies from public water systems and static sources. Uses and cares for fire hose at the emergency scene by draining, rolling, or folding hose sections for carrying and loading on apparatus, operating hose lines with eductors or proportioners and protecting hose line from damage caused by vehicles by using hose bridge or ramp.

Controls or supervises pumper operations to supply adequate pressure at the nozzle by priming the pump; setting the throttle, relief valve and pressure governor; opening and closing discharge valve; monitoring all gauges, and making necessary adjustments to supply and regulate water to hose lines. Operates pumper from self-contained water source until a connection is made to an incoming water supply source without interruption or shutdown. Runs pumpers in relay or tandem pumping operation. Determines the number of hose lines that may be added at any point during operations.

Operates fire hydrant, making connection with soft sleeve hose to the truck for additional water supply. Calculates gpm of water flow. Guides calculations for nozzle and discharge pressures for length and diameter of hose and size of nozzle, and friction loss calculations for hose lines, appliances, and elevation.

Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Notifies dispatcher to call for emergency medical help when needed. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Reports own or others' injuries to superiors.

Conducts training drills and evolutions. Personally trains personnel by conducting training in the classroom as an instructor and providing informal or "on-the-job" training for 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 firefighting efforts when required.

Personally completes all forms and records required. Prepares accident and injury reports for review by administrative personnel. Prepares LFIRS and/or NFIRS reports. Participates in the preparation and maintenance of records and reports by reviewing records and reports completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Assists superior officer with compiling information for reports and departmental planning by reviewing and analyzing data. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Oversees the inspection and inventory maintenance of equipment and supplies. Participates in the care and inspection of station house, grounds, buildings, and facilities to ensure compliance with departmental maintenance standards. Ensures the readiness of fire apparatus for emergencies by inspecting for proper placement and maintenance of tools, equipment, and appliances, performing or directing Firefighter/Operator to perform daily radio check and periodic tests of pumping capacity and pressure, and cleaning apparatus, tools, equipment, and hose after each use. Performs routine maintenance on and tests or arranges for the testing of fire hydrants. Directs regular maintenance of equipment such as fire pump, aerial ladders, tillers, elevating platforms, and emergency medical equipment to make sure they are in proper working order. Operates a radio and other communications equipment. Participates in the purchase and inventory of equipment and supplies by making recommendations for major purchases, meeting with sales representatives to review products and evaluate specifications, and distributing supplies and equipment to personnel as required.

Promotes a positive public opinion of the department by conducting tours of department facilities, writing and delivering speeches, lectures, distributing literature, or conducting demonstrations at schools and meetings of citizen's groups, and in the daily performance and supervision of duties.

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation. Assists superior officer with planning for fires in residential areas by studying information regarding hydrant locations, exposures, types of occupancy, and areas of high life or monetary loss risk. Reports fire hazards or safety violations to the appropriate authority. Makes a field sketch of an inspected building, including general information about floor plans, building dimensions, location of fire hydrants, location of surrounding streets, exposure distances, and permanent objects of importance.

Testifies in court when required. Provides non-emergency services (e.g., frees children locked in rooms, etc.). Performs escort duties for funerals of department personnel. Provides comfort and assistance to family of injured firefighters.

Performs any 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 with Caddo FPD #3 for at least three (3) years immediately preceding closing date for application to the board.

Applicant must hold the following certifications prior to the closing date for application to the board:

- Officer 1
- Paramedic
- Instructor 1

Fire Lieutenant CC Original Adoption:	12-10-24
Revision Dates:	

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include assisting the Fire Chief in the management of all department operations on one shift, responding to emergency calls, keeping all fire department equipment in good working condition, assuming command at the scene of an emergency in the absence of the Fire Chief, and assisting in the training of subordinate employees. Employees of this class report to and have 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.

Supervises all employees, operations, and services of a shift. Develops, recommends, or sets management policies, goals, objectives, and procedures for the entire department. Performs research and planning of programs and activities of the department. Develops methods which may be used to evaluate and improve productivity, efficiency, and procedures of departmental programs. Assists superior with developing and initiating programs and procedures to improve the quality and effectiveness of service. Investigates complaints against personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Investigates all accidents involving department equipment or personnel. Determines cause and makes recommendations on procedures to avoid future accidents. Prepares and supervises preparation of accident and injury reports for review by administrative personnel. Evaluates potential extent of injuries resulting from accidents. Recommends changes in department operations that will help the district to obtain favorable ISO ratings.

Supervises employees by inspecting the appearance of equipment and personnel, assigning work or duty areas, assigning work schedules, approving leave, reviewing reports written by subordinates, holding meetings to receive reports and distribute information or discuss work problems, providing assistance in technical areas of work, controlling accident hazards by training in safety, resolving employee complaints and grievances, and evaluating work performance of subordinates, writing employee evaluation reports, discussing work performance with subordinates, discussing performance of subordinates with superiors, and counseling employees who are experiencing work problems. Reviews work to be done and delegates assignments to subordinates. Maintains discipline by conducting corrective interviews, recommending

disciplinary action, administering disciplinary action as directed, and notifying the employee of disciplinary action to be taken.

Answers fire alarms from dispatcher, records pertinent information, and proceeds with en-route size-up. Performs and supervises size-up of an emergency scene. Takes charge of all safety procedures at the scene of a fire or emergency. Directs emergency scene operations until relieved by superior officer. Supervises and participates in the following operations at the emergency scene, including forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, salvage and overhaul, first aid, CPR, emergency medical services, ladders, search and rescue, use of self-contained breathing apparatus, and use of ropes and knots. Supervises and performs truck operations such as operating boom, ladders, and other aerial apparatus. Directs use of water supplies at the emergency scene. Applies appropriate fire streams and agents and uses appropriate fire extinguisher for the most effective fire extinguishment. Utilizes water supplies from public water systems and static sources. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Supervises and participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Drives and supervises the driving of emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care at the emergency and/or to transfer the injured to a hospital or other emergency care facility. Administers medication to individuals at the emergency scene or while in transport to the hospital emergency department. Keeps informed on any specific signs or circumstances under which it is not appropriate and may be harmful to administer a drug to patients. Observes, records, and reports to physician patient's conditions and reactions to drugs, treatments, and significant incidents. Obtains a comprehensive drug history on the patient. Studies new laws, drug reference literature, precautions, techniques, and pharmacological information, relating to emergency medical services to incorporate such into the operations of the department. Operates and interprets monitors and other equipment, apparatus, or property used to provide emergency medical services. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Provides advanced life support services to patients including conducting and interpreting electrocardiograms, endotracheal intubations in airway, administering appropriate intravenous fluids, and using defibrillators.

Drives and supervises the driving of fire apparatus making sure to follow all laws and safety regulations, operating sirens, lights and other warning devices to and from fire scene. Positions apparatus at fire scene.

Assists superior in the purchase and inventory of equipment and supplies by making recommendations for major purchases and meeting with sales representatives to review products and evaluate specifications. Supervises and participates in periodically inspecting equipment and supplies, distributing supplies and equipment to personnel as required, and maintaining inventory of supplies and equipment.

Arranges for repairs and maintenance of facilities, equipment, or operating systems, or assigns such to qualified department personnel. Supervises and performs inspections of station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Supervises and participates in the readiness of fire apparatus for emergencies.

Develops, or assists in developing, a training program for the department and sees that such program is properly staffed and supplied with training resources. Personally trains personnel by conducting drills and evolutions, training in the classroom as an instructor, providing informal or "on-the-job" training for employees, explaining policies, procedures, and providing assistance in technical areas of work. Conducts training in basic firefighting, ladders, ventilation, salvage and overhaul, fire attack, supervision, hazardous materials, fire fighting apparatus, tools, and equipment, inspection, investigation, sprinkler and standpipe systems, water supplies, safety, ropes, hydraulics, pump operations, and driving fire equipment. 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.

Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping records. Provides for and ensures that accurate department records are completed and maintained. Personally completes and supervises completion of all forms and records required. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Writes reports. Prepares and reviews LFIRS and/or NFIRS reports prepared by subordinates.

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation. Reviews building plans to identify potential problems related to fire protection.

Investigates the causes, origins, and circumstances of fires. Testifies in court when required.

Maintains a positive public opinion of the department through public relations by conducting tours of department facilities for school or civic groups, promoting a positive public image of the work of the department in the daily performance of duties, and answering inquiries or handling complaints from the public in person or by telephone about the operation of the department and related areas.

Performs escort duty for funerals of department personnel. Provides comfort and assistance to family of injured firefighters. Provides non-emergency services (e.g., frees children locked in rooms, etc.).

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 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 Lieutenant with Caddo FPD #3 immediately preceding closing date for application to the board.

Must have and maintain a valid driver's license.

Must have achieved Firefighter II certification as measured by NFPA Standards.

Must have achieved Fire Service Instructor I and II as measured by NFPA Standards.

Must have achieved Fire Officer I and II as measured by NFPA Standards.

Must have achieved and maintain Emergency Medical Technician - Paramedic certification.

Fire Captain CC Original Adoption:	02-19-97
Revision Dates:	10-22-97, 04-16-01, 03-16-18, 12-10-24

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of the officer in charge of all fire department operations. The fire chief is directly responsible for the organization and administration of the department, for financial planning and budgeting of funds, for public relations, and for employee supervision. The chief is also responsible for providing for employee training and for fire prevention, as well as directing all fire suppression and medical service operations of the department either in person or through a designated subordinate. The fire chief has authority and responsibility to operate independently and is accountable to the fire district board.

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 fire department services (e.g. fire suppression, fire prevention, emergency medical services, training, communications, maintenance, and administration); sets management policies and goals and objectives for the department; determines how operating units of the department should be organized, along with number and distribution of such units; assists in the research and planning of special programs and activities of the department; delegates authority to subordinates for the more efficient operation of the department when such delegation is not inconsistent with municipal authority, express provisions of the law, or contrary to these rules.

Responds to all alarms for major fires or those received from congested areas in which fire might result in serious loss either to life or property; responds to all other alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate; supervises subordinate employees through a designated subordinate; 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, or related duties.

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.

Attends all meetings required by the local governing authority to give reports, offer advice, make recommendations, keep informed on local trends that may affect the fire service, etc.

Gathers information to be used in compiling budgets; consults with the governing body and prepares and submits to the proper authority a departmental operating budget; draws up specifications for new fire department equipment; purchases and recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Reviews official correspondence and takes action required; determines what information should be included in department records and determines in what form this information should be kept; supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such; personally completes all forms, records, and reports required of the chief executive officer of the fire department by the appointing authority.

Maintains a public relations program; informs the public of the necessity and methods of civilian cooperation in fire department work, by means of talks, demonstrations, distribution of literature to schools, civic groups, owners and employees of public and private buildings, etc.; attends official meetings, delivers speeches, and meets with civic and governmental groups to discuss needs of the fire department, to present official department stand on issues under discussion, to answer questions, etc.; acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Interviews prospective employees and makes recommendations for hiring; supervises department employees performing all phases of firefighting, maintenance, and other functions of the department.

Enforces fire prevention laws, such as safety regulations for public assemblies, the handling and storage of combustible materials, and the use of inflammable liquids and explosives; personally inspects or directs the inspection of buildings to determine the existence of potential fire hazards; assists law enforcement personnel who take charge of evidence and investigation of possible arson.

Supervises the general care, maintenance, and use of departmental alarm and signaling systems firefighting and medical apparatus and equipment, motor driven vehicles, stations and grounds, and other related property; provides for the purchase and storage of all needed supplies and equipment for the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before 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 passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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 with a full-time, paid fire department.

MUST MEET OR EXCEED THE FOLLOWING QUALIFICATIONS:

1. Must have at least eight (8) years as a full time paid fireman.
2. Must have at least five (5) years' experience in a supervisory position in the fire service.
3. Must have LSU Instructor II or equivalent.
4. Must have a valid driver's license.
5. Must be a Nationally Registered EMT Paramedic in good standing.
6. Must be a minimum of LSU Firefighter II as measured by NFPA standards.

Fire Chief CC Original Adoption:	06-01-87
Revision Dates:	07-27-94, 10-22-97, 03-16-18

FIRE PREVENTION AND TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized non-supervisory position, the primary duties of which is managing the training program for the fire department. The Incumbent in this class is responsible for conducting training classes, performing pre-fire planning, and conducting arson investigations. The employee of this class works with some supervision having the authority to work independently in most areas. The Fire Training Officer reports to and has 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.

Manages the operation of the training program for the fire department. Develops, recommends, or sets management policies, goals, objectives, and procedures for the prevention and training divisions. Conducts research and plans programs and activities for the department. Makes recommendations for improvement in the department's safety program and studies industrial, technical, and scientific safety management publications. Recommends changes in department operations that will help the city to obtain favorable PIAL ratings. Participates in the preparation of an operating budget for the prevention and training divisions for the fire department.

Assists the Fire Chief in developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Participates in the training program by evaluating the training needs of the department. Personally trains personnel by conducting drills, evolutions, and training in the classroom as an instructor. Conducts training in driving fire equipment, fire fighting apparatus, tools, and equipment, ladders, fire attack, pump operations, nozzle and hose handling, hydraulics, ventilation, salvage and overhaul, hazardous materials, fire prevention, inspection, and investigation. Develops job simulation exercises to rate skills acquired during training. Evaluates the effectiveness of training to determine the need for additional training or for 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.

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation. Reviews building plans to identify potential problems related to fire protection. Inspects fire hydrants and conducts flow tests to ensure that adequate water supplies are available for fire fighting efforts by looking for obstructions near hydrants, checking direction of hydrant outlets, looking for mechanical damage, observing the condition of the paint and noting

rust or corrosion, and opening the hydrant to check water flow and the hydrant's ability to drain. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspection, and outlining conclusions reached, and recommendations made as a result of findings. Prepares information and evidence from inspections for use in a court proceeding and testifies in court. Recommends additions to or changes in fire prevention codes. Makes a field sketch of an inspected building, including general information about floor plans, building dimensions, location of fire hydrants, location of surrounding streets, exposure distances, and permanent objects of importance.

Investigates the causes, origins, and circumstances of fires. Participates in the investigations of arson by securing the fire scene to prevent removal or damage of evidence, collecting and labeling evidence, assisting arson investigation personnel, testifying in court when required, observing spectators at the fire scene for suspicious behavior, and interviewing witnesses at the fire scene. Examines exterior and interior of fire structure, including vehicle fires, and uses all observations to determine whether the fire was the result of natural causes, carelessness, or arson. Takes extensive notes concerning each phase of the investigation. Makes sketches and diagrams of the building and includes notes pertaining to the items on the diagram, as well as measurements. Checks the surrounding area for unusual debris and identifies and preserves evidence. Takes photographs; keeps accurate records of photographs taken and any other information necessary for identification. Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects by interviewing logical sources of information. Determines the cause of the fire and requests expert assistance, if needed. Completes a fire investigation report.

Personally tests or directs the testing of equipment and assures that equipment meets all applicable federal, state, and local standards. Tests or arranges for the testing of fire hydrants.

Prepares correspondence in answer to requests to the department or as needed to address problems or needs of the department through letters or emails. Reviews records and reports related to training completed by subordinates and periodically inspects systems and facilities for keeping the records. Files and retrieves records and reports and personally completes all forms and records required. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Participates in the information gathering process for improved public relations programs by recommending needed policy statements or policy changes based on resulting data. Develops the fire public education curriculum and evaluation of the effectiveness of the curriculum.

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 or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years' experience as a full-time career firefighter, with a paid fire department.

At a minimum, must be an EMT Basic in good standing with the NREMT (National Registry) and LABEMS (Louisiana Bureau of EMS.)

Applicant must hold the following certifications according to the National Fire Protection Association (NFPA) standards prior to the closing date for application to the board:

- Fire Investigator I
- Fire Service Instructor II
- Fire and Life Safety Educator I

Fire Prevention and Training Officer CC Original Adoption: 07-23-26 Revision Dates:
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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 to assist the Fire Chief by performing clerical duties required for the efficient operation of the fire department. The incumbent of this class acts as receptionist for the Chief's office, types and files for the chief, answers telephones for the Fire Chief, and relieves the Chief of many minor administrative details such as replying to routine correspondence and compiling data needed for reports. The Secretary to the Fire Chief also assists in keeping financial records for the department. The employee of this class performs routine duties independently and receives instructions for special projects from the Fire Chief who monitors and evaluates the work of this class.

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.

Serves as receptionist for the Chief's office. Answers questions and handles any routine requests by visitors. Schedules appointments for the Chief. Keeps records and reminds the Chief of his schedule. Answers telephones for the Chief and places telephone calls as directed. Develops new procedures for office functions when necessary. Takes minutes or notes at meetings.

Opens incoming mail for the department, sorts and distributes mail, and processes outgoing mail and correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Chief.

Takes and transcribes dictation. Types letters, forms, memos, statements, formal reports, or other documents assigned by the Chief. Proofreads typed material and corrects errors.

Sets up a filing system and revises such system when necessary. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files when required. Operates a computer terminal to enter or retrieve information from files.

Receives department records and reports, checks them, and processes or files them. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate.

Enters routine information in department records, fills out all forms and records assigned, and writes reports required by the Fire Chief. Compiles, organizes, and analyzes data needed for reports.

Keeps accounting records for the department. Prepares payroll records and makes out payroll checks. Takes complaints from employees about pay and handles these. Makes out checks for payment of department bills. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Issues payments from petty cash. Assists in the preparation of the departmental operating budget by compiling information needed.

Maintains the inventory of supplies and equipment for the department. Prepares purchase requisitions according to department procedures. Orders and disburses supplies. Meets with sales representatives and makes recommendations on purchasing.

Operates office machines such as a copying or duplicating machine, calculator, and word processor.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before 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 passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must present a certificate verifying the ability to type thirty (30) words per minute.

Must have at least five (5) years of experience in general office work, including experience in the use of a computer, calculator, and copying machine.

Secretary to the Fire Chief CC Original Adoption:	07-29-91
Revision Dates:	07-27-94