

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CALCASIEU PARISH FIRE PROTECTION DISTRICT #1 (MOSS BLUFF)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CALCASIEU PARISH FIRE PROTECTION DISTRICT #1 (MOSS BLUFF)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE LIEUTENANT **

FIRE CAPTAIN **

FIRE CHIEF*

*Competitive class

**Promotional class

UA Original Adoption:	07-29-82
Revision Dates:	04-09-90, 09-06-18, 11-17-21

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified fire fighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Lieutenant. This class reports to and ranks immediately below that of 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.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler

systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Drives fire equipment to and from fire. Operates fire equipment at fire scene.

Maintains fire alarm office; answers emergency and business telephone; dispatches apparatus; does preliminary paperwork on emergency incident reports;

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 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 possess a valid driver's license.

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

Firefighter/Operator UA Original Adoption:	07-29-82
Revision Dates:	08-23-83, 10-03-94, 09-21-09, 09-06-18

FIRE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of fire stations, and the supervision of Firefighter/Operators, volunteer firefighting personnel, and departmental equipment as assigned. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Lieutenants work with a high degree of independence, and report to and have work reviewed by a Fire Captain. This class ranks directly below the class 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.

Manages the operation of one fire station for one shift. Evaluates the efficiency of response units following emergency incidents and briefs incoming captain on all pertinent activities that occurred or those that will occur on the upcoming shift. Issues work orders and assigns work or duty areas to subordinates. Assigns work schedules, provides assistance to subordinates in technical areas of work, and approves leave. Oversees work performance of subordinates, conducts employee performance evaluations, resolves employee complaints and grievances, and counsels employees who are experiencing work problems.

Participates in training and/or drills. Performs informal or “on-the-job” training for new employees. Conducts drills and evolutions, conducts classroom training, and serves as a consultant for volunteers within the department or in departments in surrounding areas. Conducts tours of department facilities for school or civil groups. Oversees pre-fire planning inspections by visiting businesses, schools, places of public assembly, and private properties located in an assigned area. Plans for fires in residential areas and industrial and commercial buildings. Secures fire scene to prevent removal or damage of evidence of suspected arson.

Answers fire alarms from dispatcher, records pertinent information, and proceeds with size-up. Drives or supervises driving of fire apparatus, performs and supervises size-up of an emergency scene, and assists in the positioning of apparatus at the fireground. Assists with setting up the fireground perimeter for crowd and traffic control, maintains communications between the fire scene and other authorized personnel, and directs emergency scene operations until relieved by

superior officer. Performs and 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, doing salvage work during the fire and overhauling after the fire, or related duties. Observes and responds to new information on conditions, operates self-contained breathing apparatus and recognizes internal and external fire exposures. Performs and supervises forcible entry, ladder, ventilation, and hose operations. Applies appropriate fire streams and agents for the most effective fire extinguishment and makes recommendations to officer in charge regarding appropriate equipment and procedures. Notifies occupants or neighbors to vacate premises to ensure safety at emergency scene and notifies dispatcher to call for emergency medical help when needed. Reports injuries to superiors, operates portable or fixed master stream appliance, and operates large-caliber water stream. Operates hose lines with educators or proportioners. Uses the appropriate portable fire extinguisher and utilizes water supplies from public water systems and static sources. Performs and supervises automatic sprinkler system support operations and provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Performs and supervises pumper operations, operates pumper from self contained water source and determines the number of hose lines that may be added at any point during operations. Operates hydrant and pumper in relay or tandem pumping operation. Performs and supervises standpipe system support operations, calculates gpm of water flow, and performs ladder load determinations. Performs and supervises calculations for nozzle and discharge pressures for length and diameter of hose and size of nozzle. Performs and supervises friction loss calculations for hose lines, appliances, and elevation.

Provides for the maintenance of department records. Completes assigned forms and records, such as maintenance records, incident reports, preliminary investigation reports, and NFIRS reports. Inspects all hand tools, equipment, and appliances on fire apparatus to make sure that they are properly stored and in working order. Cleans assigned apparatus, tools, equipment, and hose after each use.

Performs any related duties 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.

Must have a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least three (3) years immediately preceding closing date for application to the board.

Fire Lieutenant UA Original Adoption: 09-06-18

Revision Dates:

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions in fire suppression. Employees of this class perform fire fighting duties, assisting subordinates and volunteer fire fighting personnel and also assisting a superior officer in the direction of fire ground operations. Fire captains are responsible for the supervision of subordinate personnel at the station, performing duties such as assigning work, inspecting equipment and personnel, providing technical assistance to, and training subordinates. Employees of this class work with a high degree of independence and 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.

Supervise the activities of a group of subordinate firefighters by performing duties such as inspecting equipment and personnel, assigning work, training, reviewing written reports, providing technical assistance, and resolving complaints and grievances; answer questions and assist subordinates in areas such as work assignments, departmental policy, use of tools, fire apparatus maintenance, hoses, protective breathing apparatus, etc.; supervise and assist a group of volunteer firefighters at the fire scene;

Fill out records and write reports such as daily report, hose records, monthly run report, fire incident and casualty report, payroll time sheets;

Provide training to subordinate officers by conducting classroom and on-the-job training;

Provide for the repair and upkeep of station and equipment by reporting all repair and replacement needs; inspect fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, etc.; conduct fire hose tests;

Answer fire alarms from dispatcher; record all information; check address of fire call on map to pinpoint area of alarm; check for location of nearest hydrant; make certain crew has on proper gear and is ready to go before leaving station; supervise driving of fire apparatus by making sure the driver follows all laws and safety regulations and takes most direct route to the fire;

communicate with dispatcher from fire scene;

Determine nature and extent of fire, condition of building, danger to adjacent buildings, source of water supply, etc.; assume command of fire ground operations until relieved by a superior officer; direct and assist in attack procedures to confine and extinguish fire; administer basic first aid, including CPR; look for, protect, preserve, and report any evidence of arson;

See that fire apparatus is returned to service after fire or other emergency;

Perform 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 possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Lieutenant immediately preceding the closing date for application to the board.

Fire Captain UA Original Adoption: 07-29-82
Revision Dates: 09-21-09, 09-06-18

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class prepares an operating budget, sets management policies, goals and objectives for the department, organizes the personnel management functions and training needs of the department, directs all fire suppression and emergency operations and locates grant funding. The Fire Chief works independently, reporting to the Calcasieu Ward 1 District 1 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. Prepares a departmental operating budget and authorizes the expenditure of funds allocated for departmental operations, making sure such expenditures are in accordance with the budget. 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.

Reviews department structure and operations and organizes by functional and territorial divisions that will best utilize available resources. Evaluates the productivity and effectiveness of departmental programs and develops and initiates procedures to improve the quality of service in these areas. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Attends conferences, conventions, and other educational meetings. Locates available grants and writes requests for fire protection and prevention projects and administers grant-funded projects.

Organizes the personnel management functions of the fire department. Motivates and meets needs of personnel without jeopardizing organizational goals. Develops a personnel recruitment and selection program in accordance with EEO standards and interviews prospective employees, making recommendations for hiring. Assists in the development and administers a comprehensive personnel plan providing for compensation and benefits. Handles employee complaints and grievances and provides for employee grievance resolution procedures for the department. Counsels employees who are experiencing work problems. Maintains discipline by

conducting corrective interviews and notifying employees of disciplinary action taken.

Oversees the supervision of subordinate personnel by delegating assignments, reviewing assignments and reports, outlining responsibilities and duties, monitoring work pace and progress, adjusting work schedules, assigning work spaces, approving leave, and setting task priorities and long-term goals. Provides for employee growth and career development. Maintains promotional eligibility lists. Evaluates the work performance of subordinates and writes employee evaluation reports. Uses information from performance evaluations to make decisions regarding assignments. Provides subordinates with supplies, tools, and resources necessary and ensures that resources are used economically. Inspects the appearance of department equipment and subordinate personnel. Holds formal meetings for the purpose of receiving information and disseminating information.

Evaluates training needs of the department and establishes and maintains the training program. Provides on-the-job training for department members, including explaining policies, procedures, and rules and providing assistance in technical areas of work. Serves as an instructor for formal classroom training and provides for outside instruction. Attends training courses to acquire or maintain certification in fire-fighting, emergency medical operations, or other areas. 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 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. Provides for good housekeeping and takes action necessary to control accident hazards.

Develops and implements an emergency management system. Directs and controls fireground operations, including size-up, equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Directs the handling of special tactical situations, emergencies involving hazardous materials and injury or illness and determines action to be taken to contain or control the incident. Oversees a communications system for the department that includes receiving calls or alarms, dispatching appropriate response units and personnel, handling calls to and from the emergency scene, and processing non-emergency communications.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy regarding the records of the department. Collects, analyzes and organizes data to be used in management decisions, planning purposes and problem solving. Supervises the preparation and maintenance of department records and reports, reviews records and reports completed by subordinates, and periodically inspects record-keeping systems and facilities.

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

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

Performs any other related duties.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in

positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, 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 AND must have at least nine (9) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief UA Original Adoption: 11-17-21 Revision Dates:
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