

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CALCASIEU PARISH FIRE PROTECTION DISTRICT #2 (CARLYSS)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CALCASIEU PARISH FIRE PROTECTION DISTRICT #2 (CARLYSS)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE LIEUTENANT \*\*

FIRE CAPTAIN \*\*

FIRE CHIEF \*

##### LINE SUPPORT CLASSES

FIRE TRAINING AND SAFETY OFFICER \*

CHIEF OF ADMINISTRATION \*

SECRETARY TO THE FIRE CHIEF \*

\*Competitive class

\*\*Promotional class

UB Original Adoption:	04-15-03
Revision Dates:	02-19-08, 01-22-18, 09-28-23

# 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 firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles and equipment. Employees of this class respond to all fire alarms received on the assigned shift and may direct emergency scene activities until relieved by a superior officer. 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.

Trains for and performs firefighting and rescue tasks under the supervision of a superior officer. Responds to all alarms and calls for which the fire department is answerable. Selects the shortest available route to the fire or emergency scene; drives fire apparatus following all laws while operating sirens, lights and other warning devices. Communicates with dispatcher and fire vehicles using two-way radio. Evaluates navigational problems and determines a means of entrance and egress. Observes fireground for fire victims, water supplies, fire exposures, etc. Maintains limited crowd and traffic control as necessary until police arrive. Directs or assists in the positioning and stabilizing of the apparatus at the fireground according to instructions of commanding officer. Positions the pumper to supply hose lines from water tanks, obtain water from a hydrant, or draft water from a static source. Operates pump to supply adequate pressure at the nozzle and makes necessary adjustments to regulate water to hose lines. Operates pumps in relay or tandem pumping operations.

Makes and unmakes hose connections, opens and controls water flow, and deploys hose at the fire scene. Carries and advances uncharged and charged hose lines into position. Assists in controlling charged hose lines. Operates various types of nozzles and portable or fixed master stream appliances. Operates hose lines with eductors or proportioners to inject a liquid, such as a foam concentrate. Protects hose line from vehicle damage by using hose ramp. Inspects charged hose lines during operations and repairs or replaces burst hose sections. Monitors water pressure in area or zone. Calculates friction loss, nozzle discharge pressures and gpm or

flow rate. Estimates lengths of hose needed and determines the number of hose lines that may be added at any point during pump operations. Drains and loads hose on apparatus after fire is extinguished.

Uses correct procedures when attacking all types of fires. Examines fire structures and takes measures to protect from fire extension; identifies and protects potential exposures by using direct streams or water curtains. Applies appropriate fire streams, foam, and wetting agents to extinguish the fire. Performs forcible entry and ventilation operations using appropriate techniques and tools. Carries and places smoke ejectors in windows or doors; recognizes conditions that may lead to back-draft. Locates and operates shut-off valves for gas, electricity, oil, and water to reduce hazards. Performs truck operations such as operating boom, ladders and other aerial apparatus. Operates sprinkler systems to suppress fire or to test; performs automatic sprinkler system support operations.

Enters smoke filled buildings using portable air breathing apparatus or air pack. Determines which ladders to use and maneuvers, raises and lowers ladders; performs ladder load determinations. Operates portable generators, emergency lighting, and hand pumps. Controls or extinguishes grass fires with hand tools or implements. Cuts or pries open vehicles, machinery, etc., to free persons trapped inside. Reads and recognizes HAZMAT symbols; acts to contain and control hazardous material spills and removes containers of flammable or hazardous materials at the fire scene. Performs salvage and overhaul operations. Removes burning mattresses and furniture from building to reduce fire and smoke damage. Locates and extinguishes hidden fires/hot spots. Drains water from floors or ceilings; removes debris or charred waste. Shores up and tears down weak and dangerous structural components. Observes and questions witnesses at the fire scene. Informs officer in charge of suspected arson. Testifies in court when called.

Drives emergency medical vehicles to and from the scene of a fire or other emergency. Performs search and rescue operations under the direction of a superior officer in order to locate and remove trapped or unconscious victims to safety. Examines injured person for medical alert tag and to determine nature and extent of injury or illness; reports all injuries to superiors. Provides emergency medical services such as basic first aid, CPR, and first responder services. Notifies dispatcher to call for additional medical help when needed. Provides non-emergency services such as freeing children or pets locked in cars.

Places turnout gear and firefighting equipment in readiness. Inspects, tests, cleans and maintains fire apparatus, vehicles, emergency lighting, generators, ground and aerial ladders, self-contained breathing apparatus, tools, fire pump, tillers, elevating platforms, and emergency medical equipment. Performs periodic tests of apparatus pumping capacity and pressure. Inspects and recharges fire extinguishers. Inspects fire hydrants, conducts flow tests and periodically flushes hydrants to remove rust and sediment. Maintains inventory and makes minor repairs to fire equipment and tools. Cleans and stores equipment upon return to the station. Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, and notifying officer in charge

of needed repairs.

Maintains awareness of other firefighters' efforts and assists them to ensure safe and coordinated performance. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, location of streets, water mains, and hydrants in station area. Participates in assigned training drills; reads and studies assigned material related to performance of work. Attends special schools or courses assigned and takes proficiency tests. Participates in fire cause determination meetings and critical evaluations of the response to each fire.

Deals with the public in a courteous manner whether at the fire scene or in day to day contact; conducts tours of fire station facilities for civic groups. Participates in pre-fire planning activities by visiting schools, businesses and other places of public assembly; notes area features that may become important in a fire or emergency, obtains contact information, distributes exit plan materials and draws pre-planning maps/diagrams.

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 possess a valid driver's license.

Firefighter/Operator UB Original Adoption:	04-15-03
Revision Dates:	07-14-10, 06-27-18, 09-28-23

# FIRE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions in fire department operations, the primary duty of which is firefighting and emergency scene operations. Fire Lieutenants respond to all fire alarms or emergency calls received by the department and provide supervision and training to subordinate employees on their assigned shift. Employees of this class oversee and perform pump and fire suppression operations at the fire scene. Fire Lieutenants assist with training activities, complete records and reports, and maintain fire equipment, tools, stations and grounds. Employees of this class work under a high degree of supervision. Fire Lieutenants receive specific instructions for most duties, but have authority to work independently in certain areas. This class reports to and 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.

Assists the Fire Captain in overseeing the operation of one fire station on an assigned shift. Briefs incoming Captain on all pertinent activities that have occurred or those that will occur on the upcoming shift; reviews records of previous shift activity. Monitors and evaluates local conditions which may become fire or safety hazards. Answers fire alarms from dispatcher, records pertinent information, and proceeds with en route size-up. Drives or supervises driving of fire apparatus; ensures all laws and safety regulations are followed, and the shortest route to the fire is taken. Directs or assists in the positioning of fire apparatus on the fireground. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Sets up the fireground perimeter for crowd and traffic control. Maintains communications between the fire scene and authorized personnel; calls for assistance and relays information as needed. Observes fireground to identify victims, water supplies, fire exposures, etc. Notifies occupants or neighbors to vacate premises in order to ensure safety at the emergency scene. Directs emergency scene operations until relieved by a superior officer.

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 such as life hazards, exposures at the scene, or changes in water supply, while performing/directing firefighting operations.

Operates self-contained breathing apparatus for protection from hazardous environments. Performs and supervises search and rescue operations to assist trapped or unconscious victims and provide emergency medical services. Notifies dispatcher to call for additional medical help when needed and reports injuries to superiors. Oversees and participates in forcible entry, ladder and ventilation operations. Recognizes internal and external fire exposures and takes measures to protect from fire extension. Utilizes water supplies from public water systems and static sources. Performs and supervises hose operations including deploying, making, and breaking connections, advancing, and utilizing various types of nozzles and appliances, and applying the appropriate fire stream and agent for the most effective extinguishment. Makes recommendations to officer in charge regarding appropriate equipment and procedures when vantage point is superior to other officers. Operates portable or fixed master stream appliance from ground, aerial ladder, or elevator platform. Operates hose lines with eductors or proportioners to inject a liquid, such as a foam concentrate, into the water that flows through a hose line. Protects hose line from damage caused by vehicles by using a hose ramp. Drains and loads hose on apparatus after fire is extinguished. Oversees automatic sprinkler system support operations such as making fire department connections and controlling valves.

Performs and supervises pumper operations in order to supply adequate pressure at the nozzle by priming the pump; setting the throttle, relief valve and pressure governor; opening and closing discharge valve; and 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. Determines the number of hose lines that may be added at any point during operations. Calculates gpm water flow, friction loss and nozzle discharge pressures for length and diameter of hose. Operates fire hydrant, making connection with soft sleeve hose to the truck for additional water supply. Operates pumpers in relay or tandem pumping operation. Performs and supervises truck operations such as operating boom, ladders, and other aerial apparatus. Makes ladder load determinations. Sets up truck jacks or outriggers on each side of the truck; stabilizes apparatus using wheel chocks and stabilizing pads. Performs standpipe system support operations through Siamese connections; connects hose to standpipe station for interior attack or exposure protection.

Performs and supervises salvage and overhaul operations in order to protect property and complete fire extinguishment. Identifies hazardous materials and directs or assists handling of hazardous materials incidents. Provides for the needs of firefighters and other emergency personnel; coordinates activities of fire-fighting personnel and law enforcement personnel at the scene of an emergency. Questions witnesses to a fire and investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Informs officer in charge of suspected arson so an investigator can be called and evidence preserved. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for, preserves, reports, and maintains the chain

of custody of any evidence of arson. Assists arson investigation personnel; testifies in court when required.

Provides informal or "on-the-job" training for new employees; assists subordinates in technical areas of work. Coordinates and participates in departmental training including classroom training and drills. Assists in organizing training activities and prepares all materials and paperwork needed for training. Participates in training designed to develop skills which would enable the employee of this class to temporarily perform the duties of the Fire Captain, as needed. Delegates authority, issues orders, and assigns work or duty areas to subordinates. Inspects the appearance of assigned equipment and personnel. Conducts employee performance evaluations; discusses work performance with subordinates and superiors. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems.

Provides for the maintenance of department records such as records of activity, inventory records, or any others which may be required. Completes assigned forms and records, such as daily fire reports, maintenance records, incident reports, and preliminary investigation reports. Compiles data and writes reports requiring the ability to compose complete sentences and organize ideas in a logical sequence.

Plans for fires in residential, industrial, and commercial buildings by studying information regarding location of hydrants, exposures, types of occupancy, areas of high life or monetary loss risk, building layout and storage. Visits schools, businesses and places of public assembly to become familiar with features which may be important in an emergency situation; draws pre-planning maps and diagrams.

Inspects all hand tools, equipment, and appliances on fire apparatus to make sure that they are properly stored and in proper working order. Oversees and performs regular maintenance of fire pumps, aerial ladders, tillers, elevating platforms, emergency medical equipment, and fire hydrants to make sure they are in proper working order. Maintains and inspects 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. Cleans assigned apparatus, tools, equipment, and hose after each use. Performs or directs fire driver to perform daily radio check.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for schools or civic groups and participates in special community projects designed to improve public relations.

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 have served as a regular and permanent employee in the class of Firefighter/Operator for at least four (4) years immediately preceding closing date for application to the board.

Must possess certification as Firefighter I, Firefighter II, Fire Officer I, Hazardous Material/WMD-Awareness and Hazardous Material/WMD-Operations, Driver-Operator and Fire Service Instructor I (IFSAC or ProBoard) prior to the closing date for application to the board.

Fire Lieutenant UB Original Adoption:	09-28-23
Revision Dates:	

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions in fire department operations, the primary duty of which is managing the activities of one fire station on an assigned shift. Fire Captains respond to all fire alarms received on the assigned shift and direct emergency scene activities unless relieved by a superior officer. Employees of this class have the responsibility of supervising and training a company of Firefighter/Operators and Fire Lieutenants on their assigned shift, assisting with the care and maintenance of department equipment, vehicles and property, and providing for the maintenance of department records. Fire Captains work independently in most areas, receiving only general instructions for special tasks. This class reports to and 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.

Manages the operation of one fire station and supervises the activities of a fire company on an assigned shift. Manages all department operations on an assigned shift, in the absence of a superior officer. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift; reviews records of previous shift activity. Makes recommendations for consideration by the Fire Chief regarding policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the fire district improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Assists in investigating all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedures to avoid future accidents.

Oversees and evaluates the work performance of subordinates. Inspects the appearance of assigned equipment and subordinate personnel. Issues orders, assigns work or duty areas and delegates authority to subordinates. Reviews reports written by subordinates. Provides subordinates with "on-the-job" training and assistance in technical areas of work. Conducts employee performance evaluations and discusses work performance with subordinates and superiors. Conducts classroom training or drills with assigned subordinates in areas such as driving fire vehicles, search and rescue operations and responding to HAZMAT incidents.

Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Assists in maintaining discipline among subordinates by conducting corrective interviews.

Answers fire alarms from dispatcher and supervises employees driving the fire apparatus. Directs emergency scene operations unless relieved by a superior officer. Oversees the positioning of fire apparatus and sets up the fireground perimeter. Performs size-up and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe system operations, use of water supplies, salvage, overhaul, and emergency medical services. Observes and responds to changes in fireground conditions. Operates self-contained breathing apparatus. Serves as fire safety officer at the scene of an emergency until relieved of command. Recognizes internal and external fire exposures and takes measures to protect from fire extension. Applies appropriate fire streams and uses appropriate fire extinguishers. Supervises truck and pumper operations. Utilizes water supplies from public water systems or static sources. Oversees sprinkler support, standpipe system support, salvage and overhaul operations. Supervises personnel responding to incidents involving hazardous materials. Maintains communications between the fire scene and other authorized personnel. Supervises subordinates driving emergency medical vehicles to and from the scene. Oversees and provides basic first aid, CPR and emergency medical care to the sick or injured. Notifies dispatcher to call for additional emergency medical help. Provides for the needs of emergency personnel and oversees the coordination of activities between firefighters and law enforcement at the scene of an incident.

Oversees and participates in the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Personally completes any forms, records, or reports required, including NFIRS reports. Compiles data and writes reports requiring the ability to compose complete sentences and organize ideas in a logical sequence.

Provides for the testing, repair and maintenance of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Performs or directs daily radio checks. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Makes recommendations on major purchases for the department. Maintains inventory of supplies and equipment, and disburses supplies and equipment to personnel as required.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Assists arson investigation personnel; questions witnesses to a fire incident in order to collect information. Testifies in court when required. Supervises and participates in pre-fire planning activities by visiting schools, businesses and places of public assembly in order to conduct fire drills and to become familiar with features that may be important during a fire or other emergency. Oversees and participates in public tours of department facilities and

presentations/demonstrations for the public related to fire prevention and fire safety.

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 possess a valid driver's license.

Must have served as a regular and permanent employee in the class of Fire Lieutenant for at least four (4) years immediately preceding the closing date for application to the board.

Must possess certification as Firefighter I, Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Hazardous Materials/WMD-Awareness and Hazardous Material/WMD-Operations, Fire Officer I, Fire Officer II and Driver-Operator (IFSAC or ProBoard) prior to the closing date for application to the board.

Fire Captain UB Original Adoption:	04-15-03
Revision Dates:	03-14-07, 07-14-10, 04-17-12, 09-28-23

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of head of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, including managing fire suppression activities, supervising all department personnel, financial planning and budgeting of funds, and public relations. The Fire Chief sets management policies, goals, and objectives for the department; attends meetings in his capacity of head of fire department operations; and responds to fire and emergency alarms to direct the operation of both paid and volunteer fire personnel. The incumbent of this class is also responsible for providing for employee training and for developing and administering a fire prevention program. The Fire Chief has the authority and responsibility to carry out the duties of the position independently, and is accountable to the Calcasieu Fire Protection District #2 Fire Board of Commissioners as governing body for the fire department.

## **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. Organizes the department by creating a structure to provide fire protection services for the community. Develops methods which may be used to evaluate the productivity or effectiveness of departmental programs and uses these methods to evaluate and make decisions concerning department operations. Devises a risk management program, monitoring program results in order to make changes in procedures to avoid future accidents. Reviews incoming communications, making assignments to staff or routing work to the appropriate person or location. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Testifies on proposed legislation when required. Monitors any local conditions which may create situations the department may be called upon to handle. Provides for and oversees a communications system for the department. Locates grants available for fire protection and prevention projects and administers these projects, including writing grant requests.

Organizes the personnel management functions of the department. Determines performance standards for department personnel, establishes procedures by which personnel performance

may be evaluated, and uses information developed in performance evaluations to make personnel decisions. Assists in the development of and administers a comprehensive personnel plan for the department, including a personnel recruitment and selection program. Establishes and maintains a balance of meeting employee needs with meeting organizational goals. Develops and implements an employee grievance resolution procedure. Establishes and maintains a system of personnel inspections. Develops a reports review system to be used as an inspection process for analyzing the quality of fire service. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops and implements a safety program for the department.

Supervises subordinate department personnel. Reviews work to be done and delegates assignments, outlines duties and responsibilities, sets task priorities and long-term goals, and sets work schedules for subordinates. Evaluates the work performance of subordinates and writes employee evaluation reports. Inspects the appearance of department equipment and personnel to insure that these meet departmental standards for safety and propriety. Provides for good housekeeping and takes action to control hazards. Trains subordinates in safety. Handles employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline.

Develops and implements an emergency management system based on an identification of potential hazards facing the Fire District and an assessment of the capabilities for dealing with those hazards. Directs and controls fireground operations, including decisions concerning equipment, personnel assignments, strategy, communications, and emergency medical care. 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 programs of pre-fire planning and fire investigations.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meeting in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Acts as official department representative to the news media. Writes speeches and delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Handles complaints from the public concerning fire department operations or procedures related to the handling of emergency medical services. Determines target areas for fire prevention or public education efforts and produces instructional materials to be used in these programs within the community.

Consults with the governing body and prepares and submits to the proper authority a departmental operating budget. Following procedure, authorizes the expenditure of funds allocated for departmental operations. Manages the operation of the general accounting system for the department.

Evaluates training needs, and establishes and maintains the training program for the department. Serves as an instructor for formal classroom training. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, in what form this information should be kept, and how long records should be retained. Provides for the security and privacy of all information not part of public record. 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 or oversees the completion of all forms, records, and reports required of the appointing authority. Compiles, organizes, and analyzes data needed and writes reports required to document department activity. Writes letters, news releases, or any other type of official department position paper for publication.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Following procedures, obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly conducted. Prepares and evaluates specifications for fire department equipment. Oversees the process of maintaining an inventory of supplies and equipment for the department. Purchases equipment and supplies.

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 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 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 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 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** 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 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 UB Original Adoption: 04-15-03
Revision Dates: 03-14-07, 07-14-10, 06-27-18



# FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class participates in the development and implementation of departmental training and safety programs by evaluating the performance of department employees during training and at the emergency scene. The Fire Training and Safety Officer is responsible for preparing training materials and tests, and for maintaining records required to document the activity of the Training Division. The employee of this class exercises functional supervision over line personnel when in the training environment. The Fire Training and Safety Officer reports to and has work reviewed by the Chief of Administration.

## **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 the development of a training program for the department and oversees the activities of the training division. Evaluates training needs, provides for and schedules daily department training or outside training at all levels for fire employees, as directed by the Chief of Administration. Coordinates the movement of fire companies to and from training activities. Personally conducts drills, evolutions and classroom training at the drill field, or at fire stations, in the following subject areas: firefighting, forcible entry, use of protective breathing apparatus, hoses, fire streams, hydraulics, ladders, ventilation, fire attack, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, firefighting apparatus, tools, and equipment as well as first aid, rescue, safety, supervision, public relations, fire prevention, pre-fire planning, fire inspection and investigation, fire communications, laws applicable to fire service operations and any other related subject assigned or required. Assists with training in emergency medical services and CPR. Conducts informal or on-the-job training for new employees and provides assistance to department members in technical areas of work.

Responds to fire alarms or emergency calls and takes charge of all safety procedures at the scene. Oversees fire employees at the scene of an emergency and participates in size-up, fighting fire, rescue, salvage and overhaul operations. Makes notes and takes photographs at the scene for use in training. Monitors emergency operations to ensure compliance with established safety procedures. Participates in handling emergencies involving hazardous materials. Reviews the

response of fire personnel at the emergency scene, and consults with superior officers to determine if changes are necessary in the training program.

Participates in the development of a safety program for the department and oversees departmental safety operations. Coordinates safety activities of departmental divisions and companies to ensure implementation of safety procedures throughout the department. Demonstrates the proper use of fire equipment and safety practices. Inspects specified areas for fire service equipment and other safety and first-aid supplies. Observes fire personnel to ensure proper use of prescribed safety equipment. Evaluates the departmental training program and assists superior officers by making recommendations for improvements. Assists superior officers in identifying and appraising conditions which could produce accidents and financial losses. Inspects apparatus, equipment, machinery and working conditions of the department to ensure compliance with occupational safety and health regulations. Oversees the testing of fire equipment in accordance with NFPA standards and/or manufacturer's recommendations. Records testing results to ensure compliance with federal, state and local standards. Participates in researching the best methods for testing fire equipment and sees that such jobs are either contracted for or assigned to qualified department personnel. Assists in writing specifications for new fire department equipment. Makes recommendations on major purchases for the department. Orders and distributes equipment and supplies for the training division, as needed.

Participates in the evaluation of industrial, technical and scientific publications concerned with safety management. Assists in maintaining a library of training resources for the department. Works with superiors to conduct research on technical data including local fire reports, statistics, bulletins and specifications in order to integrate such material into the training program. Participates in the development of job simulation exercises to rate skills acquired during training. Performs administrative training duties such as preparing lesson plans, training materials and written tests. Administers and grades training tests. Exercises functional supervision within the training environment by maintaining order, delegating tasks and evaluating employee performance and training progress. Meets with fire employees to discuss performance and other matters related to training.

Maintains all department training records. Writes narrative reports on matters concerning the operation of the training division. Personally completes all assigned forms; files records and reports as needed. Participates in conferences, conventions and other educational meetings in order to keep informed on modern firefighting methods, fire training and administrative practices. Assists with research and planning for programs and activities of the department. Recommends management policies, goals and objectives to improve the training program. Participates in the development of a personnel recruitment and selection program for the department. Monitors and evaluates local conditions which may become fire or safety hazards. Acts as a consultant for surrounding volunteer fire departments, providing them with technical expertise, assistance and cooperation in training and firefighting. Recommends changes in department operations that will help the city obtain favorable insurance ratings.

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. 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 not less than four (4) years of full-time work experience with a paid fire department or paid fire protection district.

Must possess additional requirement certificates: Instructor II and Fire Officer I, immediately preceding closing date for application to the board.

The above certifications must be from the Louisiana Firefighter Certifications Programs or another agency accredited by the International Fire Service Accreditation Congress (IFSAC).

Fire Training and Safety Officer UB Original Adoption:	01-22-18
Revision Dates:	06-27-18, 09-28-23

# CHIEF OF ADMINISTRATION

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position in the fire service, the primary duties and responsibilities of which include the oversight and management of all departmental operations and employees within the line-support divisions of the department, including the Training Division. The employee of this class also assists the Fire Chief in the organization and management of the fire department in areas such as human resources, personnel management, administration, records management, planning, research, purchasing and budget preparation. The Chief of Administration works with a high degree of independence, 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.

Assists the Fire Chief in the management of the administrative functions of the fire department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations; testifies on proposed legislation before legislative committees. Researches the implications of such legislation and assists the Fire Chief in formulating position statements to be used by the fire district. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Monitors and evaluates local conditions which may develop into fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Manages the development of a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Works with various boards, agencies, and labor unions whose operation affects the careers of fire department personnel and the work of the fire department.

Recommends management policies, goals, and objectives for the department for consideration by the Fire Chief. Oversees and participates in the research and planning for programs and activities of the department. Assists with the planning and organization of departmental operations related to personnel, equipment, and apparatus. Determines how the department should be organized, including the number and distribution of operating units. Conducts inspections of the Communications, Fire Prevention, Training, and Administrative Divisions of the department. Observes division operations, inspects the appearance of assigned equipment and evaluates the effectiveness of the various divisions following inspections; takes appropriate action to correct or improve problem areas.

Oversees the development and administration of a training program for the fire 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 by evaluating training needs and providing department training or outside training to meet the needs. Facilitates training in the classroom, at drills or evolutions, and ensures "on-the-job" training is provided to new employees. Oversees and provides for training in fire suppression, advanced fire-fighting techniques, pump operations, hydraulics, ventilation, containing hazardous materials, use of fire equipment, fire inspection, fire investigation, safety, rescue and emergency medical services, or any other required subject area as needed. Keeps informed on modern firefighting practices and methods. Acts as a consultant for volunteer departments in surrounding areas.

Supervises employees who conduct training within the fire department. Delegates authority, approves leave and oversees the assignment of work schedules and duty areas. Holds meetings with fire department personnel for the purpose of receiving reports and providing information. Oversees and evaluates the work performance of subordinates. Discusses work performance with subordinates and superiors; writes employee evaluation reports. Counsels subordinates who are experiencing work problems, resolves employee grievances and recommends disciplinary action against subordinates. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Maintains promotional eligibility lists and makes recommendations on temporary or permanent appointments in accordance with civil service law.

Assists the Fire Chief in managing the accounting, money and assets of the department. Participates in gathering, compiling and organizing information in order to prepare an operating budget for the Training Division and the department. Assists in the preparation of expenditure estimates. Authorizes the expenditure of funds or personally purchases equipment and supplies, keeping such expenditures within the established budget. Participates in the preparation of requests for grants or other special funds to aid in the operation of the fire service. Assists in the administration of grant-funded projects, managing funds given by the granting organization, completing any reports required, and assuring that conditions specified in the grant are met.

Supervises the maintenance of all department records such as personnel records, records of activity, and any others which may be required. Assists with making decisions concerning what information should be included in all records of the department and in what form this information should be kept. Reviews records completed by subordinates and periodically inspects systems and facilities for maintaining records. Compiles and organizes data needed for reports. Provides for the preparation of LFIRS reports, and personally completes any forms or records as required, including payroll reports. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken by fire prevention personnel. Reviews correspondence addressed to the fire department and decides what type of action should be taken in reply. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and ensures the complaint is processed following departmental procedures. Writes reports, letters or newspaper articles to address needs of the fire department, or convey an official department position. Conducts polls and surveys related to fire department services; organizes and analyzes data gathered from such

in order to recommend changes in department operations.

Oversees the ordering, inventory control, and disbursement of supplies and equipment for the department. Manages the general care and maintenance of fire stations, grounds, vehicles, firefighting and fire communications equipment. Oversees research to determine the best methods of handling fire department maintenance tasks, and sees that such jobs are either contracted for or assigned to qualified department personnel. Makes arrangements for repairs and maintenance of facilities, equipment, or operating systems and completes inspections after repairs to see that repairs were properly accomplished. Investigates all accidents involving department equipment or personnel; determines cause and makes recommendations on procedure to avoid future accidents. Meets with sales representatives to review products and equipment. Writes specifications for new fire department equipment. Assists the Fire Chief in preparing specifications for public bids and overseeing the bidding process. Makes recommendations on major purchases for the department.

Identifies the most important fire problems in the jurisdiction in order to provide focus for fire prevention and education efforts. Manages the organization and development of fire safety programs and the training of fire service personnel and volunteers who participate in the implementation of such programs. Informs the public about fire department operations by means of talks or demonstrations and answers questions for the public about the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Coordinates special public relations projects designed to improve the image of the fire department.

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.

Must possess a valid driver's license.

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.

Applicant must also possess the following certifications (IFSAC or Pro-Board) prior to the closing date for application to the board:

- Fire Officer I, II, III
- Fire Instructor I, II
- Hazmat Awareness
- Hazmat Operations
- Incident Safety Officer
- Firefighter I & II
- Apparatus-Driver Operator

Prior to the closing date for application to the board, must possess Hazmat Tech certification as offered by Louisiana State Police.

Prior to the closing date for application to the board, must have at least ten (10) years of full-time fire service experience, at least two (2) years of which must include supervisory experience.

**§2541.2. Chief of administration of fire department; competitive appointment**

B. (1) The chief of administration of fire department shall have not less than ten years of full-time fire service experience.

B. (3) Eligibility for admission to the competitive test for chief of administration of fire department shall be limited to members of the same department as the fire chief at the time of appointment.

Chief of Administration UB Original Adoption: 09-28-23 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 assisting the Fire Chief in providing administrative support by performing office functions and handling clerical duties. The Secretary to the Fire Chief prepares correspondence, types records and reports, maintains department files and an inventory of supplies and equipment. The incumbent assists in the preparation of the department payroll and budget. The employee of this class answers calls, greets visitors to the department and maintains appointments for the Fire Chief. The Secretary to the Fire Chief performs routine duties independently, reporting directly 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.

Acts as receptionist for any visitors to the Fire Chief's office and directs them to other individuals or offices when necessary. Assists the public by answering questions about the operation of the department and handles any routine matters from callers or visitors to the office. Places and receives telephone calls for the Fire Chief. Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Attends meetings and takes minutes or notes of such as assigned by the Chief.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Composes business letters. Replies to routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Compiles and organizes data needed for reports. Enters routine information in department records which includes maintaining a roster of department personnel. Fills out all forms or records required or assigned. Opens, processes, sorts, and distributes mail and interdepartmental correspondence.

Sets up a filing system, files correspondence, forms, records, or reports alphabetically or chronologically, and revises such system when necessary. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in



accordance with established retirement schedules or legal requirements. Assists in maintaining a library or archives of materials for future use or reference by the Fire Chief. Develops new procedures for office functions when necessary.

Operates a computer in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with authorized personnel regarding errors, changes, or other matters related to payroll. Posts items into accounting records and compiles information to be used in developing the departmental budget. Assists in the preparation of the total departmental budget.

Maintains the inventory of supplies and equipment for the department. Prepares purchase requisitions according to departmental procedures. Orders and distributes supplies and equipment as required. Meets with sales representatives to review products and makes recommendations on purchasing. Acquires estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment as directed.

Performs public relations duties such as conducting tours of department facilities and prepares news releases or any other type of official department statement for publication.

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. 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.

Secretary to the Fire Chief UB Original Adoption:	02-19-08
Revision Dates:	07-14-10, 06-27-18