MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CENTRAL FIRE PROTECTION DISTRICT #4 (BATON ROUGE)

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CENTRAL FIRE PROTECTION DISTRICT #4 (BATON ROUGE)

FIRE SERVICE

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*Competitive class
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XD Original Adoption:	01-15-87
Revision Dates:	05-30-90, 04-09-99, 10-25-07, 11-11-08, 03-14-16, 12-08-20

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 report to and have work reviewed by a 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.

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, drys, 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.

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 present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

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

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Firefighter/Operator.

Prior to confirmation in the class of Firefighter/Operator, must have obtained certifications in Hazardous Materials-Awareness, Hazardous Materials-Operations, Firefighter I, Driver/Operator-Pumper, and Firefighter II, according to National Fire Protection Association (NFPA) standards.

Firefighter/Operator XD Original Adoption:	01-15-87
Revision Dates:	02-28-00, 11-27-01, 03-07-06, 11-11-08, 02-17-15

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station on an assigned shift. Responds to all fire alarms; directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher. Supervises driving of fire apparatus. Sets up the fireground perimeter for crowd and traffic control. Performs size-up of an emergency scene and directs operations at the scene until relieved by a superior officer. Directs the positioning of the fire apparatus at the fireground. Supervises subordinate employees in search and rescue, forcible entry, the use of self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Handles emergencies involving hazardous materials. Serves as fire safety officer at the scene of an emergency until relieved of command. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for evidence and protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Questions witnesses to a fire incident in order to collect information. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Testifies in court when required.

Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains communications

between the fire scene and other authorized personnel. Coordinates activities of fire fighting and law enforcement personnel at the emergency scene.

Participates in the research and planning for programs and activities of the department. Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Recommends changes in department operations that will help the city improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

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

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

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Receives reports documenting problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Reports fire hazards or safety violations to the appropriate authority.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Reviews reports written by subordinates and personally completes any forms, records, or reports required, including NERIS reports. Compiles data and writes reports requiring the ability to organize ideas in a logical sequence.

Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Responds to questions and complaints from the public about the operations of the fire department. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid Louisiana driver's license.

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

Prior to closing date for application to the board, must have obtained certifications as Firefighter II, Driver Operator-Pumper, Fire Service Instructor I, and Fire Officer I, according to the National Fire Protection Association (NFPA) standards.

Must have current Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) basic or higher.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) basic or higher while working in the class of Fire Captain.

Must have successfully completed any in-line promotional working test(s) undertaken during the past 24 months.

Fire Captain XD Original Adoption:	11-11-08
Revision Dates:	02-17-15, 10-18-17, 11-04-26

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The District Fire Chief directs emergency scene activities and handles all disciplinary shift issues. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting superior officers in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. The District Fire Chief receives specific instructions for most duties, but has the authority to work independently in certain designated areas. This class reports to and ranks directly below that of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Sets goals and policies for the department, and recommends new objectives to a superior officer. Determines how the department should be organized, and conducts inspections of various divisions of the department. Evaluates the effectiveness of the divisions and takes appropriate action to improve problem areas. Organizes departmental equipment and personnel operations. 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. Keeps informed on modern fire fighting methods and monitors local conditions which may become safety hazards. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Studies new laws and regulations relating to fire department operations and determines if changes in policies and procedures are needed.

Oversees positions comprising of fire suppression classifications, fire prevention classifications, and fire department training classifications. Supervises department employees by assigning work areas, develops work schedules, approves leave, and evaluates work performance. Delegates authority to subordinates for the more effective operation of the department, holds meetings to receive reports, and inspects the appearance of equipment and personnel. Reviews employee reports, provides assistance in technical areas of work, and discusses work performance with subordinates. Resolves employee complaints, counsels employees who are experiencing work problems, writes employee evaluation reports, and recommends disciplinary action against employees. Researches the best methods of handling specific tasks and sees that such jobs are assigned to qualified personnel. Investigates all accidents and complaints involving department personnel, determines cause, and proposes resulting action to be taken. Assists the Chief in developing a personnel recruitment and selection program and interviews

prospective employees. Promotes peace and harmony in the department by seeing that discipline is maintained, counseling employees who are experiencing work problems, and working with employee groups.

Responds to all emergency calls, supervises employees at the scene of an emergency, performs size-up, and directs rescue operations. Directs forcible entry, ventilation, hose handling, and pump operations at the scene. Oversees the use of water supplies at the emergency scene, salvage operations, emergency medical services, and personally directs the fire attack team. Takes charge of all safety procedures, participates in hazardous materials emergencies, and maintains communications between the fire scene and authorized personnel. Provides for the needs of emergency personnel at the scene and acts as coordinator between fire fighting personnel and law enforcement. Assists superior officer with collecting information for pre-fire planning by visiting places of public assembly that may become important in an emergency situation. Enforces fire prevention codes and directs the inspection of buildings to determine potential fire hazards. Investigates the origins of fire in the jurisdiction, especially those suspected to be the result of arson. Secures the fire scene to prevent damage of evidence, assists arson investigation personnel, and testifies in court when required.

Assists superior officers with developing a training program for the department, providing for regular employee training at all levels. Conducts training in basic firefighting, equipment, water supplies, and safety. Directs training in hose handling, first aid, and pre-fire planning. Conducts training in forcible entry, ventilation, salvage and overhaul. Trains employees in supervision, hazardous materials, inspection and investigation.

Assists superior officers in managing the accounting for the department assets, aids in compiling budgets, and purchases supplies in keeping with the budget. Aids in determining what information should be included in the records of the department and in what form that information should be kept. Provides for the maintenance of all department records, periodically inspects record facilities, and personally completes any forms and records assigned. Prepares LFIRS reports and requests for special funds to aid in the operation of the fire service. Supervises the general care and maintenance of firefighting equipment, station, grounds, and communication equipment. Tests equipment to ensure that it meets all applicable standards, arranges for any necessary repairs, and inspects equipment after repairs to see that they were properly accomplished. Assists with maintaining an inventory of supplies and equipment, meets with sales representatives to review products, and orders supplies and equipment. Distributes supplies and equipment to personnel and makes recommendations on major purchases.

Writes newspaper articles for publication, and writes letters in answer to requests to the department. Gives talks, demonstrations, and distributes literature to inform the public about fire department work. Aids the Deputy Chief in conducting polls and surveys regarding fire department work, analyzes the data, and recommends changes based on the new data. Acts as department representative to the news media, answers operational questions to the public, and conducts tours for school or civic groups. Coordinates special projects related to public relations and works with related federal, state, and local agencies.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license.

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

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

Prior to closing date for application to the board, must have obtained certifications as Firefighter II, Driver Operator-Pumper, Fire Services Instructor II, Fire Inspector I, and Fire Officer II, according to the National Fire Protection Association (NFPA) standards.

Must maintain current Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) basic or higher.

Must have successfully completed any in-line promotional working test(s) undertaken during the past 24 months.

District Fire Chief XD Original Adoption:	03-14-16
Revision Dates:	10-18-17

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a position, the primary duty of which is assuming the responsibilities of the Fire Chief in the absence of the Chief. The Assistant Fire Chief also has primary responsibility for the fire prevention and investigation program and for the public fire education program of the department, in addition to assisting the Chief in supervision of both paid and volunteer personnel, overseeing the maintenance and repairs of department equipment and property, and overseeing the records-keeping functions of the department. The Assistant Fire Chief also serves as commander at the scene of a fire or emergency until relieved by the Fire Chief. This class ranks directly below that of Fire Chief, and work is reviewed and special assignments are given 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 managing the activities of the department, including acting as Fire Chief in the Chief's absence. Assists in setting goals and objectives for the department. Conducts inspections and evaluates the effectiveness of operations of the department, taking appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Studies laws, regulations, ordinances, and court rulings which may affect the operation of the fire department.

Monitors and evaluates local conditions which may become fire or safety hazards. Manages the operation of the fire prevention and investigation division of the department. Enforces fire prevention codes. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Recommends changes in fire prevention codes. Reviews plans and blueprints for new construction. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction; secures the fire scene; and collects and labels evidence of possible arson. Assists arson investigation personnel and testifies in court when required.

Conducts public education programs for the department by giving talks and demonstrations and distributing literature. Conducts polls and surveys to make recommendations for setting goals for the public relations program. Coordinates special public relations projects.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Gives reports, offers advice, makes recommendation, and keeps informed on local trends that may affect the fire service by

attending meetings as required. Works with boards and agencies whose functions may affect the operation of the fire department.

Manages the records-keeping functions of the department, including deciding what information should be included in all records of the department, determining in what form this information should be kept, and supervising the preparation and maintenance of the records. Compiles and analyzes data and writes reports, requests for grants or other special funds, newspaper articles, or any other type of official department position paper for publication. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Writes letters in answer to requests or as needed to handle problems of the fire department.

Assists in managing the accounting for the money and assets of the fire department. Gathers information for and assists in preparing the departmental operating budget. Authorizes the expenditure of funds, making sure that such are in accordance with the budget.

Directs emergency scene operations including performing size-up, supervising rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and emergency medical services. Functions as part of the fire attack team. Oversees safety procedures at the emergency scene and participates in handling emergencies involving hazardous materials.

Supervises subordinate employees, delegating authority when appropriate. Inspects the appearance of assigned equipment and subordinate personnel. Assigns work or duty areas, and oversees and evaluates the work performance of subordinates. Provides assistance to subordinates in technical areas of work.

Develops a training program for the department and provides for department or outside training for employees. Personally conducts formal and on-the-job training.

Supervises the general care and maintenance of fire fighting apparatus and equipment, stations and grounds, and related property. Arranges for repairs and maintenance and sees that such are correctly completed. Writes specifications for new fire department equipment. Orders and disburses supplies. Makes recommendations for and purchases equipment and supplies.

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 Louisiana driver's license.

Must be a regular and permanent employee in the class of District Fire Chief for at least two (2) years immediately preceding closing date for application to the board.

Must have successfully completed any in-line promotional working test(s) undertaken during the past 24 months.

Assistant Fire Chief XD Original Adoption:	05-30-90
Revision Dates:	10-20-93, 11-11-08, 10-18-17

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 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 Central FPD #4 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 operation of fire department services (eg. fire suppression, fire prevention, 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 effective work of the department when such delegation is not inconsistent with municipal authority, express provisions of the law, or contrary to these rules.

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; prepares specifications for public bids and oversees the bidding process; draws up specifications for new fire department equipment; purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Provides for and insures that accurate department records such as financial records, personnel records, records of activity, inventory records, etc., are maintained; 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.

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 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.

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 hiring decisions; supervises department employees performing all phases of fire fighting, fire prevention, 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.

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.

Supervises the general care, maintenance, and use of departmental alarm and signaling systems fire fighting 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 being a qualified elector of the State of Louisiana.

Must have a valid driver's license.

Before appointment, must pass a physical examination and be physically fit to perform duties as required.

MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience 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 other related curriculum, or a bachelor's degree in an unrelated curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least five (5) years of which must have been in positions which would include administrative or supervisory responsibilities. Fire service experience must include full time experience 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 XD Original Adoption:	01-15-87
Revision Dates:	10-20-93, 11-27-01, 12-06-18

FIRE TRAINING 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 developing a training program to meet department needs, assembling or developing training materials, and serving as an instructor for training courses. The fire training officer evaluates the performance of department employees during training and at the emergency scene, and maintains records required to document the activity of the Training Division. This is a specialty class in the fire department and the employee of this class has supervisory responsibility over line personnel only when they are involved in training activities. 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.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs. Recommends improvements in the training program and maintains a library of training materials. Coordinates the movement of fire companies to and from all training activities. Trains personnel by conducting and supervising training in the classroom, conducting drills and evolutions, and providing informal or "on-the-job" training for new employees. Develops job simulation exercises to rate skills acquired during training. Administers and grades training tests. Schedules training for all department employees as assigned by the Fire Chief. Oversees training in basic firefighting, breathing apparatus, hydraulics, pump operations, fire equipment, rescue, and emergency medical services. Conducts training in ropes, pre-fire planning, forcible entry, and fire streams. Directs training in ventilation, salvage and overhaul, supervision, public relations, and hazardous materials. Trains employees in inspection, fire service laws, investigation, and fire prevention. Prepares lesson plans and written tests. Conducts training in communications and safety. Demonstrates safety equipment and practices. Performs statistical analyses of examinations to determine reliability of the examination, appropriateness of test material covered, level of test material, and adverse impact. Evaluates the effectiveness of training by analyzing the results of training tests and reviewing the response of personnel at the emergency scene.

Responds to fires to make notes and take photographs for use in training. 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. Observes emergency scene operations, including fire suppression, containing hazardous materials, rescue operations, providing

emergency medical assistance, or related duties to assure compliance with established safety procedures.

Manages the operation of the training division and recommends management policies, goals, and objectives for the training division. Participates in developing a personnel recruitment and selection program. Reviews employment applications, assists the Fire Chief with interviewing prospective employees, and makes recommendations for hiring. Assists with setting goals and objectives for the department and participates in the research and planning for department activities. Assists the Fire Chief with determining how the department should be organized. Conducts inspections and evaluates effectiveness of various divisions. Takes appropriate action to correct or improve problem areas. Oversees the planning and organizing of departmental operations having to do with equipment, apparatus, and personnel. Delegates authority to subordinates for the more effective operation of the department and writes employee evaluation reports. Holds meetings with personnel and evaluates work performance. Supervises department employees by discussing work performance with subordinates and superiors.

Develops a safety program for the department and sees that such program is properly staffed and supplied with training resources. Provides for evaluation of safety program and makes recommendations for improvements. Develops and recommends accident and loss control systems and programs for incorporation into operational policies to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Identifies and appraises conditions which could produce accidents and financial losses. Investigates all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. Prepares accident and injury reports for review by administrative personnel. Observes department personnel to determine use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing.

Participates in conferences, conventions, and other educational meetings and keeps informed on modern firefighting methods and administrative practices. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Assists the Fire Chief with reading correspondence addressed to the fire department and studies new laws, regulations, ordinances, and court rulings. Assists the Fire Chief with writing requests for grants or other special funds to aid in the operation of the fire service. Answers telephone inquiries about operation of emergency services. Writes letters in answer to requests addressed to the fire department. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Personally handles budget preparation for the training division. Purchases equipment and supplies within established budget and disburses to department personnel. Makes recommendations on major purchases for the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the 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 at least five (5) years full-time experience with a paid fire department or two (2) years full time service in fire service training.

Must possess and maintain the following certifications as per NFPA standards:

Firefighter II
Driver/Operator Pumper
Instructor II
Fire Officer II
Hazardous Materials Operations
Fire Inspector I

Prior to confirmation in class, applicant must obtain certifications as both a CPR instructor and EMT instructor.

Fire Training Officer XD Original Adoption: 12-08-20 Revision Dates:

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative functions in such areas as payroll, purchasing, budgeting, and maintaining departmental records. Participates in the public relations functions of the department. This class is non-supervisory in nature. Special assignments are received from and work is reviewed directly 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 performing the administrative functions of the fire department. Manages the operation of one fire department function or division. Recommends management policies, goals and objectives for consideration by the Fire Chief. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Keeps informed on modern firefighting methods and administrative practices. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed.

Manages for the accounting for the money and assets of the entire department. Gathers information for and assists in the preparation of the departmental operating budget. Personally prepares budget for one assigned function or division. Authorizes expenditure of funds and purchases equipment and supplies, keeping such expenditures and purchases within the established budget. Writes requests for grants or other special funds to aid in the operation of the fire service. Maintains inventory of supplies and equipment. Disburses supplies and equipment to department personnel. Makes recommendations on major purchases for the department.

Makes decisions concerning what information should be included in all records of the department and in determining in what form this information should be kept. Provides for the maintenance of all department records such as personnel records, records of activity, and inventory records. Personally completes any forms, records, or reports required, including LFIRS reports and payroll records, and provides for the maintenance of such records. Writes reports

requiring the ability to organize ideas into a logical sequence. Writes letters in answer to written or oral requests addressed to the fire department or as required to handle problems or other needs of the fire department. Writes newspaper articles or any other type of official department position paper for publication.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Conducts polls and surveys on questions or problems relating to the fire service, organizes and analyzes the gathered data, and recommends needed policy statements or changes based on the data. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Conducts tours of department facilities for school or civil groups. Coordinates special projects related to public relations or the image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Responds in person to all alarms or emergency calls for which the department is answerable. Participates in handling emergencies involving hazardous materials. Maintains communication between the fire scene and other authorized personnel at the emergency scene by operating communications equipment. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency. Personally conducts classroom training in first aid, CPR and EMS. Provides informal on-the-job training for new employees.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

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

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 reasonable accommodation.

Must possess a valid driver’s license prior to beginning work in this class.

Must obtain and maintain a valid Louisiana driver's license.

MUST HAVE EITHER

A degree in Business Administration or related field.

OR

A high school diploma and at least eight (8) years of experience with a background in management, supervision, and administrative work.

Administrative Assistant to the Fire Chief XD Original Adoption:	04-09-99
Revision Dates:	02-28-00

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence, completes and maintains department records and reports, and acts as receptionist for the department. The employee of this class prepares payroll records, makes calculations necessary to compute payroll and assists in the preparation of the total departmental budget. The Secretary to the Fire Chief performs routine duties independently, 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.

Opens, sorts, and distributes mail. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Composes business letters. Proofreads typed material and corrects errors.

Receives department records and reports and checks them for completeness, accuracy and conformity to established procedures. Enters routine information in department records. Fills out all forms or records required or assigned. Compiles, organizes, and analyzes data needed for reports. Writes reports. Maintains a roster of department personnel. Schedules appointments and training classes for members of the department and keeps records of schedules as directed by the Fire Chief. Notifies Fire Chief and/or the appropriate individual of appointments, meetings, or other events.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, chronologically, geographically and/or by subject matter. Briefly reads or reviews incoming materials and sorts according to subject matter. Keeps records on the location of materials removed from files and to whom materials were released. Traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archive of reference materials for use by department personnel.

Enters, locates, and retrieves information or documents which are stored in hard copy files or in the computer database. Operates a computer terminal in order to enter or retrieve information from files. Copies computer data from computer's hard drive to the appropriate resources, such

as diskettes. Operates a copying machine, facsimile machine, and calculator or computer software application when required.

Accounts for the money and assets of the department. Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Posts items into accounting records and balances these as directed. Compiles information to be used in developing the departmental budget. Computes salaries, hours, overtime and related data for annual budget. Assists in the preparation of the total departmental operating budget and submits budget to appropriate authority as directed. Compiles data needed for the preparation of grant requests or other special funds to aid in the operation of the department.

Acts as receptionist to department visitors. Receives and places telephone calls for the Fire Chief or department. Answers questions and handles any routine requests by visitors or callers following department procedures.

Locates repair services, receives estimates on repair costs, and arranges for repairs of department equipment as assigned. Inspects the equipment after repairs have been made. Assists the Fire Chief in preparing specifications for new equipment and prepares specifications for public bids.

Performs public relations duties such as answering inquires from the public about the operation of the department, emergency services, or any related areas of departmental operations. Prepares news releases or any other type of official department statement for publication. Serves as department representative at meetings, conferences and seminars as assigned.

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.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.