

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

EAST BATON ROUGE PARISH FIRE PROTECTION DISTRICT #3 (BROWNSFIELD)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

EAST BATON ROUGE PARISH FIRE PROTECTION DISTRICT #3 (BROWNSFIELD)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

ASSISTANT FIRE CHIEF **

*Competitive class

**Promotional class

EC Original Adoption:	02-16-89
Revision Dates:	08-02-23

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 are supervised 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.

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

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

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

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

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

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

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

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

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

Before appointment, must pass a medical examination and a physical agility test designed to show good health and the physical abilities necessary to perform the duties of the position.

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

Before employment must have and maintain a valid driver's license to operate fire department vehicles.

Prior to confirmation in the class of Firefighter/Operator, a probational Firefighter/Operator must attain and maintain the following certifications effective 07-01-22: Hazardous Materials-Awareness, Hazardous Materials Operations, Firefighter 1, Driver/Operator-Pumper, and Firefighter 2 according to National Fire Protection Association (NFPA) standards.

In addition, probational Firefighter/Operators with less than 5 years of prior Firefighter/Operator experience must attain and maintain EMT certification (national certified) during all times serving in the position of Firefighter/Operator. Firefighter/Operators with more than 5 years of prior experience must attain and maintain EMR certification (national certified) during all times serving in the position of Firefighter/Operator unless he/she has advanced his/her medical training to an advanced nationally certified level (e.g EMT, EMT Advanced, Paramedic.)

The above certification requirements are not intended to exclude the need for a certification should it become required by a governing agency, insurance provider(s) or departmental policy.

Certification time extensions not exceeding 365 calendar days can be granted with the approval of the East Baton Rouge Fire Protection District #3 Fire Board and the Fire Chief in the event of:

*Certification Testing Availability Limitations

*Medical Injury or illness during probationary period

In the event that any certification is no longer offered by the certifying agency (e.g. NFPA, National Registry) the requirement to complete the affected certification shall be lifted and candidates shall be confirmed.

Firefighter/Operator EC Original Adoption:	02-16-89
Revision Dates:	07-19-22

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly a responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions assigned by the Chief. The employee of this class performs the duties of the Fire Chief in the chief's absence and supervises all subordinate department employees. The Assistant Fire Chief performs public relations functions, provides for the production and maintenance of department records and reports, and assists with the financial management of the department. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages all department operations and performs the duties of the Fire Chief in his absence. Recommends or sets management policies, goals and objectives for the fire department. Works with the Fire Chief to determine how the department should be organized, including the number of operating units and distribution of such units. Participates in the research and planning for programs and activities of the department. Oversees the planning and organization of departmental operations related to equipment and personnel. Participates in the development of a personnel recruitment and selection program. Assists with interviewing prospective employees and makes recommendations for hiring.

Provides for the monitoring and evaluation of 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. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Participates in conferences, conventions, and other educational meetings to stay informed on modern firefighting methods and administrative practices. Conducts inspections and evaluates the effectiveness of department operations, taking appropriate action to correct or improve problem areas. Recommends changes in department operations which will help the district improve ISO ratings.

Supervises all subordinate fire department employees; assigns work schedules and approves leave. Inspects the appearance of personnel and assigned equipment for compliance with departmental standards. Delegates authority to subordinates for the more effective operation of the department. Oversees and participates in meetings with department members to receive reports, provide information and discuss work-related matters. Hears and resolves employee complaints and grievances. Maintains discipline and promotes peace and harmony within the department by counseling employees who are experiencing work problems or by recommending disciplinary action against subordinates. Oversees and evaluates the work performance of subordinates, writes employee evaluation reports and participates in discussions of work performance with subordinates and superiors. Oversees investigations regarding complaints against department personnel and makes recommendations for action to be taken.

Manages the development of a training program for the department, ensuring that the program is properly staffed and supplied with resources. Provides for regular employee training at all levels within the department; oversees staff officers who conduct training in fireground operations, fire suppression, emergency medical services, fire prevention and any other areas, as required. Ensures "on-the-job" training and assistance in technical areas of work is provided to new employees.

Oversees and participates in the care and maintenance of department firefighting apparatus and equipment, vehicles, stations, buildings, grounds, communications equipment and other specialized equipment and property. Supervises the testing of equipment in order to assure that equipment meets all applicable federal, state, and local standards. Researches the best methods of handling specific fire department tasks, such as testing fire hydrants, and sees that such jobs are either contracted for or assigned to qualified department personnel. Oversees arrangements made for repairs to department equipment and inspects equipment after repairs to ensure proper operation. Writes specifications for new fire department equipment. Oversees the process of preparing specifications for public bids and meets with sales representatives to review products. Makes recommendations on major purchases for the department. Oversees the inventory, ordering, storage and disbursement of supplies and equipment for the department. Investigates accidents involving equipment or personnel, determines cause of accident, and recommends procedures to avoid future accidents.

Assists superiors in managing the accounting for money and assets of the department. Gathers, compiles and organizes information to be used in preparing budgets. Participates in preparing and submitting an operating budget for the entire department. Prepares expenditure estimates and authorizes the purchase of equipment and supplies, keeping such within the parameters of the established budget. Writes requests for grants or other special funds to aid in the operation of the fire department.

Oversees decisions concerning what information should be included in all records of the department and determines the form in which this information should be kept. Assists in the maintenance of all department records and reports by periodically inspecting systems and

facilities for keeping the records. Prepares payroll records, reviews reports written by subordinates and personally completes any forms and records, as assigned. Compiles and organizes data needed for reports; writes reports to document department operations. Composes letters to address needs of the fire department or in response to requests received by the department. Writes newspaper articles or any other type of official department position paper for publication.

Responds to all alarms or emergency calls either in person or through a designated subordinate and takes incident command of any emergency scene within the fire district where command has not been established. Oversees size-up of an emergency scene upon arrival and supervises rescue operations, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe system operations and use of water supplies at the scene. 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. Takes charge of all safety procedures at the scene of an emergency and personally acts as part of the fire attack team. Oversees communications between the fire scene and other authorized personnel; operates communications equipment to call for assistance and relay necessary information on emergency scene operations. Provides for the needs of emergency personnel and acts as coordinator between fire and law enforcement personnel at the scene of an incident.

Collects information for pre-fire planning and becomes familiar with all area features which might become important in an emergency. Oversees investigations into the cause, origin and circumstances of fires occurring in the district. Provides for the security of the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court, when required.

Oversees employees who inform 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. Answers questions for the public about operation of the fire department or any related areas of emergency service. Supervises special projects related to the image of the fire department and coordinates work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Oversees tours of department facilities for school or civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of 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.

Must possess a valid Louisiana driver's license.

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

Prior to the closing date for application to the board, must meet all current qualification requirements for the class of Firefighter/Operator, as adopted by the East Baton Rouge No. 3 Civil Service Board.

Prior to the closing date for application to the board, must have obtained certification as a Fire Inspector I, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I and Fire Officer II.

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.

Assistant Fire Chief EC Original Adoption: 08-02-23 Revision Dates:
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