MUNICIPAL FIRE AND POLICE CIVIL SERVICE

EAST BATON ROUGE PARISH FIRE PROTECTION DISTRICT #5 (EASTSIDE)

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

EAST BATON ROUGE PARISH FIRE PROTECTION DISTRICT #5 (EASTSIDE)

FIRE SERVICE

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EE Original Adoption:	07-14-93
Revision Dates:	01-15-66, 11-29-07, 03-12-09, 06-01-17, 04-16-25

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression 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, driving and operating fire apparatus and equipment, and maintaining fire department vehicles and equipment. Employees of this class perform rescue work by assisting victims of fires and providing emergency medical care to the sick or injured at the emergency scene. Firefighters/Operators participate in areas concerning pre-fire planning, inspections and fire prevention. Employees of this class receive specific instructions for most duties, but have the authority to work independently in certain designated areas, and are directly supervised by a Fire Captain. This class ranks immediately 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.

Trains for, performs, and maintains proficiency in firefighting and rescue tasks such as connecting, carrying, and operating hose lines; directing fire streams; forcible entry; ventilation; and using portable breathing apparatus or air pack, ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety. Responds to medical emergency calls such as heart attacks, births, poison ingestion, drug overdose, drowning, and other emergencies. Examines victims for signs of injury or medical alert tag and determines the nature and extent of the injury and administers advanced first aid and emergency care. Cuts or pries open vehicles or machinery to free persons trapped. Notifies dispatcher for additional medical help when needed. Performs duties of superior officer at emergency scene in his absence.

Operates or rides in fire apparatus to and from fire or emergency scene. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the emergency scene by taking shortest route available using resources of maps or memory. Evaluates navigational problems such as narrow alleys or structural impasses and determines a means of entrance and egress. Stabilizes apparatus using truck jacks, outriggers, or wheel chocks. Positions apparatus and connects hose lines to water supply source. Determines the number and length of required hose lines.

Evaluates color of smoke and effects of environmental conditions to determine appropriate procedures to extinguish fire. Observes burning structure and locates and extinguishes fire source, hidden fires and hot spots. Listens and relays orders as required at fire emergency scene.

Observes burning structures in order to determine location of source and safety for firefighting crews. Notifies officer in charge of new information on conditions, life hazards, or exposures at scene of the emergency. Determines the number of required hose lines necessary for fire suppression. Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressures necessary for fire suppression. Operates and controls portable, fixed, or large-caliber water streams. Observes and responds to possible changes of fireground conditions including fire victims, water supplies, and fire exposure.

Wedges or clamps sprinkler heads after fire is extinguished to shut off flow of water, resets alarms and restores sprinkler systems. Performs salvage operations necessary to protect property, using covers, tarps, or other materials. Carries or removes burning items to reduce fire and smoke damage. Picks up water after fire is extinguished using appropriate method. Constructs catch-alls to trap and dispose of water. Removes debris and charred waste. Shores up or tears down weak and dangerous structural components.

Recognizes, notes, and preserves evidence of arson. Recognizes, notes, and preserves evidence of suspected arson. Informs officer in charge of suspected arson. Observes spectators for suspicious behavior.

Draws preplanning maps and diagrams. Participates in pre-fire planning, including gathering and studying information regarding types of occupancy and structure, building layout, hydrant location, and hazardous materials storage. Updates hydrant maps and vital building books. Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment. Inspects smoke and heat detector devices in public and private properties. Participates in fire prevention and fire inspection tasks such as studying the district to become familiar with the location of fire hydrants or water lines, exposures, type of occupancy, and related duties. Conducts prevention inspection of residences.

Studies and maintains proficiency in the procedures for special emergencies. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Acts to contain hazardous material spills or control spread. Locates and operates shut-off valves for gas, electricity, oil, and water in buildings to reduce hazard. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer.

Cleans, dries, tests, inspects, and properly secures any assigned fire fighting equipment such as fire apparatus, communications equipment, hoses, hand tools, portable breathing apparatus, turn-out equipment, ladders, fire extinguishers, or related equipment. Performs periodic tests of apparatus pumping capacity and pressure. Inspects tools for damage or to determine if any tools are missing, and makes report. Completes minor repairs to equipment and tools. Maintains inventory of tools and equipment on apparatus using checklist or knowledge of equipment.

Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws and regulations related to performance of work. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, location of streets, water mains, and hydrants in response area. Monitors and

gathers information of conditions affecting station zone of response. Attends and participates in assigned training drills either as an individual or as a member of a group. Provides "on the job training" as required.

Performs tasks necessary for the proper maintenance and function of the station and grounds such as cleaning floors and windows, emptying trash cans, changing bed linens, cutting grass and performing other minor maintenance duties. Assists in preparing meals for firefighters at the station and cleans kitchen area. Provides for the security of the station by locking station doors and securing valuable items. Inspects fire station and notifies officer in charge of needed repairs.

Performs public relations duties such as calming excited citizens at emergency scene, receiving and responding to questions and complaints from the public, and providing information to the public concerning the work of the fire department. Receives telephone calls and provides necessary information or directions. Refers calls to appropriate personnel or agency. Assists visitors at the station. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Works with local youth groups and other community groups, delivering lectures or demonstrations on fire prevention principles, including fire hazards and appropriate safeguards. Completes any forms, records, or reports as required.

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

Must have a valid driver's license.

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

Firefighter/Operator EE Adoption Date: 11-29-07
Revision Dates: 12-10-21

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the management and 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 maintain departmental equipment. 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 for one shift. Answers calls requiring fire or rescue response, records pertinent information, and proceeds with en-route size-up. Supervises the driving of the fire apparatus and directs or assists in the positioning of apparatus at the fireground. Performs and oversees size-up of emergency scene. Maintains communications between the fire scene and other authorized personnel. Serves as fire safety officer at the scene of an emergency and directs emergency scene operations until relieved by superior officer. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, and providing emergency medical assistance. Observes and responds to changes in fireground conditions and operates self-contained breathing apparatus. Ensures the use of appropriate portable fire extinguisher. Performs and supervises search and rescue, forcible entry, ventilation operations, ladder operations, recognizes internal and external fire exposures, and performs hose operations. Applies appropriate fire steams and oversees truck and water operations. Utilizes water supplies and directs automatic sprinkler system and standpipe system support operations. Directs salvage and overhaul operations and identifies hazardous materials.

Ensures and provides for emergency medical care to the sick or injured at the scene, including basic first aid, CPR, advanced life support, and first responder services. Operates and interprets equipment used to provide emergency medical services. Obtains a comprehensive drug history on the patient and keeps informed on circumstances under which it is not appropriate to administer a drug.

Issues orders and assigns work areas. Inspects the appearance of assigned equipment and subordinate personnel. Evaluates employee work performance and recommends disciplinary action to the appointing authority. Conducts drills and evolutions for fire company and trains new employees. Monitors and evaluates local conditions which may become fire hazards. Briefs incoming captain on all pertinent activities that occurred or those that will occur in the upcoming shift; reviews records of previous shift activity.

Conducts inspections as assigned. Becomes familiar with area fire exposures. Reports fire hazards or safety violations to the appropriate authority. Prevents removal or damage of evidence of suspected arson. Maintains the chain of custody for any evidence of arson.

Inspects the station house and grounds and fire apparatus for compliance with department maintenance standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Performs or directs fire driver to perform daily radio checks.

Completes and oversees the completion of assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Conducts tours of department facilities for schools 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 driver's license.

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

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.

All certifications must be IFSAC Certification and/or ProBoard.

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.

Fire Captain EE Original Adoption:	07-14-93
Revision Dates:	11-28-94, 03-12-09, 12-10-21

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position, the primary duties of which include assisting the Fire Chief in the management of all department operations on one shift, responding to emergency calls, keeping all fire department equipment in good working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of Volunteer Fire Fighters. This employee receives only general instructions from the Assistant Fire Chief or higher, who directs and reviews the work of this class.

EXAMPLES OF WORK

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

Assists the Fire Chief in the planning and directing of department operations. Evaluates the efficiency of response units following emergency incidents. Recommends management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the fire district to obtain favorable ISO ratings.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from fire scene. Assumes command until relieved by a superior officer. Oversees emergency scene operations in size-up, rescue, forcible entry, nozzle and hose handling, salvage and overhaul, and the identification of hazardous materials.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects schools and other educational facilities for fire protection purposes, including conducting fire drills.

Investigates the causes, origins, and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; collects and labels evidence of suspected arson; assists arson investigation personnel; and testifies in court when required.

Provides training to Fire Fighters by conducting classroom and on-the-job training. Serves as a consultant for Fire Fighters 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.

Provides for the maintenance of department records, such as records of activity, inventory records, or any other records which may be required. Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Prepares NFIRS records. Reviews reports written by subordinate personnel.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools. Conducts daily radio checks. Maintains inventory of supplies and equipment; orders and disburses supplies and equipment to personnel as required.

Releases information and answers questions for the news media. Responds to questions and complaints from the public about operations of the fire department or any related areas of emergency services. Makes presentations and demonstrations related to fire prevention and fire safety. Writes letters in answer to written or oral requests addressed to the fire 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 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 have a valid Louisiana Driver's License.

Must be a regular and permanent employee in the class of Fire Captain for at least one (1) year 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, Fire Service Instructor I, Fire Service Instructor II, Fire Inspector I, Fire Officer I and Fire Officer II, according to the National Fire Protection Association (NFPA) standards.

All certifications must be IFSAC Certification and/or ProBoard.

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 District Fire Chief.

District Fire Chief EE Original Adoption: 06-01-17 Revision Dates: 12-10-21

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory fire department positions, 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. Employees of this class perform the duties of the Fire Chief in the chief's absence and supervise all subordinate department employees. Assistant Fire Chiefs perform public relations functions, provides for the production and maintenance of department records and reports, and assist with the financial management of the department. The employees of this class take command of emergency scene operations until relieved by the Fire Chief. 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.

Performs the duties of Fire Chief in the absence of the chief. Manages the operation of one or more assigned fire department divisions or functions. Sets management policies for the fire department. Assists with goals and objectives for the department or an assigned function or division. Participates in the research and planning for programs and activities of the department. Manages the organization of the department, including equipment, apparatus, and personnel. 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 which will help the fire district improve ISO ratings.

Supervises subordinate fire department employees by assigning work schedules, approving leave, reviewing reports written by subordinates, providing assistance in technical areas of work, and inspecting equipment and personnel appearance. Resolves employee complaints and grievances. Oversees and evaluates work performance of subordinates, writes employee evaluation reports and assists with the discussion of work performance with subordinates to superiors. Holds meetings for the purpose of receiving reports and disseminating information. Investigates accidents involving equipment or personnel, determines cause of accident, and recommends procedures to avoid future accidents. Assists with maintaining discipline by counseling or recommending disciplinary action against subordinates. Manages a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring.

Develops a training program for the department, insuring that the program is properly staffed and supplied with resources. Personally conducts training in the classroom and through drills and evolutions. Evaluates training needs of the department and recommends outside training to meet these needs when necessary.

Assists in the preparation and maintenance of all department records and reports such as personnel records, records of activity, inventory records, or any others which may be required. Prepares payroll records. Writes reports, such as LFIRS reports, required to document the operation of the department by compiling and analyzing data. Writes requests for grants or other special funds to aid in the operation of the fire service. Personally completes forms and records as assigned.

Gives reports, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings as required. Participates in conferences, conventions, and other educational meetings. Monitors and evaluates local conditions which may become fire or safety hazards.

Responds to emergency calls on the assigned shift. Personally acts as part of the fire attack team. Oversees and performs all emergency scene activities such as size-up and safety precautions, and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, use of sprinkler and standpipe systems, use of water supplies, and salvage and overhaul. Directs subordinates in the handling of emergencies involving hazardous materials and emergency medical assistance. Provides for the needs of firefighting and emergency personnel at the scene of an emergency. Acts as a coordinator between fire personnel and law enforcement personnel at the scene of an emergency. Maintains fire ground communications.

Collects information for pre-fire planning and becomes familiar with all area features which might become important in an emergency. Enforces fire prevention codes, such as safety regulations for public assemblies, the handling and storage of combustible materials, and use of flammable liquids and explosives. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Recommends additions to or changes in fire prevention codes.

Investigates the cause, origin and circumstance of fires. Provides for the security of the fire scene to prevent damage or removal of evidence. Collects and labels evidence of suspected arson. Pursues persons suspected or arson and makes arrests. Testifies in court when required.

Coordinates special projects to enhance the public 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. Conducts tours of the fire department facilities for schools or civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department. Investigates complaints against department personnel and makes a recommendation for action to be taken.

Participates and oversees the care and maintenance of department firefighting apparatus and equipment, vehicles, communications equipment, and other specialized equipment and property. Assists with the testing of equipment in order to assure that equipment meets all applicable federal, state, and local standards. Oversees the arrangement for repairs and inspects equipment after repairs to see that these were properly accomplished.

Assists with the preparation of a departmental budget. Assists with preparing expenditure estimates and authorizing the expenditure of department funds, making sure that such expenditures are in accordance with the budget. Supervises the preparation of payroll records. Purchases equipment and supplies, keeping such purchases within the established budget. Assists with writing specifications for new fire department equipment. Participates in meeting with sales representatives to review products and makes recommendations on major purchases for the department. Maintains inventory, orders and disburses supplies and equipment.

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 Louisiana driver's license.

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 Assistant Fire Chief.

MUST MEET ONE OF THE FOLLOWING TWO REQUIREMENTS:

EITHER

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

Must also have an Associate's degree in any field and have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II and Fire Officer III according to National Fire Protection Association (NFPA) Standards prior to the closing date for application to the board.

All certifications must be IFSAC and/or Pro Board.

OR

Must be a regular and permanent employee in the class of Fire Captain or District Fire Chief for at least ten (10) years immediately preceding closing date for application to the board. Must also have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II and Fire Officer III, according to National Fire Protection Association (NFPA) Standards prior to the closing date for application to the board.

All certifications must be IFSAC and/or Pro Board.

Assistant Fire Chief EE Original Adoption:	03-12-09
Revision Dates:	05-29-19, 12-10-21

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, including fire suppression and emergency medical service operations, supervision of all department personnel, financial planning and budgeting of funds, information management, and public relations. The Fire Chief has the authority and responsibility to carry out the duties of the position independently, and is accountable to the governing authority of the East Baton Rouge Fire Protection District #5.

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, and determines goals and objectives for the department. Organizes the department in a manner that will best utilize available resources. Collects data for use in developing risk management decisions. Evaluates departmental programs and procedures, and identifies target areas for improvement in productivity or effectiveness.

Organizes the personnel management functions of the department. Develops a personnel recruitment and selection program in accordance with federal EEO standards. Interviews prospective employees and makes recommendations for hiring. Establishes a system of performance evaluations by determining the various aspects of performance to be evaluated and providing training for supervisors who use the system.

Oversees a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, and determines in what form this information should be kept. Supervises preparation and maintenance of records and reports. Compiles, organizes, and analyzes data necessary to prepare reports. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address the needs of the fire service.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Records expenses,

disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records. Prepares a departmental operating budget, including preparing revenue and expenditure estimates. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Purchases equipment and supplies in the manner provided by lawful authority. Prepares specifications on new fire department equipment for public bids.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations. Coordinates the work of the department with federal, state, and local agencies. Delivers fire prevention speeches and demonstrations before school or civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates and what results are expected from their performance. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Holds meetings with subordinates for receiving reports, disseminating information, or discussing work problems. Adjusts work schedules and approves leave. Counsels employees who are experiencing work problems. Handles employee complaints and grievances. Maintains discipline.

Develops and implements an emergency management system. Directs and controls fireground operations, makes decisions on strategy, determines immediate goals and objectives, and assigns fireground duties. Directs and monitors immediate command staff members insuring that objectives are being met in accordance with the emergency management plan. Directs the handling of emergencies involving hazardous materials. Develops a system to provide for organized, rapid care to persons suffering from injury or illness.

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 being a qualified elector of the State of Louisiana.

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

Must reside within a three (3) mile radius of East Side Fire Protection District #5 boundaries.

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 a related curriculum and at least fifteen (15) years of progressively responsible experience in fire service positions, at least ten (10) 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.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Fire Officer IV and Fire Investigator according to National Fire Protection Association (NFPA) Standards.

All certifications must be IFSAC Certification and/or Pro Board.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

OR

Must have an associate's degree in any field, or a bachelor's degree in an unrelated curriculum and at least fifteen (15) years of progressively responsible experience in fire service positions, at least ten (10) 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.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Fire Officer IV and Fire Investigator according to National Fire Protection Association (NFPA) Standards.

All certifications must be IFSAC Certification and/or Pro Board.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Fire Chief EE Original Adoption:	01-15-99
Revision Dates:	12-10-21, 01-15-24

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a position, the major duty of which is providing administrative support to the Fire Chief. The work involves frequent contacts with the public through acting as receptionist for the chief's office, accounting for the finances of the department, and completing all payroll duties. The employee of this class performs routine tasks with some supervision and works independently in most areas, performing special tasks with general instruction from 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.

Prepares, maintains, and verifies payroll and time records. Makes calculations necessary to compute payroll. Prepares payroll checks. Takes complaints from employees about pay or other matters related to payroll, when required. Maintains logs, records, and files of time, leave, attendance, and salary.

Reviews divisional operating budgets. Compiles and organizes data needed to prepare the budget. Prepares revenue and expenditure estimates Accounts for the money and assets of the entire department. Authorizes expenditure of funds allocated for department operation. Prepares and/or signs requisitions, vouchers for payment, or related financial records. Reviews accounting records for mistakes or completeness. Verifies and reconciles account balances. Records expenses, disbursements, and related financial transactions of department accounts to maintain accurate fiscal records. Prepares expense and travel vouchers for employees. Prepares federal and state tax reports for the department. Receives, records, balances, and issues petty cash or other monetary payments. Issues receipts for money received. Processes checks for disbursement. Reviews all financial statements. Compares purchase orders with established lists of vendors, prices, specifications, and contracts to determine appropriateness for purposes of payment. Maintains logs, records, and files of bids and other purchasing related documents including vendors, suppliers, and manufacturers, and budget expenditures.

Operates and services various office equipment. Prepares requisitions for equipment and supplies. Orders supplies and equipment needed. Reviews vendor invoices for agreement with purchase order and physical inventory received. Records the issuance of supplies, materials, and equipment to other employees.

Assists the Fire Chief with reviewing new employment applications, verifying the information provided, and maintaining records of competitive and promotional eligibility lists. Maintains roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Distributes to and receives from employees/retirees the forms used in

processing medical and dental benefits. Maintains records for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Prepares personnel forms reflecting hiring, promotions, discipline actions, retirement, resignations, etc., for appointing authority's signature.

Assists the Fire Chief by proofreading typed materials and correcting errors, checking final copy of correspondence for proper form and completeness, and checking legal documents for correct dates, signatures, acknowledgements, etc. Prepares correspondence in answer to requests to the department or as needed to address problems or needs of the department through letters or emails. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and other related skills. Assists the Fire Chief with writing public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Maintains computerized mailing list and logs, records, and files of correspondence, telephone calls, personal visits and other contacts with clients, members of the public, travel costs, job-related accidents and illnesses.

Assists the Fire Chief by reviewing records and reports completed by subordinates, periodically inspecting systems and facilities for keeping the records, and developing new forms or revising old ones to improve accuracy and efficiency of documentation. Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them to the appropriate person for correction. Personally completes, files, and retrieves all forms and records. Assists the Fire Chief by recording and filing complaints and accident reports. 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.

Gathers and compiles information for reports, departmental planning, and public relations. Organizes data from polls, surveys, or information gathering devices and analyzes the data. Uses computer information systems to enter, update, retrieve, and exchange data. Utilizes office programs to develop forms or records, enter data, and retrieve information as required. Copies computer data from computer's hard drive to back up drive, flash drive, external hard drive, or server. Maintains confidentiality of sensitive and limited access data.

Personally trains new or inexperienced staff employees in the use of standard office machines and office software programs such as Microsoft Word, Excel, or PowerPoint. Drafts instructions or office procedures for subordinate staff.

Places telephone calls for the Fire Chief. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following departmental procedures. Schedules appointments, keeps records of schedules, and notifies appropriate personnel of appointments, meetings, or other scheduled events for the Fire Chief. Acts as receptionist to visitors by screening to determine their business and directing them to appropriate individuals or offices.

Opens, sorts, stamps, and distributes the mail to the proper person, section, or office. Assembles documents for mailing. Prepares bulk and special mailings. Drafts letters or memoranda for review and signature of others. Reads incoming materials and sorts according to subject matter. Analyzes letters or other requests for information to determine the form, record, or other document to send to the requestor. Briefly reviews correspondence, reports, drawings, and other

materials to be filed to determine subject matter.

Compiles documents for use by participants at meetings or conferences. Assists the Fire Chief with preparing the agenda for meetings and/or conferences. Maintains manuals by physically adding and/or removing pages. Arranges for travel needs and physical requirements for meetings and/or conferences. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Takes minutes or notes at meetings. Records proceedings of meetings, hearings, conferences and similar gatherings using shorthand and/or electronic equipment for later transcription. Takes and/or transcribes dictation from notes or recordings.

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