

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

EAST-CENTRAL BOSSIER PARISH FIRE PROTECTION DISTRICT #1 (HAUGHTON)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

EAST-CENTRAL BOSSIER PARISH FIRE PROTECTION DISTRICT #1 (HAUGHTON)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

ASSISTANT FIRE CHIEF**

FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE PREVENTION EDUCATION OFFICER *

*Competitive class

**Promotional class

ES Original Adoption:	02-16-16
Revision Dates:	03-28-23

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of the fire department. Employees of this class receive training in and perform firefighting and other tasks such as controlling and extinguishing fires, operating fire equipment, performing rescue work, driving fire apparatus, and maintaining fire department equipment and vehicles. Firefighter/Operators respond to all emergency calls and provide first aid and emergency medical care to the sick or injured at the scene. Employees of this class receive specific instructions for most duties 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.

Responds to all fire and medical emergency calls received by the department. Trains for, performs, and maintains proficiency in fire suppression and safety. Drives or rides in fire apparatus or emergency vehicle to and from the scene. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the emergency scene by reporting address and details to officer in charge, evaluating any navigational problems, and taking shortest route available. Observes the burning structure and fireground and assists in determining the most efficient method of attack. Assists in evaluating the potential effects of environmental conditions on the fire. Assumes duties of acting officer at the fire scene in his absence. Places apparatus at the fire scene, determines if a position is safe for firefighting crews, and makes recommendations to superior officer regarding appropriate equipment and procedure. Dismounts apparatus, pulls hose from bed and connects hose lines to hydrant or other water supply source. Primes and operates pumper to supply adequate pressure to the nozzle. Inspects charged hose line for kinks and repairs or replaces burst hose sections. Performs automatic sprinkler and standpipe system operations. Participates in ventilation operations. Operates appropriate class of fire extinguisher. Observes and responds to changing fireground conditions, notifying officer in charge. Performs salvage and overhaul. Maintains awareness of other firefighters' efforts and assists them to ensure a safe and coordinated performance. Recognizes signs of arson, observes spectators for suspicious behavior, notifies officer in charge, and preserves evidence.

Notifies occupants or neighbors to vacate premises due to safety concerns. Maintains limited crowd and traffic control at the scene until police arrive. Performs search and rescue operations. Moves heavy objects and cuts open vehicles or machinery in order to remove people from life-threatening situations. Carries or assists victims away from danger and examines them for signs

of injury and medical alert tag. Administers basic or advanced first aid as well as emergency medical care to victims at the scene or on the way to the hospital. Notifies dispatcher of need for additional medical help.

Cleans, tests, inspects, and properly secures any assigned fire fighting tools or equipment. Tests communication equipment and performs daily radio checks. Performs periodic tests of apparatus pumping capacity and pressure. Inspects hydrants for defects and performs routine maintenance, flushing periodically as needed. Makes note of equipment or apparatus missing or in need of repair or replacement.

Participates in training and drills, and learns and maintains proficiency in department equipment, tools, special emergencies such as HAZMAT incidents, and the principles of fire behavior. Participates in critical evaluations of departmental response to each fire. Reads and recognizes HAZMAT symbols. Provides occasional informal training for new employees. Practices with apparatus and equipment under supervision. Studies direct routes, location of streets, water mains and hydrants in response area. Studies laws and documents related to emergency medical services. Completes assigned forms and records. Makes entries in daily log for the department.

Reports to work well-groomed, on-time and in proper attire. Maintains satisfactory interpersonal relationships with other department members. Provides for the maintenance and upkeep of station house and grounds, and performs minor maintenance and housekeeping duties such as preparing meals, cleaning rooms and floors, and making coffee. Receives telephone calls, assists visitors and conducts tours at the fire station.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

Firefighter/Operator ES Original Adoption: 02-16-16

Revision Dates:

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of a company of Firefighter/Operators 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, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains have the authority to work independently in most areas. Employees of this class report to and have work reviewed by the Assistant Fire Chief. This class ranks directly below the class of Assistant 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.

Answers fire alarms, records pertinent information and proceeds with en-route size up. Directs the driving of the fire apparatus; ensures the driver follows all laws and safety regulations and takes the most direct route to the fire. Supervises Firefighter/Operators at the fire or emergency scene; performs size-up of emergency scene, directs positioning of apparatus, maintains communication between the fire scene and other personnel, and directs emergency scene operations until relieved by a superior officer. Serves as fire safety officer at the scene of an emergency until relieved of command. Supervises subordinates handling hazardous materials, rescuing persons, providing emergency medical services, and during salvage or overhaul work. Performs and supervises search and rescue operations, forcible entry operations, and ladder and ventilation operations. Operates self-contained breathing apparatus for protection from hazardous environments. Observes and responds to changes in fireground conditions while directing firefighting operations. Recognizes fire exposures and protects from fire extension. Performs and conducts pumper and hose operations, uses portable fire extinguishers, and applies fire streams for fire extinguishment. Utilizes water supplies from public water systems and static sources, and performs automatic sprinkler and standpipe system support operations. Provides for the needs of emergency personnel at the scene of an incident, coordinating activities of fire fighting personnel and law enforcement. Provides for security at the fire scene to prevent removal or damage of evidence of suspected arson.

Drives emergency medical vehicles to and from the emergency scene and notifies dispatcher to call for additional medical help if needed. Provides emergency medical care and advanced life support services at the scene or in transport to the hospital. Administers medication to individuals at the emergency scene or in transport to the hospital while observing and documenting the effects of the medication administered. Operates and interprets monitors and

other equipment, apparatus, or property used to provide emergency medical services. Studies new laws, drug reference literature and techniques relating to emergency medical services.

Manages all department operations on one shift. Briefs incoming captain on pertinent incidents, and reviews records on previous shift activities. Evaluates the efficiency of response units during and after an emergency; recommends new policies, procedures, and objectives for the department. Monitors local conditions which may become fire or safety hazards.

Delegates authority to subordinates for the more effective operation of the department. Issues orders and assigns duty areas. Oversees and evaluates the work performance of subordinates. Inspects the appearance of assigned equipment and personnel. Reviews reports written by subordinates, and conducts employee performance evaluations. Counsels employees who are experiencing work problems. Conducts classroom training, drills and evolutions. Provides assistance to subordinates in technical areas of work and conducts informal training for new employees. Serves as a consultant for volunteers within the department, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts. Obtains training certifications as required by department policy.

Provides for the accuracy and maintenance of department records, including emergency medical service records; personally completes assigned records and forms. Conducts required tests of fire department equipment, inspects fire apparatus for proper care, and inspects station house to ensure compliance with departmental maintenance standards. Receives reports regarding problems with fire department property or equipment; and oversees and participates in the repair and maintenance of equipment. Makes recommendations on major departmental purchases, and participates in writing specifications for new fire department equipment. Maintains inventory and disburses supplies and equipment as needed.

Performs pre-fire planning inspections by visiting schools, businesses and places of public assembly in order to become familiar with area features which might become important in a fire or emergency situation. Oversees and conducts tours of department facilities for schools or civic groups. Participates in special community projects designed to improve the image of the fire department.

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 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 possess current Louisiana State certification and be nationally registered as an Emergency Medical Technician-Basic or higher. Must maintain such certification at all times while working in the class of Fire Captain.

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

Fire Captain ES Original Adoption:	02-16-16
Revision Dates:	03-28-23

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly 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. Employees of this class perform the duties of the Fire Chief in the chief's absence and supervise all subordinate department employees. The Assistant Fire Chief provides for employee training, oversees the production and maintenance of department records and reports, supervises the care and maintenance of department equipment and assists with the financial management of the department. The employee of this class takes command of emergency scene operations until relieved by a superior officer. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Performs the duties of Fire Chief in the absence of the chief. Assists superior officers by recommending management policies, goals and objectives for the fire department. Participates in the research and planning for programs and activities of the department. Plans and organizes departmental operations related to equipment, apparatus, and personnel. Makes recommendations to superior officers regarding how the department should be organized, including the number and distribution of operating units. Conducts inspections to observe and evaluate the effectiveness of department operations; takes appropriate action to correct or improve problem areas. Monitors and participates in pre-fire planning activities to identify area features which might become important in a fire or emergency situation. Recommends changes in department operations which will help the district improve ISO ratings. Studies laws, regulations, ordinances, and court rulings which may affect the operation of the fire department and reports findings to superiors. Monitors and evaluates local conditions which may develop into fire or safety hazards. Gives reports, offers advice, and makes recommendations when attending required meetings. Participates in communications with boards and agencies whose functions may affect the operation of the fire department or fire employees.

Responds to all emergency calls received by the department and personally acts as part of the fire attack team, when required. Takes charge of all safety procedures at the scene of a fire or emergency. Supervises subordinate fire suppression personnel at the scene; oversees and performs fireground duties including size-up, search and 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. Acts as a coordinator between fire personnel and law enforcement. Oversees and performs first aid, CPR, and emergency medical services. Provides for the needs of all emergency personnel at the scene of an incident and maintains fireground communications with other authorized personnel. Directs subordinates in the handling of emergencies involving hazardous materials. Secures the fire scene to prevent removal or damage of evidence of suspected arson and testifies in court, when required.

Supervises all subordinate fire department employees; assigns duty areas and work schedules, at the direction of the Fire Chief. Approves or rejects requests for leave, in the absence of a superior officer. Inspects the appearance of subordinate personnel and assigned equipment. Oversees and evaluates the work performance of subordinates. Discusses performance issues with the subordinate and superiors; writes employee evaluation reports. Periodically reviews records and reports completed by subordinates to ensure accuracy and completeness. Maintains order and discipline by counseling employees who are experiencing work problems and by resolving employee complaints and grievances. Recommends disciplinary action against subordinates, as needed. Holds meetings with fire department personnel to receive reports, provide information or delegate authority. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Assists with the development and administration of the department's personnel recruitment and selection program. Participates in panel interviews of prospective employees and makes recommendations for hiring. Monitors the status of promotional eligibility lists and recommends promotions in accordance with civil service law.

Participates in the development of a training program for the department and helps to ensure that the program is properly supplied with resources. Evaluates training needs of the department and recommends outside training to meet these needs, when necessary. Personally conducts training in the classroom and through drills and evolutions. Oversees and conducts training in basic firefighting, hydraulics, pump operation, driving fire equipment, nozzle and hose handling, breathing apparatus, rescue, first aid, CPR, emergency medical services, pre-fire planning, fire extinguishers, forcible entry, fire streams, ladders, ventilation, salvage and overhaul, fire attack, supervision, safety, water supplies, sprinkler and standpipe systems, and firefighting apparatus, tools, and equipment. Provides training and assistance to subordinates in technical areas of work. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with expertise, assistance, and cooperation in training and/or firefighting efforts, as needed. Obtains training certifications as required by departmental policy.

Participates in the maintenance of all required department records. Supervises the preparation of records and reports; periodically inspects systems and facilities for keeping the records. Makes recommendations concerning which information should be included in all records of the department and in what form this information should be kept. Reviews payroll records for approval by a superior officer. Personally prepares LFIRS reports and any other records and reports as assigned. Compiles and organizes data needed for reports. Drafts newspaper articles

or any other type of official department position paper for review by a superior officer prior to publication. Writes letters in answer to written or oral requests addressed to the department, or as needed to address other matters related to fire department operations.

Oversees and participates in the care and maintenance of department firefighting apparatus, equipment, vehicles, communications equipment, or any other specialized equipment, as assigned. Personally tests or directs the testing of equipment in order to assure that equipment meets all applicable federal, state, and local standards. Makes arrangements for needed repairs and inspects equipment after repairs to ensure proper operation. Gathers necessary information and works with department personnel to draft specifications for new fire department equipment. Participates in preparing specifications for public bids and assists in overseeing the bidding process. Meets with sales representatives to review products and makes recommendations on major purchases for the department. Supervises the maintenance of an inventory of supplies and equipment. Obtains approval from a superior officer to purchase supplies and equipment, and distributes such to department personnel, as required. Investigates accidents involving department equipment or personnel; determines cause and makes recommendations on procedure to avoid future accidents.

Assists in managing the accounting for the money and assets of the fire department. Gathers information for and participates in preparing the departmental operating budget; assists in presenting the proposed budget to the governing authority. Participates in preparing expenditure and revenue estimates. Coordinates with assigned department personnel to locate and write requests for grants or other special funds to aid in the operation of the fire service.

Oversees and participates in educating 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 relating to the fire service for use in setting goals for the public relations program. Participates in the process of organizing and analyzing data from polls and surveys; recommends needed policy statements or changes for the fire department based on the results of such analysis. Acts as a department representative to the news media, releasing information and responding to questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Oversees tours of department facilities for school or civic groups. Organizes and participates in 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.

Performs any related duties assigned

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must possess current Louisiana State certification and be nationally registered as an Emergency Medical Technician-Paramedic. Must maintain such certification at all times while working in the class of Assistant Fire Chief.

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.

Assistant Fire Chief ES Original Adoption: 03-28-23 Revision Dates:
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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of the chief 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 and medical service operations of the department either in person or through a designated subordinate. The Fire Chief has the authority and responsibility to operate independently and is accountable to the Fire Board of Commissioners.

EXAMPLES OF WORK

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

Develops management policies, goals, and objectives for the department, best utilizing available resources. Organizes and oversees the personnel management functions of the department, creates work cycles and effectively deploys manpower. Collects, analyzes, and organizes data from recognized authorities to be used for planning and problem solving. Reviews department operations and decides if structural changes are needed. Reviews legislation and regulations, determines if changes in departmental procedures are needed, and testifies on proposed legislation before legislative committees. Monitors any local conditions which may affect the department. Develops methods to evaluate productivity or effectiveness; evaluates fire department programs and procedures, and identifies areas in need of improvement. Develops a report review system to analyze the quality of fire service and provides for outside audits. Oversees an information management system designed to organize information for use in the administration of the department. Reviews incoming communications and routes work to the appropriate personnel.

Develops a personnel recruitment and selection program and interviews prospective employees. Maintains promotional eligibility lists in accordance with civil service law. Determines performance standards for department personnel and establishes a personnel performance evaluation program. Oversees the work performance of employees and the performance evaluation process. Uses information from performance evaluations to make decisions regarding job assignments or specialized training. Establishes and maintains a system of personnel inspections to exercise control through the process of observation. Develops and oversees a grievance resolution process for personnel and counsels those who are experiencing work problems. Reviews work to be done, delegates assignments, and outlines duties. Sets task priorities and long-term goals for subordinates. Assigns or alters work spaces and provides subordinates with the resources necessary to get their jobs done. Holds formal meetings with

employees to receive reports, disseminate information, and discuss work problems. Adjusts work schedules, approves leave, reviews reports, and monitors personnel work pace. Motivates employees and provides for employee growth and career development. Maintains discipline among employees of the department; establishes an internal affairs review process to investigate code of conduct violations. Balances meeting employee needs with achieving organizational goals. Develops and administers a comprehensive personnel plan providing for employee compensation and benefits.

Oversees the collection of risk analysis data and devises a risk management program. Monitors the results of the risk management program; directs the investigation of all accidents and makes changes to procedure. Develops and implements a safety program for the department; controls accident hazards and inspects the appearance of equipment and personnel to ensure that they meet safety standards. Evaluates training needs, establishes a training program for the department, and provides on-the-job training for members. Provides for outside instruction to meet training needs and serves as an instructor for formal classroom training in the department. Remains proficient in the use of department equipment and attends training courses for certifications. Acts as a consultant for smaller fire departments in surrounding areas.

Manages the operation of the general accounting system for the department and maintains accurate fiscal records. Prepares a departmental operating budget and authorizes expenditures of funds in keeping with the budget. Authorizes the purchase of equipment and supplies, meets with sales representatives to review products, and oversees the process of maintaining an inventory. Oversees the general care and maintenance of department equipment. Locates repair services, obtains estimates on repair costs, and arranges for repairs for all department property. Inspects equipment or property after repairs to ensure proper operation. Prepares specifications on new fire department equipment for public bids.

Establishes policy concerning what information should be kept in departmental records, how that information should be stored; develops and maintains a document retention schedule. Supervises the preparation and maintenance of departmental records, reviews subordinates' records, and periodically inspects record-keeping facilities. Compiles, analyzes, and organizes data needed for reports and personally completes any forms or records required.

Locates grants available for fire protection projects and writes requests for funds to aid in the operation of the department. Writes letters, public service announcements, news releases, and any other type of official department correspondence in response to requests received by the department. Oversees and participates in writing proposals for new or changed legislation. Promotes a positive image of the work of the department, and coordinates the work of the department with related agencies. Serves as official department representative at any required meetings, makes speeches before groups, and works with agencies whose operations affect the careers of fire department employees. Acts as department representative to the news media and oversees the response to any complaints leveled at the department from the public. Directs public education efforts on fire prevention, oversees education demonstrations and delivers

lectures on fire protection topics. Attends conferences, conventions, and other educational meetings to keep informed on modern firefighting methods and administrative practices.

Implements an emergency management system and directs fireground operations. Oversees staff members involved in the emergency management system. Directs fire department equipment and personnel at special tactical situations or hazardous materials incidents. Develops a system to provide for organized, rapid care to injured persons on the scene. Establishes and implements fireground communications procedures to promote maximum effectiveness. Oversees a program of pre-fire planning to provide rescue and fire fighting services to the community.

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 at least twenty-five years of age.

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

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

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory

responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should 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 ES Original Adoption:	02-16-16
Revision Dates:	03-28-23

FIRE PREVENTION EDUCATION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized, non-supervisory position in the fire department, the primary duties of which include coordinating public fire education on fire safety, as well as developing fire prevention education programs for the community. Employees of this class also write reports and keep records required to document Fire Prevention Division activity. Fire Prevention Education Officers work independently in most areas with work reviewed by and special assignments received 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.

Manages the operation of the fire prevention and public fire education division, sets goals and objectives for the division, and recommends management policies to the Fire Chief. Conducts research and oversees the planning for activities of the division. Assists a superior officer with inspecting division operations, evaluating their effectiveness, and making changes to problem areas. Evaluates new laws or regulations to see if changes to fire prevention policy are needed. Monitors and evaluates local conditions which may become fire or safety hazards. Participates in meetings and studies current literature to keep informed on modern fire prevention methods and administrative practices.

Develops a fire prevention education curriculum to educate the public about fire hazards. Identifies the most important local fire problems by analyzing fire records and utilizing fire incident information, in order to customize the fire education program. Determines the specific content of fire safety messages, selects program components and produces instructional materials for training. Serves as a classroom instructor; trains fire personnel and the community on fire safety and prevention. Informs the general public as well as schools, churches and daycare facilities on injury prevention, fire hazards, and built-in fire protection. Provides information about firefighter protective gear, tools and equipment. Assists in responding to questions from the public about the operation of the fire prevention division.

Researches fire safety education materials and maintains a reference library on fire prevention topics for use by department personnel. Evaluates the impact of the public fire education program and modifies the program, as needed. Participates in writing speeches and developing demonstrations to be used by department members in the program. Personally delivers lectures and demonstrations; writes public service announcements and news releases on fire safety. Works with companies in developing solutions to fire prevention problems. Conducts fire drills for business, educational and assembly occupancies, as well as for healthcare, industrial or

correctional facilities. Reviews evacuation plans, instructs personnel on fire drill procedures and provides for special circumstances, such as the movement of patients or prisoners. Prepares, manages and participates in the department's smoke detector installation program. Conducts tours of the department, schedules field trips, and arranges for instructional materials for groups. Acts as a consultant for volunteer fire departments in surrounding areas.

Assists in the development of an initial pre-plan for new commercial buildings in the district. Collects information for pre-fire plans by visiting businesses, schools, and other places of public assembly. Makes a field sketch and takes photographs to document building conditions at the time of inspection. Develops pre-fire plans by evaluating information and determining the appropriate response by firefighting companies.

Assists with the preparation and maintenance of fire prevention division records; periodically inspects systems and facilities for keeping records. Establishes what information should be included in records for the fire prevention division and determines in what form such information should be kept. Maintains training records for the division. Assists a superior officer with the maintenance of department records. Participates in compiling, organizing, and analyzing data to be used for reports. Personally completes any forms, records or reports assigned. Assists a superior officer in writing requests for funds to aid in the operation of the department, articles for publication, and letters to address needs of the division. Reviews records and incident reports completed by fire suppression personnel. Participates in the review of incoming communications related to fire prevention; routes information to the correct department member.

Prepares and submits an operating budget for the division. Generates revenue and expenditure estimates. Participates in the administration of grant-funded projects. Inspects fire prevention equipment to ensure that it meets any applicable standards. Reviews products with sales people and recommends equipment purchases for the division. Maintains an inventory of supplies and equipment for the department and the fire prevention division. Assists a superior officer with ordering and distributing supplies for the department and the division.

Participates in the department's response to all emergency calls; works with fire suppression crews to perform size-up of the emergency scene. Assists with the protection of exposures, providing first aid/emergency medical services and handling incidents involving hazardous materials. Provides assistance with safety procedures and communications at the emergency scene.

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 possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be at least twenty-one (21) years of age.

Fire Prevention Education Officer ES

Original Adoption: 02-16-16

Revision Dates: 07-20-21