

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

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

Contents

OCCUPATIONAL INDEX TO CLASSES 2

FIREFIGHTER/OPERATOR 3

FIRE CAPTAIN..... 6

FIRE CHIEF..... 8

FIRE PREVENTION EDUCATION OFFICER..... 12

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 **

FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE PREVENTION EDUCATION OFFICER *

*Competitive class

**Promotional class

ES Original Adoption: 02-16-16

Revision Dates:

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 Fire Chief. This class ranks directly below the class 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.

Supervises Firefighter/Operators at the fire or emergency scene, answers fire alarms, and records pertinent information. 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. 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. Oversees the utilization of water supplies from public water systems and static sources, and performs automatic sprinkler 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.

Supervises and performs emergency medical vehicles transport to and from the emergency scene and notifies dispatcher to call for additional medical help if needed. Oversees and administers emergency medical care at the scene or in transport to the hospital. Questions witnesses and ensures the security of the fire scene to prevent removal or damage of evidence of suspected arson.

Manages all department operations and oversees the operation of one fire station on one shift. Briefs incoming captain on pertinent incidents, and reviews records on previous shift activities. Evaluates the efficiency of response units during an emergency, and recommends new policies, goals, and objectives for the department. Participates in the research and planning for the department, and assists with coordinating the work of the department with other agencies.

Monitors local conditions which may become safety hazards and investigates any incidents involving fire department personnel or equipment. Responds to questions and complaints from the public about fire department operations.

Delegates authority to subordinates for the more effective operation of the department. Issues orders, assigns duty areas, and assigns work schedules. Evaluates work performance of subordinates and provides assistance in technical areas of work. 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, and recommends disciplinary action to the appointing authority.

Conducts classroom training, drills and evolutions, and provides 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.

Provides for the maintenance of department records, including emergency medical service records, and completes assigned forms. Personally completes or supervises the preparation of NFIRS reports. 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 the repair and maintenance of equipment. Makes recommendations on major departmental purchases, and writes specifications for new fire department equipment. Maintains inventory and disburses supplies and equipment as needed.

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 certification as an Emergency Medical Technician-Basic or higher.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least one (1) year immediately preceding closing date for application to the board.

Fire Captain ES Original Adoption:	02-16-16
Revision Dates:	

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 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 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. Directs the productivity of the department, evaluates programs and procedures, and identifies areas 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 program and interviews prospective employees. Maintains promotional eligibility lists in accordance with civil service law and establishes a personnel performance evaluation program. Uses information from performance evaluations to make decisions on job assignments and develops and administers a comprehensive personnel plan. Balances meeting employee needs while achieving organizational goals and develops a grievance resolution process for personnel. Reviews work to be done, delegates assignments, and outlines duties. Sets task priorities and long term goals for subordinates. Assigns work spaces and provides subordinates with the resources necessary to get their jobs done. Holds formal meetings to receive reports, disseminate information, and discuss work problems. Adjusts work schedules, approves leave, reviews reports, and monitors personnel work pace. Evaluates the work performance of employees, writes evaluation reports, and counsels those who are experiencing work problems. Handles grievances and provides for employee growth and career development. Motivates and maintains discipline among the department.

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, establishing a system of line personnel inspections. Establishes an internal affairs review process to investigate code of conduct violations. Inspects the appearance of department equipment and personnel to ensure that they meet safety standards and controls accident hazards. 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 said budget. Purchases equipment and supplies, meets with sales representatives to review products, and oversees the process of maintaining an inventory. Supervises a communication system for the department that includes handling calls to and from the emergency scene, as well as non-emergency communications. Oversees the general care and maintenance of department equipment, obtains estimates on repair costs, locates repair services, and arranges for repairs for all department property. 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, and a retention schedule. Supervises 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 answer to requests to the department. Writes proposals for legislation changes, 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 handles 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.

Directs fireground operations and implements an emergency management system. Monitors staff members involved in the emergency management system and directs the handling of hazardous materials emergencies. Directs fire department equipment and personnel at special tactical situations and develops a system to provide for organized, rapid care to injured persons

on the scene. Implements effective fireground communications procedures to promote maximum effectiveness and 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 of legal 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:	

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
