

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

IBERIA PARISH FIRE PROTECTION DISTRICT #1 (LYDIA)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

IBERIA PARISH FIRE PROTECTION DISTRICT #1 (LYDIA)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

DEPUTY FIRE CHIEF **

FIRE CHIEF *

LINE SUPPORT CLASSES

AIRCRAFT RESCUE AND FIRE FIGHTING COORDINATOR *

FIRE DEPARTMENT MECHANIC *

FIRE TRAINING AND SAFETY OFFICER*

SECRETARY TO THE FIRE CHIEF*

*Competitive class

**Promotional class

IA Original Adoption:	04-17-95
Revision Dates:	01-13-97, 03-05-06, 08-20-06, 06-17-11, 11-11-11, 12-26-16, 11-15-23

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of 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, and driving and operating fire department vehicles. Employees of this class are also responsible for the maintenance of fire apparatus, fire department equipment, the fire station, and for keeping records as assigned. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Captain. This class reports to and 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 ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety. Observes and responds to changes in fireground conditions. Responds to medical emergency calls, and administers first aid and emergency care to the public.

Drives fire apparatus to and from scene of fire or emergency. Selects shortest available route to fire or emergency scene. Communicates with dispatcher and fire vehicles using two-way radio. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressure necessary for fire suppression.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Secures windows and doors and covers openings to protect structures. Constructs catch-alls and chutes to trap and dispose of water. Locates and extinguishes hidden fires and hot spots. Removes debris and charred waste. Tears down or shores up weak and dangerous structural components. Wedges or clamps sprinklers after fire is extinguished to shut off flow of water. Resets alarms and restores sprinkler systems.

Participates in fire cause determination. Observes witnesses at the fire scene and questions witnesses to determine fire cause. Informs officer in charge of suspected arson. Recognizes, notes, and preserves evidence of arson. Testifies in court when required.

Trains for and maintains proficiency in the procedures for special emergencies such as HAZMAT leaks, high rise fires, building cave-ins, etc. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Acts to contain hazardous material spill or control spread.

Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer.

Attends and participates in assigned training drills either as an individual or as a member of a group. Reads and studies assigned material related to performance of work. Learns and maintains proficiency in the location and purpose of all fire fighting equipment, tools and operation. Studies direct routes, location of streets, water mains, and hydrants in response area.

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, or related equipment. Determines if fire fighting equipment is operating properly and ready for service. Performs periodic tests of apparatus pumping capacity and pressure. Makes minor repairs to equipment and tools. Maintains inventory of tools and equipment on apparatus using checklist or knowledge of equipment.

Participates in fire inspections. Assists in pre-fire planning for industrial and commercial structures and residential areas. Draws preplanning maps and diagrams. Conducts fire drills in schools and businesses. Updates hydrant maps and vital building books. Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment.

Presents oneself in proper attire during a tour of duty. Performs tasks necessary for the proper maintenance of the station and grounds such as cleaning floors and windows, emptying trash cans, changing bed linens, and mowing grass. Inspects fire station and notifies officer in charge of needed repairs. Assist 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.

Performs public relations duties such as calming excited citizens at a fire scene, receiving and responding to questions and complaints from the public, and providing information to the public concerning the work of the fire department. 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 or fire safety.

Completes any forms, records, or reports as required.

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, general educational development (G.E.D.) 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 G.E.D. certificate.

Must possess a valid driver's license.

Must be at least 18 years of age.

Firefighter/Operator IA Original Adoption:	03-05-06
Revision Dates:	10-01-06, 10-08-10

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Supervises the operations of a fire company on an assigned shift. Responds to emergency calls, records pertinent information, and proceeds with en route size-up. Supervises driving of fire apparatus and directs or assists in the positioning of apparatus at the fire ground in order to initiate the most effective fire attack. Supervises subordinate employees at the scene of an emergency in areas such as fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, and completing salvage work during the fire and overhauling after the fire.

Assumes command of an emergency until relieved by a superior officer. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Observes and responds to new information on conditions while directing firefighting operations. Oversees emergency scene operations including search and rescue, emergency medical services, forcible entry, nozzle and hose handling, salvage and overhaul, and the identification of hazardous materials. Serves as fire safety officer at the scene of an emergency until relieved of command. Supervises the set-up of the fire ground perimeter for crowd and traffic control. Secures the fire scene to prevent removal or damage of evidence of suspected arson.

Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. Provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Supervises subordinate fire department personnel. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Issues orders and assigns work or duty areas. Provides assistance to subordinates in technical areas of work. Trains subordinates in basic fire fighting by personally conducting training in classroom, drills and evolutions and "on-the-job" training.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all area features which might become important in a fire or emergency situation.

Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Prepares NFIRS reports. Supervises the performance of daily radio checks.

Participates in special community projects designed to improve public relations or the image of the fire department. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

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 be a regular and permanent employee in the class of Firefighter/Operator.

Fire Captain IA Original Adoption:	04-17-95
Revision Dates:	04-14-97, 10-01-06, 11-12-06, 11-11-11

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of departmental operations under the direction of the Fire Chief. An employee of this class performs the duties of the Fire Chief in the chief's absence. The Deputy Fire Chief responds to emergency calls and directs emergency scene activities. The employee of this class assists the Fire Chief with the supervision of department personnel and provides for the care and maintenance of department equipment, vehicles and property. The employee of this class develops a training program and provides for training of fire department personnel. The Deputy Fire Chief works with a high degree of independence, reporting to and having work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of 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.

Performs the duties of the Fire Chief in the chief's absence. Recommends management goals, objectives, and policies for the department including various functions or divisions. Assists the Fire Chief in determining how the department should be organized, including the number of operating units and distribution of such units. Assists in the planning and organization of departmental personnel, equipment and apparatus. Keeps informed on modern fire fighting and administrative methods and local trends that may affect the fire service. Assists the Fire Chief in inspecting various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas.

Oversees assignment of duty areas, approves leave, and assists the Fire Chief in assigning the work schedules of personnel. Inspects the appearance of assigned equipment and subordinate personnel. Supervises the delegation of authority to subordinates for the more effective operation of the department when such delegation is allowed by law.

Assists with employee evaluations of work performance, the discussion of work performance with subordinates and superiors, and providing assistance in technical areas of work. Provides that discipline is maintained by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary. Assists Fire Chief in the investigation of complaints and accidents involving department equipment or personnel and makes recommendations on procedures to avoid or actions to be taken.

Participates in developing a personnel recruitment and selection program, interviewing and recommending prospective employees for hire. Develops a training program for the department, evaluates training needs, and maintains that such program is properly staffed and supplied with the appropriate resources. Provides for regular employee training at all levels within the department by providing department training or outside training to meet the needs. Provides informal or on-the-job training for new employees. Conducts all aspects of employee formal training in the classroom or drills and evolutions, including training in firefighting and rescue operations; safety; hazardous materials operations; driving and operating fire apparatus; and the use of equipment, tools, and breathing apparatus.

Assists the Fire Chief in the management of the funds and assets of the fire department. Assists in the preparation of the departmental operating budget by gathering information, helping to compile and organize the necessary data. Prepares expenditure estimates. Assists in authorizing the expenditure of funds, making sure that such expenditures are in accordance with the budget. Prepares payroll records.

Assists the Fire Chief in making decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Assists in the maintenance of all departmental records such as personnel records, records of activity, and inventory records, or any others which may be required. Personally completes any forms and records assigned.

Responds to all emergency calls for which the department is answerable and supervises subordinate employees at the scene of an emergency, performs size-up, and directs operations in different areas as needed. Supervises safety procedures at the scene of a fire or emergency. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Testifies in court when required.

Informs the public about the work of the fire department by means of talks, demonstrations, or distribution of literature to schools, civic groups, or any other citizens. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about operation of the fire department or any related areas of emergency services.

Oversees the general care and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or other specialized equipment. Makes recommendations on major purchases for the department. Purchases equipment and supplies, keeping such purchases within the established budget. Maintains the inventory, orders and distributes department supplies and equipment.

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 Fire Captain for at least one (1) year immediately preceding closing date for application to the board.

Deputy Fire Chief IA Original Adoption: 11-11-11 Revision Dates:
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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of all fire department operations. The Fire Chief is delegated by the Fire Board of Commissioners as the appointing authority for the department, and is responsible for the administration and coordination of all fire department activities, including personnel management and supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by 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.

Manages the total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Develops methods to identify and evaluate productivity of departmental programs. Identifies target areas for improvement in productivity or effectiveness; develops and initiates programs and procedures to improve the quality and effectiveness of service in these areas. Monitors any local conditions which may create situations the department may be called upon to handle.

Makes personnel management decisions regarding hiring, promotions, demotions, transfers, terminations, and disciplinary actions. Develops a personnel recruitment and selection program, and interviews prospective employees. Maintains promotional eligibility lists. Establishes a system of performance evaluations by determining the various aspects of performance to be evaluated, and setting performance standards. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or assignment for specialized training.

Personally completes any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service. Writes proposals for new legislation or for changes in legislation, regulations, or ordinances pertaining to the operation of the fire or emergency medical services.

Promotes a positive image of the department in the daily performance of duties, and by interacting with the public. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. 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.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long-term goals for subordinates in order to best accomplish the goals of the organization. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Serves as an instructor for formal classroom training.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Provides for and oversees a communication system for the department.

Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Directs the fire department equipment and personnel when the department is called to assist with special tactical situations. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations.

Directs a program of pre-fire planning in order that the department might be prepared to provide rescue and fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson.

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 and of legal age.

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

Must possess a valid driver's license.

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 progressively responsible experience in 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 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 progressively responsible experience in 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 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, general educational development (G.E.D.) 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 G.E.D. certificate. Applicant must also have at least eight (8) years of progressively responsible experience in 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 experience in fire suppression and rescue, and may include work

in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief IA Original Adoption:	04-17-95
Revision Dates:	01-22-96, 10-01-06, 11-12-06, 10-08-10

AIRCRAFT RESCUE AND FIRE FIGHTING COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the Aircraft Rescue and Fire Fighting Division of the fire service, the primary duties of which include responding to and assisting in directing firefighting and rescue work at the scene of an aircraft incident. The incumbent of this class is responsible for developing a training program and providing training in aircraft rescue and firefighting techniques and maintaining all records for the division. The Aircraft Rescue and Fire Fighting Coordinator supervises the general care and maintenance of all assigned aircraft rescue and firefighting apparatus, equipment, and property and acts as the liaison between the Airport Authority and the Iberia Fire Protection District #1 Fire Department. The employee of this class exercises no direct supervision over the line classes; however, the incumbent of this class exercises limited supervision over departmental personnel during training. The employee of this class has the authority to work independently in most areas and performs duties with some supervision. The incumbent in this class reports to and has worked 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 logical assignments, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to all aircraft rescue and firefighting incidents at the airport in order to extinguish fires involving aircraft and airport facilities and operations. Performs size-up of an emergency scene and observes operations including rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinklers and standpipe systems, water supplies, salvage and overhaul, emergency medical operations, and the use of specialized airport crash units and firefighting rescue apparatus. Communicates critical incident information to the incident commander for the purposes of developing strategic and tactical plans. Assists the incident commander by acting as an advisor, helping to decide the best method to handle the incident. Takes charge of all safety procedures at the incident scene. Secures all airport fire scenes to prevent removal or damage of evidence and restricts access to authorized personnel.

Ensures that all vehicles are garaged at one or more strategic locations as needed to meet the required response times. Ensures that all emergency airport aviation vehicles are equipped with the tools, equipment, and extinguishing agents necessary to effectively support aircraft rescue and firefighting operations. Investigates airport fuel spills or other accidents, determines the cause, and recommends any corrective actions needed. Remains present during a fuel servicing if passengers remain on board the aircraft to ensure that safety procedures are followed and to aid in emergency evacuation procedures, if necessary. Ensures that the airport fire station and housing meet the required specifications. Prepares the division for inspections and studies

regulations manuals from various organizations in order to determine what, if any, improvements are needed to pass inspections.

Develops and implements a training program for the Aircraft Rescue and Fire Fighting Division. Participates in pre-planning for aircraft incidents and in aircraft crash simulation exercises. Personally trains personnel in aircraft rescue and firefighting by conducting training in the classroom as well as conducting drills and evolutions. Conducts training in basic firefighting, safety, pump operations, driving fire equipment, nozzle and hose handling, rescue, forcible entry, ladders, fire streams, and fire attack. Maintains records of training activity of the division.

Monitors and evaluates conditions at the airport which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Keeps informed on modern firefighting methods and administrative practices and on the most recent NFPA standards that apply to the work of fire department and the division. Coordinates the work of the department and the division with the Federal Aviation Authority, releasing information and giving assistance when needed. Serves as the department liaison with the Airport Authority.

Acts as consultant for fire departments in surrounding areas, providing technical expertise, assistance, and cooperation in training and/or aircraft firefighting efforts when necessary. Informs the public about fire department work by means of talks or distribution of literature concerning aircraft incidents and firefighting techniques. Coordinates special projects related to public relations or the image of the fire department dealing with aircraft rescue and firefighting plans.

Supervises the general care and maintenance of all assigned aircraft rescue and firefighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Arranges for repairs and maintenance of aircraft rescue and firefighting facilities, equipment, or operating systems and inspects after repairs to see that repairs were properly accomplished.

Writes requests for grants or other special funds to aid in the operation of the fire service. Writes specifications for new fire department equipment for public bids. Meets with sales representatives to review products. Recommends the purchase of equipment and supplies for the division, including major purchases, keeping such requests within the established budget. Orders supplies and equipment and maintains the inventory.

Maintains all records for the Aircraft Rescue and Fire Fighting Division and determines what information should be included in the records and in what form this information should be kept. Compiles and organizes data in order to write reports. Personally completes any reports, forms or records required to document activity.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a 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, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have at least five (5) years of experience in fire suppression in a fire department.

Aircraft Rescue Firefighting Coordinator IA Original Adoption:	08-20-06
Revision Dates:	10-08-10

FIRE DEPARTMENT MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the repair and maintenance of fire department vehicles and equipment. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class make repairs to fire apparatus and fire apparatus equipment, perform maintenance tasks and adjustments on fire department vehicles and equipment, and organize replacement parts for fire vehicles and equipment. Fire Department Mechanics perform duties with little supervision in most areas, performing special tasks assigned with only general instructions, and report to and have 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 maintenance, repairs or adjustments on cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order to systems by installing replacement parts, such as fan and fan belts, fuel lines and filters, oil seals and PCV systems, batteries, spark plugs and cables and other parts as necessary. Performs maintenance, repairs or adjustments on brake, drive train, emission and suspension systems. Installs necessary replacement parts to such systems, such as replacing drum, disc or power brakes, clutches and transmissions, mufflers, tires and wheel bearings.

Performs maintenance and repairs to gasoline engines which may include the installation or replacement of intake and exhaust manifolds, cylinder heads, crankshaft, gaskets or valves. Performs maintenance and repairs to diesel engines which may include adjusting or replacing scavenging-air compressors, governors, fuel spray nozzles and turbochargers. Repairs fire apparatus hydraulic equipment, such as pumps, aerial ladders, and hydraulic motors and cylinders.

Performs general maintenance tasks on departmental vehicles and fire apparatus, such as refueling vehicles, changing and adding oil, and adjusting headlights, as needed in order to assure peak performance. Replaces and installs accessories on automotive equipment, such as windshield wipers, lights and flashers as needed. Uses automotive maintenance instruments in the maintenance or repair of fire automotive equipment including the use of hydrometers, voltmeters, dynamometer, and vacuum gauges.

Inspects, maintains, repairs, and performs service tests on fire hoses, hose couplings, hose attachments, nozzles, and nozzle assemblies on fire apparatus.

Provides for the repair and maintenance on portable equipment and small power tools, such as portable generators and pumps, power saws and water towers, lawn mowers and edgers, and any department equipment as required. Installs, maintains, and repairs overhead doors.

Inspects, maintains, tests, and repairs open and closed-circuit breathing apparatus including the backpack and harness assembly, air cylinder valve, facepiece, and regulator. Conducts flow test of self-contained breathing apparatus. Refills self-contained breathing apparatus using the cascade or compressor/purifier system.

Diagnoses mechanical problems from information received from fire department personnel. Reads service manuals, parts books, and any other written material necessary to determine how to perform required repairs and maintenance duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations.

Determines if firefighting apparatus involved in an accident is safe for continued use. Locates and arranges for outside services for repair and maintenance of department equipment or vehicles when needed. Transports, delivers, and picks up equipment for repair or maintenance by driving department vehicles. Inspects, tests and ensures completed repairs from outside services on all vehicles and equipment, including communications equipment, were effectively accomplished. Conducts required safety inspections on all department vehicles, including inspecting equipment after repair.

Purchases supplies, equipment and parts which may include preparing specifications for public bids, meeting with sales representatives, reviewing products and evaluating specifications for purchases within the maintenance division. Prepares expenditure estimates for the departmental operating budget as needed for the maintenance division. May gather information to be used in compiling budgets.

Maintains inventory of supplies and parts necessary to perform the work in the maintenance division. Organizes and stores department property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials.

Writes reports and completes any forms and records required. Retrieves records, reports, or forms from the file 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 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.

Must not be less than 18 years of age.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must have at least five (5) years' experience in the repair, rebuilding, and/or maintenance of heavy equipment, diesel engines, hydraulic systems, and water pumps.

OR

must have at least three (3) years' experience as a full-time mechanic for a fire department.

Fire Department Mechanic IA Original Adoption: 06-17-11

Revision Dates:

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the Training Division, the primary duty of which is developing training and safety programs for the department. The Fire Training and Safety Officer develops and prepares training materials, conducts training and safety classes for department personnel and administers and grades tests. The employee of this class has no direct supervision over fire department personnel; however, performs functional supervision over departmental employees in the training environment. The Fire Training and Safety Officer works with little supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of the training division for the fire department. Provides classroom and on-the-job training for employees. Develops training and safety programs for the department and sees that such programs are properly staffed and supplied with training resources. Evaluates the effectiveness of the training program, determines the need for additional training, and makes recommendations for changes or improvements. Schedules training for all department employees as assigned by the Fire Chief. Plans for training by preparing lesson plans and training materials.

Researches fire related data, including fire reports, statistics, bulletins, and specifications in order to incorporate useful material into the training program. Prepares, administers, and grades written exams. Analyzes and evaluates examinations to determine reliability of exams and appropriateness of materials covered. Develops job simulation exercises to rate skills acquired during training. Responds to fires to take notes and photographs for use in training. Takes charge of all safety procedures at the scene of a fire or emergency.

Conducts training classes and supervises employees in the classroom, at the drill field, or at the fire station in the following areas: fire fighting, fire apparatus, driving fire equipment, pump operations, hydraulics, nozzle and hose handling, use of protective breathing apparatus, ventilation, fire extinguishers, ladders, fire streams, forcible entry, salvage and overhaul, fire attack, tools and equipment, hazardous materials, rescue, first aid, CPR, EMS, safety, supervision, inspection, investigation, fire prevention, pre-fire planning, communications, public relations, fire related laws, and any other topics assigned.

Directs and evaluates the safety program for the department and makes recommendations for improvements. Ensures implementation of safety activities throughout the department. Demonstrates safety equipment and practices and observes personnel to determine use of prescribed safety equipment. Develops accident and loss control systems and programs to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Assists in investigating accidents involving employees and equipment and make recommendations on procedures to avoid future accidents. Conducts research to identify hazards and evaluate loss-producing potential in the department.

Inspects various divisions of the department, evaluates the effectiveness of the inspection and takes appropriate action to correct or improve problem areas. Inspects apparatus and equipment for accident prevention devices and to ensure compliance with occupational safety and health regulations. Assists in inspecting specified areas for fire service equipment and other safety and first-aid supplies. Identifies and monitors local conditions which may become fire or safety hazards or conditions which could produce accidents and financial losses.

Supervises the preparation and maintenance of records and reports in the training division. Completes any forms or records assigned and files according to department procedure. Prepares accident and injury reports for review by administrative personnel. Reads graphs, charts, manuals, or reports, compiles and organizes data, and analyzes data through the use of statistics. Interprets data related to exposure factors concerning occupational illnesses and accidents. Writes reports on matters concerning the operation of the training division and acquires the ability to compose complete sentences, use correct grammar and punctuation, and related skills. Assists the Fire Chief in gathering and organizing information to be used in the departmental operating budget. Handles budget preparation for the training division. Purchases supplies and equipment and authorizes expenditure of funds for the training division, making sure that such purchases and expenditures are in accordance with the budget.

Assists in setting management policies for the training division and recommends goals and objectives for the division. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Participates in researching and planning for programs and activities in the department. Participates in conferences, conventions, and other educational meetings as required. Stays up-to-date on modern fire fighting methods and technology that will benefit the fire department. Consults with volunteer fire departments in surrounding areas and provides them with assistance in training when required.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must have at least five (5) years full-time experience in fire suppression with a paid fire department.

Fire Training and Safety Officer IA Original Adoption: 12-26-16 Revision Dates:
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SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are assisting the Fire Chief by providing administrative support, performing clerical duties and overseeing office functions. The Secretary to the Fire Chief prepares correspondence for the chief, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares department payroll records, participates in purchasing and inventory functions, and assists the Fire Chief with the preparation of the departmental budget. The Secretary to the Fire Chief performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Acts as receptionist for visitors to the Fire Chief's office; answers incoming calls and directs visitors and calls to the appropriate individuals or offices. Schedules appointments, maintains calendar of events and places phone calls for the Fire Chief and the department. Prepares and processes outgoing mail. Receives, reviews, sorts and processes incoming mail and other materials for the department in accordance with established procedures. Prepares and organizes documents and related materials for meetings and conferences. Takes minutes or notes at meetings and/or transcribes dictation from notes or recordings. Assists with writing speeches to be delivered by department members at schools, meetings or civic events. Maintains and updates social media accounts used by the department. Writes public service announcements, new releases, and newspaper articles for publication.

Participates in accounting for the money and assets of the fire department. Reviews accounting records for completeness and to detect errors. Verifies and reconciles account balances, and records expenses, disbursements, and related financial transactions in order to maintain accurate fiscal records. Assists the governing body in the preparation of forms and templates related to assessing millages on local property. Participates in the preparation of a departmental operating budget by compiling and organizing needed data, and preparing revenue and expenditure estimates. Reviews proposed budgets reflecting costs associated with the operation of individual fire stations and training activities. Participates in payroll functions by preparing payroll and time records, verifying payroll records, making necessary calculations, and taking complaints from employees about pay or other matters related to payroll. Makes travel arrangements for department members; prepares expense and travel vouchers and maintains records of travel costs. Trains new or inexperienced employees in specialized accounting procedures and techniques.

Facilitates the purchasing and inventory process by preparing purchase requisitions or payment vouchers, maintaining inventory, and ordering supplies and equipment. Maintains logs, records and files containing purchasing information such as bids and lists of approved vendors, suppliers and manufacturers. Assists in the comparison of purchase orders with established lists of vendors, prices, specifications, contracts, etc. to determine appropriateness for purposes of payment. Participates in the process of reviewing vendor invoices to ensure agreement with purchase orders and physical inventory received. Operates and services various office equipment, performing routine preventative maintenance, replacing supplies, and arranging for outside repairs, as needed. Trains new or inexperienced employees in clerical and office procedures, the use of office software programs, and standard office equipment.

Assists with the review of new employment applications and verifies information provided by applicants. Participates in the development of instructions or office procedures for employees. Keeps department policy and instruction manuals up to date by adding or removing pages, as needed. Maintains roster of departmental personnel including names, addresses, telephone numbers, and other pertinent information. Prepares personnel forms reflecting hiring, promotions, disciplinary actions, retirement, resignations, etc. for approval and signatures. Assists in the maintenance of competitive and promotional eligibility lists. Maintains records for employee benefit programs including unemployment, worker's compensation, insurance, and retirement. Keeps personnel records, logs or files to document and track hours worked, leave taken, attendance, salary, performance evaluations, disciplinary actions, job-related accidents and employee illnesses.

Uses computer information systems and utilizes office programs to enter, update, retrieve, and exchange data. Maintains computerized mailing lists. Writes and/or types letters, forms, memos, statements, formal reports, or any other documents for review and signatures, as assigned by the Fire Chief. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Reviews letters or other requests for information to determine the form, record, or other document to send to the requestor. Proofreads typed material and corrects errors utilizing proper grammar, punctuation, and organizational skills. Checks final copy of correspondence for proper form and completeness; reviews legal documents for correct dates and signatures. Reviews correspondence, reports, or related department documents to be filed in order to determine subject matter. Assists with filing and retrieval of records and reports, as needed. Disposes of obsolete files and records in accordance with established retention schedules or legal requirements. Develops new forms or revises old ones to improve accuracy and efficiency of departmental documentation.

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.

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

Must have at least one (1) year of full-time work experience in clerical positions and possess knowledge of basic computer programs such as Microsoft Word and Excel.

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.

Secretary to the Fire Chief IA Original Adoption: 11-15-23
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Revision Dates:
