MUNICIPAL FIRE AND POLICE CIVIL SERVICE

JEFFERSON PARISH FIRE DEPARTMENT (JEFFERSON)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

JEFFERSON PARISH FIRE DEPARTMENT

FIRE SERVICE

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* Competitive Classes
** Promotional Classes

JF Original Adoption:	12-08-80
Revision Dates:	10-22-81, 01-18-82, 03-11-82, 01-13-83, 12-10-87, 10-25-90, 02-19-93, 11-09-95, 12-12-06, 09-06-12, 07-25-17, 08-17-17, 02-20-18, 08-08-19

FIREFIGHTER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

The class of Firefighter comprises entrance level positions in the fire suppression division of fire department operation. Employees of this class receive training and after training, they perform tasks such as controlling and extinguishing fires, performing rescue and salvage work, and maintaining fire department equipment, buildings, and grounds. Employees of this class work under the direct orders of and are supervised by the company commander (in the class of Fire Captain or Fire Lieutenant). This class ranks directly below that of Fire Equipment Operator.

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.

1. Participates in assigned training drills either as an individual or as a member of a group

2. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work

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

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

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

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

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

8. Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, enforcing fire laws, ordinances, and regulations, and related duties
9. May also drive fire apparatus in special situations (after training for such) to relieve fire apparatus operators.

10. Perform other related duties as assigned.

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must not be less than eighteen (18) years of age, and

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

After conditional offer of employment, but prior to beginning fire suppression training for and work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test, medical examinations and ergonomic examinations including, but not limited to, physical agility and ability and psychological screening which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Firefighter JF Original Adoption:	12-15-80
Revision Dates:	08-20-82, 12-10-87, 12-01-94, 02-22-00, 12-12-06, 02-20-18

FIRE EQUIPMENT OPERATOR

(Promotional Class)

GENERAL STATEMENT OF DUTIES

The class of Fire Equipment Operator is responsible for and skilled in fire fighting work involving the operation of apparatus and equipment, (including but not limited to fire pumper, pumper/ladder, ladder, pumper articulating boom) and the protection of life and property through fire prevention, rescue, and the extinguishing of fires. Work involves the protection of life and property, prevention of fire hazard, and general duties related to the care and use of departmental equipment and property. Employees of this class are responsible for driving fire equipment to and from the scene of a fire, for operating the pumps and other equipment as required. Fire equipment operators are under the direct supervision of the fire officer in charge of the station (in the class of Fire Captain or Fire Lieutenant). They perform assigned routine tasks independently and all other decisions or work assignments are received from a superior. This class ranks directly below that of Fire Lieutenant.

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.

1. Performs a daily inventory of all assigned fire vehicles and attached equipment to see that all required equipment is present; if not, reports missing items to supervisor; checks all equipment such as air packs and fire extinguishers to see that it is ready for operation

2. Performs a daily check of assigned fire vehicles to assure readiness for operation; checks radio, water, battery, tires, water level in tank, lights, etc.; may replace oil and water if needed; checks air break pressure; checks all hydraulic equipment by operating it; starts engine and checks all gauges, air pressure, water, oil, amp meter, fuel; checks the general appearance of the vehicle to make sure it is clean

3. Performs a daily check of the pumps on assigned vehicles by placing them in operation, checking pressure and gauges; makes sure valves are not leaking and the relief valve is operational

4. Verbally reports on all daily checks to the officer in charge and makes entries of such in the log book

5. When an emergency alarm is received, takes address and checks location; drives assigned vehicle to fire; following the orders of the officer in charge, stops truck at nearest hydrant and makes sure firefighters have all equipment needed, then places truck as directed and puts pump in operation following standard procedures; assists firefighters in donning air packs, getting equipment from truck, etc., keeping track of all equipment taken; watches gauges and hooks up any additional lines required

6. Assists other equipment operators when needed; listens for any radio messages and relays messages to and from the commanding officer at the fire scene

7. Participates in company and individual training when required

8. Performs general firefighting and housekeeping duties

9. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee probationally appointed to the class of Firefighter at least four (4) years immediately preceding the examination.

Prior to confirmation to the class, the applicant shall complete sixteen (16) hours of Department approved and documented training in pump operation.

Fire Equipment Operator JF Original Adoption:	12-15-80
Revision Dates:	08-20-82, 12-10-87, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 09-29-20, 07-07-22

FIRE LIEUTENANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class of Fire Lieutenant comprises the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting firefighters and fire equipment operators in the performance of their duties both at the station and at the scene of a fire or emergency. They also assist the fire captain in charge of the station in the performance of duties such as completing records and filling out reports and providing training for subordinate employees assigned. The fire lieutenant receives general instructions only from a supervisor, has the authority to work independently in most areas, and becomes the officer in charge in the absence of the fire captain. This class ranks directly 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.

1. At the station, supervises and reviews the work of firefighters and fire equipment operators as they perform daily station maintenance or checks and maintenance of fire vehicles and equipment; provides informal instruction in procedures when necessary; takes reports of any missing or inoperable equipment and relays these to the station captain; takes any instructions from station captain and sees that these are carried out; may perform the duties of a firefighter or equipment operator, when necessary

2. Assists the station captain in completing any necessary records or reports such as fire reports, injury reports, monthly equipment reports, request forms for supplies or equipment, gas slips, hose inventories, etc

3. Assists the station captain in providing in-service training (including classroom, evolutions, and on-the-job instruction) for employees on the shift by teaching techniques and procedures used in fire service operations such as ladder work, ropes, hose practices, etc. Sees that all hoses are tested and maintained; keeps all necessary records on hose. Performs pre-fire planning inspections and draws plot plans of buildings in the assigned area; knows all types of sprinkler systems and standpipe systems; plans for high-rise egress

4. At the scene of a fire or emergency, receives instructions of the Fire Captain in charge; goes into buildings with firefighters and performs duties in search and rescue, fire extinguishment, salvage, ventilation, directing of hose streams, etc., making any immediate decisions required for the suppression of fire and rescue of lives or property; makes decisions outside building and directs firefighter in the placement of ladders, entering of building, types of hose streams, use of air packs, etc.

5. Performs advanced first aid and CPR when required

6. Performs minor clerical work

7. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee probationally appointed to the class of Fire Equipment Operator at least three (3) years prior to the examination and have a minimum of ten (10) years combined experience probationally or permanently appointed in the classes of Firefighter and/or Fire Equipment Operator immediately preceding the examination.

Prior to confirmation to the class, the applicant must have thirty (30) hours of approved instruction of which eight (8) hours must be in supervisory management.

Fire Lieutenant JF Original Adoption:	12-15-80
Revision Dates:	08-20-82, 12-10-87, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 09-29-20, 07-07-22

FIRE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

The class of Fire Captain is supervisory, skilled fire prevention, rescue, and fire fighting work. Employees of this class direct the operations of a shift of firefighters, fire equipment operators, and fire lieutenants assigned to a specific fire station. They are responsible for directing operations at the scene of a fire or emergency, as well as for all activities and operations of the assigned station. These include directing maintenance of station, vehicles, and equipment, maintenance of records, provision of in-service training for station personnel, providing recommendations on disciplinary matters, and all other duties attached to the efficient operation of a fire station. Employees of this class receive general instructions only and have authority to work independently in most areas. This class is under the direct supervision of and ranks directly below the Fire District 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.

1. Takes charge of daily activities at an assigned fire station; receives briefing from captain of shift going off duty and reviews log reports of previous shift; takes roll call and gives full report to fire alarm headquarters; makes any necessary notations on annual leave, Sick Leave, etc. on personnel records; plans all daily activities for the station, including inspection of apparatus and equipment, grounds, and station to insure proper order and condition, and gives morning assignments on matters such as fuel inventories, maintenance inspections, etc. to the shift lieutenant and takes necessary information and reports relayed by the lieutenant

2. Fills out necessary records and reports such as fuel reports, supply reports, fire incident reports, personnel reports, training reports, etc.; completes all reports necessary on fires or emergencies worked by the company

3. Directs the inspection of buildings for pre-fire planning; collects information and fills out or reviews reports of such; gives instructions in fire safety to nursing homes, hospitals, schools, and other public buildings, upon request.

4. Makes decisions on what training areas are needed by his company and plans for in-service training of personnel in areas such as hose lays, air packs, search and rescue, etc.;

either teaches such skills personally or arranges for the lieutenant or other qualified officers to do so

5. Handles all personnel problems of assigned personnel, discusses grievances, handles disagreements, etc.; fills out evaluation reports and recommends necessary discipline for all personnel assigned. Responds to all incidents assigned.

6. At the scene of an emergency, views situation (size of fire, type of building, etc.) and makes a decision as to the best method of handling the fire or emergency; if first captain at the scene, takes control of all operations including the supervision of any other companies which may respond until relieved by a superior officer; supervises and coordinates all fire fighting and rescue operations, issuing orders and offering instruction or assistance when needed; supervises salvage and overhaul operations and contacts owners of buildings when necessary; makes initial determination of cause of fire and contacts arson squad if necessary

7. Performs minor clerical work

8. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee probationally appointed to the class of Fire Lieutenant at least three (3) years prior to the examination and have a minimum of eighteen (18) years combined experience probationally or permanently appointed to the classes of Firefighter, Fire Equipment Operator and/or Fire Lieutenant immediately preceding the examination.

Prior to confirmation to the class, the applicant must have sixty (60) hours of approved instruction of which eight (8) hours must be in supervisory management and fifteen (15) hours in strategy and tactics. Six (6) earned semester hours toward a degree in fire science may be substituted for all the 60 hours above.

Fire Captain JF Original Adoption:	12-15-80
Revision Dates:	10-22-81, 08-20-82, 12-10-87, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 09-29-20, 07-07-22

FIRE DISTRICT CHIEF

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Employees of this class perform both supervisory and administrative duties under the direct supervision of the Fire Assistant Chief. The fire district chief is responsible for the activities of all personnel and the operation of all fire stations in an assigned district. Duties include responding to all major fires and emergencies (or others as needed) to direct firefighting and lifesaving activities, assigning and supervising suppression personnel to insure proper fire coverage of all assigned areas, keeping all required records and reports, and providing any other assistance required by station officers and personnel to insure the efficient operation of the suppression division. Employees of this class are under the direct supervision of and this class ranks directly below that of Fire Assistant 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.

1. Makes daily visit to each station and receives reports from station captain including equipment reports, fire incident reports, requests for leave, receipts, etc.; fills out time sheets for all personnel under his supervision; if necessary, transfers personnel to assure that each company can respond with a full complement of firefighters and company officers

2. Responds to alarms for major fires (particularly those involving structural damage or hazardous materials, or any involving firefighting personnel from outside the parish) or to any other fires or emergencies as needed; takes charge of all emergency scene operations; calls in any additional equipment or companies required, oversees placement of equipment or personnel; calls for mutual aid if needed; at completion of fire scene activity, sees that all necessary records and reports are prepared; in cases of suspected arson, sees that fire prevention personnel are notified and any evidence preserved

3. Maintains proper discipline and investigates personnel complaints from employees on an assigned shift and presents findings to the assistant fire chief; recommends disciplinary action to the assistant fire chief when required

4. Conducts or oversees inspection work performed by fire companies; oversees or assists in training of personnel of all fire companies on an assigned shift

5. Assists the assistant fire chief in performing certain administrative functions

6. Keeps track of all unusual local circumstances which may affect firefighting services and contacts local agencies such as the Department of Public Works or the utility company to correct such conditions when necessary; notifies proper agencies to respond and give information in cases of hazardous chemical spills, etc

7. Keeps all necessary records and completes all necessary reports on shift activities and personnel

8. Supervises, directs, and reviews reports of men assigned to special assignments

9. Inspects overall appearance and condition of fire equipment and quarters on his assigned tour of duty

10. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Captain and have at least twenty years combined experience in the classes of Firefighter, Fire Equipment Operator, Fire Lieutenant and/or Fire Captain immediately preceding the examination.

Prior to confirmation to the class, the applicant must have eighty (80) hours of approved instruction of which sixteen (16) hours must be supervisory management and fifteen (15) hours in strategy and tactics. Eight (8) earned semester hours toward a degree in fire science may be substituted for the 80 hours above.

Fire District Chief JF Original Adoption:	12-15-80
Revision Dates:	08-20-82, 12-10-87, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 09-29-20, 06-09-26

FIRE ASSISTANT CHIEF

(Promotional Class)

GENERAL STATEMENT OF DUTIES

The fire assistant chief is responsible for the activities of the suppression division and the operation of all fire stations on an assigned shift. Duties include responding to major fires and emergencies (or others as needed) to direct firefighting and lifesaving activities, assigning and supervising suppression personnel to insure proper fire coverage of all assigned areas, keeping all required records and reports, and providing any other assistance required by station officers and personnel to insure the efficient operation of the suppression division. Employees of this class receive only general instruction, working independently in most areas. 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.

1. On an assigned shift, visits each station as needed and receives reports from the district fire chief including equipment reports, fire incident reports, requests for leave, receipts, etc.; fills out time sheets for all personnel under his supervision; if necessary, transfers personnel to assure that each company can respond with a full complement of firefighters and company officers

2. Responds to alarms for major fires (particularly those involving structural damage or hazardous materials, or any involving firefighting personnel from outside the parish) or to any other fires or emergencies as needed; takes charge of all emergency scene operations at second alarms; calls in any additional equipment or companies required, oversees placement of equipment or personnel; calls for mutual aid if needed; at completion of fire scene activity, sees that all necessary records and reports are prepared; in cases of suspected arson, sees that fire prevention personnel are notified and any evidence preserved

3. Maintains proper discipline and investigates personnel complaints from employees on an assigned shift and presents findings to the Fire Chief; recommends disciplinary action when required

4. Conducts or oversees inspection work performed by fire companies; oversees or assists in training of personnel of all fire companies on an assigned shift

5. Keeps track of all unusual local circumstances which may affect firefighting services and contacts local agencies such as the Department of Public Works or the utility company to correct such conditions when necessary; notifies proper agencies to respond and give information in cases of hazardous chemical spills, etc.

6. Keeps all necessary records and completes all necessary reports on shift activities and personnel.

7. Supervises, directs, and reviews reports of men assigned to special assignments

8. Answers inquiries or complaints from the public; notifies news media and releases designated emergencies worked by the department

9. Inspects overall appearance and condition of fire equipment and quarters on his assigned tour of duty

10. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire District Chief by the filing deadline for application for admission to examination.

Prior to confirmation to the class, the applicant must have one hundred (100) hours of approved instruction of which sixteen (16) hours must be in supervisory management and fifteen (15) hours in strategy and tactics. Ten (10) earned semester hours toward a degree in fire science may be substituted for the 100 hours above.

Fire Assistant Chief JF Original Adoption:	10-22-81
Revision Dates:	08-20-82, 03-31-88, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 09-29-20, 06-09-26

FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class comprises the highly responsible administrative, technical and supervisory position of chief officer with total control over all operations of the East Bank Consolidated Special Service Fire Protection District (department). The employee of this class provides oversight, administration, management, and supervision of the department's operations and personnel. The Fire Chief organizes the department, sets management policies, prepares and oversees the department's operating budget, provides for public fire prevention/education programs, and oversees the personnel management functions of the department. The incumbent of the position of Fire Chief directs all fire department administrative functions and division operations, including fire suppression, fire prevention, inspection, investigation, public fire education, department training, and fire communications. The Fire Chief works independently, reporting and is accountable to the Jefferson Parish President, or when designated the COO, the Chief Operating Officer.

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.

1. Administers and directs the operations of the fire department as chief executive officer.

2. Provides effective, professional leadership, positioning the department to meet the community's current and future needs through appropriate fire prevention and protection technologies and services.

3. Develops management policies, goals and objectives pertaining to all fire department operations, including fire suppression and rescue, fire communications, fire inspection and pre-fire planning, fire cause determination and arson investigation, and public fire prevention education.

4. Monitors local conditions which may create situations the department may be called upon to handle. Develops long-range master plans, and recommends strategies to accommodate current and anticipated exposures.

5. Keeps informed of existing or proposed legislation, regulations, and ordinances, and court decisions related to the fire service.

6. Promotes a positive public image of the work of the fire department in the daily performance of duties. The Fire Chief handles complaints from the public concerning emergency and non-emergency fire department operations and procedures.

7. Attends all meetings as directed by the appointing authority in order to give reports, offer advice, make recommendations, and to keep informed of local trends pertaining to the fire service.

8. Cooperates with federal, state, and local agencies, providing support in declared emergencies or to provide mutual aid.

9. Develops and implements an emergency management system based on identification of potential hazards, and creates an organizational structure which maximizes the efficient utilization of fire protection resources, and provides administration, oversight, and supervision of the essential functions of Fire Suppression, Fire Prevention, Communications, Departmental Training, Administration, and Departmental Maintenance.

10. Evaluates the productivity and effectiveness of departmental programs and activities and determines the most efficient allocation of resources, including apparatus and personnel. Establishes and maintains a system of line and staff inspections to exercise control over department operations and to insure compliance with departmental regulations. Identifies areas in need of improvement, and implements corrective measures.

11. Oversees a risk management program to control departmental losses, and monitors the results of the program. Assures all accidents or injuries involving department equipment or personnel are promptly and properly investigated. Evaluates the cause of accidents and establishes policies and procedures to avoid future incidents. Oversees the development of a safety program for the department.

12. Prepares departmental budget requests, conducts fiscal economic impact studies and cost/benefit analyses to prepare budget projections, and provides revenue and expenditure estimates. Administers and monitors funds appropriated by the governing authority for departmental operations and capital improvement programs. Oversees the operation of the general accounting system for the department to provide a record of liabilities, assets and financial transactions. Reviews and approves divisional operating budgets, and authorizes the expenditure of funds allocated for departmental operations. Assures that expenditures are made within the limits of budgeted funds and in accordance with statutes applicable to the purchase of equipment, supplies, and services. Draws up specifications for public bid.

13. Collaborates with supervisory personnel to locate, write requests for and administer grant programs to fund fire protection and prevention projects for the department.

14. Participates in the development and administration of a comprehensive personnel plan providing for compensation and benefits. Cooperates with boards and agencies whose rules or operations may affect the careers of fire department employees or the work of the fire department. Develops and implements a personnel recruitment program in accordance with EEO standards. Interviews candidates certified for appointment by the fire civil service board and makes hiring decisions. Reports employment, appointments, and other personnel actions to the board within the prescribed period, in accordance with civil service law. Cooperates with the board in maintaining seniority rosters in order to establish accurate promotional eligibility lists.

15. Holds formal meetings with subordinates in order to receive and provide information. Manages the work of subordinates, assists subordinates with establishing work priorities and goals, delegates assignments, outlines responsibilities, monitors the work pace and progress, and approves leave. Establishes performance standards and implements procedures for evaluating employee performance. Collaborates with subordinate supervisory personnel on decisions related to performance adjustment, including corrective or disciplinary action, job modification, or training opportunities.

16. Maintains employee discipline. Establishes an internal affairs review process. Conducts investigations or provides oversight of investigations of alleged violations against departmental policies and employee misconduct. Provides for employee grievance resolution procedures within the department and personally counsels employees who are experiencing work problems.

17. Evaluates departmental training needs, and provides for proper staffing and resources. Serves as an instructor for formal classroom training and arranges for outside instruction, as needed. Assists with smaller fire departments in surrounding areas, when required.

18. Oversees the general care and use of departmental equipment, vehicles, stations, grounds, and other related property. Provides for the maintenance of inventory and a process to purchase and store supplies for the department. Oversees the process of obtaining estimates on repair costs, arranging for repairs, and inspecting equipment or property after repairs to ensure proper working order.

19. Oversees and utilizes a system of information management in the administration of the department. Develops a report review system in order to analyze and evaluate the quality of fire services provided. Personally completes all forms, records, and reports, as directed. Collects, compiles and analyzes data from department records, legal sources

and recognized authorities in order to write reports, solve problems and make management decisions.

20. Writes letters in answer to written or oral requests for information, or to address the needs of the department. Writes news releases, public service announcements, news articles, or other types of position paper for the department. Writes proposed legislation, ordinances, or regulations pertaining to the operations of the fire department.

21. Establishes effective fire ground procedures according to the Incident Command System. Provides for fire ground leadership and command, communications, size-up, equipment placement, personnel assignments, strategies and tactics. Personally responds to major incidents involving multiple alarms in which serious loss of life and property is anticipated. Monitors fire ground activity and evaluates fire ground decisions. Takes command when required. Works with fire ground and investigative personnel to share information and to determine whether fires occurring in the jurisdiction were the result of natural causes, carelessness, or arson. Commands Fire Department operations and coordinates with other rapid response operations involving special tactical operations.

22. Performs any other related duties.

QUALIFICATION REQUIREMENTS

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

The applicant 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.

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

The applicant must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

The applicant must have a Bachelor's degree from an accredited institution and at least fourteen (14) years' full-time experience as a paid employee in the fire service, in any Fire Department with paid employees including one (1) year of paid fire suppression command experience. Resume required.

OR

The applicant must have an Associate's degree and at least sixteen (16) years of full-time experience as a paid employee in the fire service, in any Fire Department with paid employees including one (1) year of paid fire suppression command experience. Resume required.

OR

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school. 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 high school equivalency certificate or G.E.D. certificate.

Applicant must also have at least eighteen (18) years of full-time experience as a paid employee in the fire service, in any Fire Department with paid employees including one (1) year of paid fire suppression command experience. Resume required.

Education and/or training cannot be substituted for the required years of experience.

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.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Fire Chief JF Original Adoption:	08-17-17
Revision Dates:	02-20-18, 09-29-20, 04-11-24

FIRE PREVENTION EDUCATION OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is a specialized class under the fire prevention division of fire department operations. Employees of this class design fire prevention programs, lecture and teach classes on fire prevention and related subjects, write booklets, pamphlets, and other material for use in fire prevention programs, and perform related duties such as developing fire evacuation plans and conducting fire drills. The education officer works independently in most areas with general instructions from the Fire Prevention 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.

1. Studies buildings in the area and sets up fire evacuation plans; designs a program to implement fire evacuation plans by talking with owners and operators of buildings, by locating and training personnel to act as wardens, by locating all fire protection items such as fire extinguishers, etc., in the building, and by drawing fire evacuation diagrams

2. Supervises fire drills in schools, nursing homes, hospitals, and other public and private buildings.

   Designs booklets, pamphlets, and other teaching material for use in fire prevention programs; writes brochures on areas related to fire prevention such as how to behave in a fire, what to do after a fire, etc

3. Does guest lectures and demonstrations on fire prevention for schools, businesses, community groups, public service groups, etc

4. Maintains a reference library of fire prevention materials.

   Writes news stories or releases to be issued by the fire department

5. Does research and prepares statistics for use in talks and in teaching materials

6. Keeps records and writes narrative reports on the work of the fire education section

7. Attends schools and training courses in all areas of fire department operations in order to discuss these in the community and be able to explain the work and needs of the fire department to community groups

8. Recommends purchases of educational material.

9. Serves as a consultant on fire prevention matters for related prevention and/or training groups

10. Counsels juvenile fire setters

11. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

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

The applicant 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.

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

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

The applicant shall have five (5) years combined experience in any of the fields of Fire suppression, prevention, safety, education field; or has successfully earned a certificate of teaching and or safety education training from an accredited higher education institution.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Fire Prevention Education Officer JF Original Adoption:	10-22-81
Revision Dates:	08-20-82, 03-31-88, 12-01-94, 02-22-00, 12-12-06, 02-20-18, 09-29-20

FIRE INSPECTOR I

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class comprises an entrance level position in the fire prevention division of the fire department. Employees of this class perform initial inspection of buildings to insure compliance with fire codes, perform re-inspections to ascertain that fire hazards have been corrected, and keep records of fire prevention work performed. The position is non-supervisory in nature, and fire inspectors work independently in certain designated areas with specific instructions for non-routine duties. Work in this class is reviewed by the Fire Inspector II, and this class ranks directly below that of Fire Inspector II.

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.

1. In an established manner, inspects schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, business, and industrial properties to ascertain compliance with state and parish fire prevention regulations; checks fire extinguishers and extinguishing systems, exit doors, and lights, general housekeeping, wiring (overuse of electrical circuits, exposed wires, etc.), venting and maintenance of air-conditioning and heating systems, maintenance of cooking equipment, fire protection for special equipment such as computers, outside accessibility to building, etc.; makes notes of all items on prepared checklist, listing problems and/or recommendations

2. Talks with owners or occupants of buildings; goes over report and explains problems or hazards that need correcting; gives notification of problems that must be corrected; gets phone numbers for emergencies and any other pertinent information about buildings

3. Issues written violations for more serious offenses of fire codes; performs re-inspections to assure that violations have been corrected; for uncorrected offenses, may issue misdemeanor summonses; sends reasons in writing for summonses issued to the district attorney's office through the sheriff's office; appears in court to testify concerning violations; may also get court injunction to shut down building with serious uncorrected violations of fire codes

4. Fills out daily activity sheet, routine inspection reports, loss reports, and any other daily or special report required by department policy; enters required information into records management system; takes monthly report from computer on inspections needed and uses it to plan activities.

   Establishes and maintains good public relations

5. Attends meetings and seminars for additional training; informally assists in training new fire inspectors; assists in training in other fire departments to set up fire prevention programs

6. Responds to incident when called

7. Issues tickets for parking in fire lanes

8. Assists the arson investigator when required; assists the fire suppression division or in alarm headquarters in emergencies

9. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

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

The applicant 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.

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

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

The applicant shall have:

Current license as a professional engineer from the Louisiana Professional Engineering and Land Surveying Board (or equivalent board from state other than Louisiana)
Or;
Current license to provide architectural services from the Louisiana State Board of Architectural Examiners (or equivalent board from state other than Louisiana)
Or;
Current certification as home inspector from Louisiana State Board of Home Inspectors
Or;
Board certification from National Academy of Building Inspection Engineers
Or;
Certification in inspection from either the National Association of Fire Investigators (NAFI) or National Fire Protection Association (NFPA) or from the LSU Fire and Emergency Training Institute,

Or;
Three years of experience in responsible charge of building inspection work for political subdivision with greater that ten thousand residents or private company with greater than two hundred fifty employees;
Or;
Three years of experience working as a fire building inspector for a municipality with greater than ten thousand residents;
Or;
Three years of experience as inspector for the Louisiana Office of State Fire Marshall
Or;
Bachelors degree in architecture, education or engineering from an accredited university or college.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Fire Inspector I JF Original Adoption:	02-22-00
Revision Dates:	12-12-06, 02-20-18, 09-29-20

FIRE INSPECTOR II

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This is the first promotional level of work in the fire inspection division of fire department operations. Employees of this class perform all duties assigned to lower ranking fire inspectors, as well as assuming responsibility for reviewing construction plans, inspecting new structures before occupancy, corresponding with and serving as a consultant to contractors and architects, and keeping records of all matters relating to new construction. The Fire Inspector II provides on-the-job instruction and supervision for subordinate fire inspectors. This class ranks directly below that of Fire Prevention 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.

1. Reviews building plans from building regulatory board for any commercial or multi-residential apartments; checks to see if there are any violations of fire codes before building permits are issued; either approves the plans or contacts the builder to explain problems which must be corrected before building permit can be issued; serves as a consultant to contractors and architects on fire safety standards

2. Keeps records of all building plans, construction documents, etc.; sends written notification of problems or violations; handles all paperwork concerned with new construction

3. Reviews all new structures before occupancy

4. On inspections of large facilities, directs the inspection and supervises the work of subordinate fire inspectors, checks their work, and provides training for new fire inspectors.

   Inspects buildings to ascertain that all fire codes are being met; in an established manner, inspects schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, business, and industrial properties to ascertain compliance with state and parish fire prevention regulations; checks fire extinguishers and extinguishing

systems, exit doors and lights, general housekeeping, wiring (overuse of electrical circuits, exposed wires, etc.), venting and maintenance of air-conditioning and heating systems, maintenance of cooking equipment, fire protection for special equipment such as computers, outside accessibility to building, etc.; makes notes of all items on prepared checklist, listing problems and/or recommendations

5. Talks with owners or occupants of buildings; goes over report and explains problems or hazards that need correcting; gives notification of problems that must be corrected; gets phone numbers for emergencies and any other pertinent information about buildings

6. Issues written violations for more serious offenses of fire codes; performs re-inspections to assure that violations have been corrected; for uncorrected offenses, may issue misdemeanor summonses; sends reasons in writing for summonses issued to the district attorney's office through the sheriff's office; appears in court to testify concerning violations; may also get court injunction to shut down buildings with serious uncorrected violations of fire codes

7. Fills out daily activity sheet, routine inspection reports, loss reports, and any other daily or special report required by department policy; enters required information into computer bank (typewriter keyboard input); takes monthly report from computer on inspections needed and uses it to plan activities

8. Establishes and maintains good public relations

9. Attends meetings and seminars for additional training; informally assists in training new fire inspectors; assists in training in other fire departments to set up fire prevention programs

10. Responds to incident when called

11. Issues tickets for parking in fire lanes.

12. Assists the arson investigator when required; assists the fire suppression division or in alarm headquarters in emergencies.

13. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Inspector I for a period of at least six months immediately preceding the examination.

Prior to confirmation to the class, the applicant must have thirty (30) hours of approved instruction of which eight (8) hours must be supervisory management. Three (3) earned semester hours toward a degree in fire science may be substituted for the 30 hours above.

Fire Inspector II JF Original Adoption:	10-22-81
Revision Dates:	08-20-82, 12-10-87, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 09-29-20

FIRE INVESTIGATOR I

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class comprises specialized positions in the fire prevention bureau involving investigating cases of suspected arson. Employees of this class are responsible for performing or assisting law enforcement officers in performing initial investigations of cases of suspected arson, following-up leads, interviewing witnesses and suspects, and developing arson cases to be turned over to the district attorney for prosecution. Positions of this class are non-supervisory in nature, but the fire investigator is required to work closely with personnel of the fire suppression division at the fire scene and with law enforcement officials in all follow-up work. The fire investigator receives general instructions only, working independently in most areas. Work in this class is supervised by Fire Investigator II, and this class ranks directly below that of Fire Investigator II.

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.

1. Goes to the fire scene when arson is suspected; talks to the officer in charge and gets the names of possible witnesses and as much technical information about the fire as possible; examines the site for evidence before fire companies perform any overhaul, when possible; tries to determine the point of origin of the fire and to generally become familiar with the building and situation; if arson is definitely indicated, calls the sheriff's office to send deputies to help with investigation

2. Photographs the fire scene taking overall views, origin of fire, views of physical damage or interesting debris, damage to adjoining buildings, position of bodies, etc.; tries to establish sequence of fire in pictures; takes photographs of onlookers in crowd and vehicles in the surrounding area; takes photographs at autopsy of burn victim (in cases where arson is suspected)

3. Surveys area of fire looking for possible evidence of arson using indicators such as depth of char, ventilation factors, fire load, evidence of back draft, smoke explosion, contents, unusual location of materials, windows open in cold weather, open valves on gas heaters in summer, etc.; determines the point of origin and then looks for cause of fire, trying to eliminate all possible natural causes

4. Collects any available evidence such as tools used in entry, evidence of incendiary devices, containers of flammable liquids, etc.; correctly secures and labels evidence collected, protecting chain of custody; records all evidence collected and sends to the appropriate laboratory for examination and analysis; sketches the fire scene for use in investigation and for presentation in court

5. Interviews any witnesses available; checks files and records, follows suspects, and collects any further evidence available, both physical evidence and information; tries to locate a suspect and build a case which can be turned over to the designated law enforcement or judicial officials for prosecution

6. Calls law enforcement officers to transport suspects to jail; Issues subpoenas

7. Completes and turns over all records and reports of investigation to district attorney; testifies in court as an expert witness. Coordinates work of the fire department and law enforcement agencies; works in cooperation with agencies such as the sheriff's office, FBI, U.S. Bureau of Alcohol, Tobacco, and Firearms, and state police

8. Completes all records and reports of fire investigation activities

9. Establishes and maintains good public relations.

10. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

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

The applicant 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.

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

The applicant must possess a valid driver’s license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate’s or bachelor’s degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

The applicant shall have five (5) years of combined experience in any of the fields of Fire Suppression, investigatory experience in fire cause and origin; or investigatory experience in a related field.

Twelve earned semester credit hours toward a fire science degree related to the above may be substituted for 5 years' experience in fire related field.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Fire Investigator I JF Original Adoption:	12-15-80
Revision Dates:	10-22-81, 08-20-82, 12-10-87, 11-02-89, 12-01-94, 02-22-00, 12-12-06, 02-20-18, 09-29-20

FIRE INVESTIGATOR II

(Promotional Class)

GENERAL STATEMENT OF DUTIES

The position of Fire Investigator II is the first promotional level of work in the fire investigation division of fire department operations. Employees of this class perform all duties assigned to lower ranking fire investigators. In addition to these duties he/she oversees and directs the field work of lower ranking investigators, reviews all reports compiled by subordinates, and supervises the maintenance of equipment (such as photographic equipment) used by the investigative division. This class ranks directly below that of Fire Prevention 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.

1. Supervises the activities of lower ranking fire investigators by making judgments on how to approach an investigation, overseeing the investigation, and providing on-the-job training for new fire investigators

2. Instructs lower ranking investigators in the writing of reports, reviews all such reports submitted, and makes corrections when necessary

3. Supervises maintenance of all photographic equipment and other equipment, supplies, and reports of the fire investigation division

4. Goes to the fire scene when arson is suspected; talks to the officer in charge and gets the names of possible witnesses and as much technical information about the fire as possible; examines the site for evidence before fire companies perform any overhaul, when possible; tries to determine the point of origin of the fire and to generally become familiar with the building and situation; if arson is definitely indicated, calls the sheriff's office to send deputies to help with investigation. Photographs the fire scene taking overall views, origin of fire, views of physical damage or interesting debris, damage to adjoining buildings, position of bodies, etc.; tries to establish sequence of fire in pictures; takes photographs of onlookers in crowd and vehicles in the surrounding area; takes photographs at autopsy of burn victim (in cases where arson is suspected)

5. Surveys area of fire looking for possible evidence of arson using indicators such as burn patterns, depth of char, ventilation factors, fire load, evidence of back draft, smoke explosion, contents, unusual location of materials, windows open in cold weather, open valves on gas heaters in summer, etc.; determines the point of origin and then looks for cause of fire, trying to eliminate all possible natural causes

6. Collects any available evidence such as tools used in entry, evidence of incendiary devices, containers of flammable liquids, etc.; correctly secures and labels evidence collected, protecting chain of custody; records all evidence collected and sends to the appropriate laboratory for examination and analysis; sketches the fire scene for use in investigation and for presentation in Court

   Interviews any witnesses available; checks files and records, follows suspects, and collects any further evidence available, both physical evidence and information; tries to locate a suspect and build a case which can be turned over to the designated law enforcement or judicial officials for prosecution

7. Calls law enforcement officers to transport suspects to jail; Issues subpoenas

8. Completes and turns over all records and reports of investigation to district attorney; testifies in court as an expert witness

9. Coordinates work of the fire department and law enforcement agencies; works in cooperation with agencies such as the sheriff's office, FBI, U.S. Bureau of Alcohol, Tobacco, and Firearms, and state police

10. Completes all records and reports of fire investigation activities

11. Establishes and maintains good public relations.

12. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Investigator I for a period of at least six months immediately preceding the examination.

Prior to Confirmation to the class, the applicant must have thirty (30) hours of approved instruction of which eight (8) hours must be in supervisory management. Three (3) earned semester hours toward a degree in fire science may be substituted for the 30 hours above.

Fire Investigator II JF Original Adoption:	12-10-87
Revision Dates:	08-20-82, 12-10-87, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 09-29-20

FIRE PREVENTION CHIEF

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class comprises a responsible supervisory and administrative position in the fire prevention division of fire department operation. The employee of this class supervises fire inspectors, fire investigators, fire education officers, and clerical personnel assigned to the fire prevention division. This position is responsible for overseeing all functions of the fire prevention bureau. The fire prevention chief performs duties such as reviewing case records on all arson cases to consult with and assist arson investigators, consulting regularly with the fire inspectors to supervise and assist with the department inspection program, and seeing that all records and reports for the inspection division, particularly computer records, are correct and up-to-date. The fire prevention chief works under the general supervision of the Fire Department Chief of Administration.

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.

1. Reviews daily activity reports turned in by all fire inspectors; reviews daily building inspection reports and all attached building records to make sure that all inspection data is correct and complete; regularly reviews computer printout of which buildings need to be inspected; sets priorities for inspection and discusses these with each fire inspector; sees that any necessary follow-up work on inspections is done; sees that all records and reports of fire inspections are correctly filed and copies made and distributed as required

2. Reviews daily reports and case data turned in by arson investigators; makes suggestions on leads, follow-up, and prosecution of arson cases; oversees or may personally assist in arson investigations by visiting fire scene; at fire scene, searches for, identifies, and labels evidence to be turned over to the crime lab for processing; coordinates, but may not participate in all phases of arson investigation; receives final reports turned in by investigators and works with investigators and the district attorney's office in developing cases for prosecution

3. May testify in court as an expert witness

4. Keeps personnel records on fire prevention division personnel; approves Annual and Sick Leave; fills out yearly evaluation forms; recommends any necessary disciplinary action; schedules division personnel for training; makes assignments for the training of all new fire prevention personnel and oversees informal training; maintains a reference library on fire prevention

5. Orders all equipment and supplies for the fire prevention division; oversees all maintenance of equipment assigned to the division

6. Talks with citizens who have fire prevention complaints and follows these up when necessary

7. Consults with the fire inspector who reviews building plans when special problems arise; makes final decisions when there is a special problem and plans do not meet building codes

8. Personally keeps or supervises the maintenance of all records and reports for the fire prevention division; designs records, forms, or procedures needed for new functions

9. Issues burn permits

10. May occasionally conduct fire drills

11. Recommends new fire prevention ordinances and revisions of existing ordinances

12. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the classes of Fire Inspector II or Fire Investigator II for a period of at least six months immediately preceding the examination.

Prior to confirmation to the class, the applicant must have eighty (80) hours of approved instruction of which sixteen (16) hours must be in supervisory management. Eight (8) earned semester hours toward a degree in fire science may be substituted for the 80 hours above.

Fire Prevention Chief JF Original Adoption:	12-15-80
Revision Dates:	10-22-81, 08-20-82, 03-31-88, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 09-29-20

FIRE TRAINING OFFICER I

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class comprises specialized positions in the training division of fire department operations. Employees of this classification write lesson plans to be used by the training division or by company officers in station training, teach classes in all phases of fire department activity, and attend classes or study new materials to keep up with changes in fire service operations so that these may be included in training activities. Positions of this class are basically non-supervisory in nature; however, instructors must supervise any department employees during training sessions being led by the training division. Fire instructors are responsible to and this class ranks directly below that of Fire Training Officer II.

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.

1. Conducts a twelve-week training program for all new employees hired for the fire suppression division of the department, including basic skills such as rolling and connecting hose, handling hose streams, repelling, ladder work, ventilation, forcible entry; conducts physical fitness training

2. Conducts training sessions in basic or advanced firefighting skills including driver training and pump operation at the drill field or at stations for all fire suppression personnel

3. Conducts classroom training in areas such as hose construction, chemistry of fire, apparatus, streams, water systems, pumps, ventilation, forcible entry, basic hydraulics for all fire suppression personnel

4. Writes lesson plans for all subject matter included in the training program; prepares, administers, and grades training tests; assists in planning the overall training program for the department, making decisions concerning what areas need to be covered in the training program, how this should be accomplished, etc.

5. Goes to working fires and makes notes on problem areas in fire suppression which need to be covered during training

6. Keeps records of training activities as assigned

7. Attends training conferences and schools to keep informed on modern fire department methods for inclusion in training programs; conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose on integrating such material into the training program; prepares training material to be used in the program

8. Assists in performing duties such as: ordering and keeping records of all supplies used in the training program; maintaining a library of training materials for all officers and employees of the department; setting up training schedules

9. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS

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

The applicant 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.

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

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

The applicant shall have at least three (3) years' experience of combined experience in any of the fields of fire tactics/principles and/or the applicant shall have successfully completed course of instruction and practical application of Firefighter I.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug

test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Before confirmation to the class, the applicant must become a Louisiana State Certified Fire Service Instructor I.

Fire Training Officer I JF Original Adoption:	12-12-06
Revision Dates:	02-20-18, 09-29-20

FIRE TRAINING OFFICER II

(Promotional Class)

GENERAL STATEMENT OF DUTIES

The class Training Officer II is a position, the main duties of which are planning and coordinating training activities for the fire department. The fire training officer II may personally conduct training or supervise training conducted by subordinate training officers, station captains, or volunteer instructors. With the assistance and direction of the department head and the fire chief, the fire training officer II determines the format for all department training and schedules such training, as well as planning for and assisting in the work of any subordinate personnel assigned to the training division. This class is under the direct supervision of the Fire Chief or his/her designee.

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.

1. Directs training activities for the department; recommends subject matter and format to be covered in department training; schedules training activities for all fire suppression personnel; Draws up lesson plans and approves all lesson plans drawn up by subordinate training officers; personally teaches courses in fire suppression, pump operation, CPR, fire prevention, fire line supervision, and related fire areas; prepares, administers, and grades training tests

2. Supervises subordinate training officers who assist in writing lesson plans, directing training, and keeping records of training by performing duties such as assigning work schedules, approving leave, evaluating performance of subordinates, providing technical assistance, etc.; coordinates with fire captains who conduct station training

3. Attends training conferences and schools to keep informed on modern fire department methods; conducts research of technical data, including local fire reports, etc., for the purpose of integrating such materials into the training program; maintains a library of training materials for all officers and employees of the department

4. Performs administrative duties such as preparing or providing for the preparation and maintenance of all records and reports of training division activity, ordering and keeping records of all supplies used in training, providing personnel evaluations of all employees assigned to the training division, scheduling instructors from outside the fire department to teach courses to fire department employees; reads and adheres to training division budget

5. May respond to fire department incidents to observe incident operations, command and safety procedures to incorporate in future training and incident critiques.

6. Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Training Officer I for a period of at least six (6) months immediately preceding the examination.

Before confirmation to class the applicant must become a Louisiana State Certified Fire Instructor II.

Fire Training Officer II JF Original Adoption:	01-13-83
Revision Dates:	12-10-87, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 09-29-20

FIRE COMMUNICATIONS OFFICER I

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the fire department. They answer fire telephones, dispatch fire fighting equipment, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. This class ranks directly below that of Fire Communications Officer II.

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.

1. Answers telephones or electronic communication device and secures the most accurate information possible for any incident from caller or call taker; locates street address on map or in street file; determines the correct unit(s) to be dispatched and any other pertinent information by checking address in a cross-reference file, log, or computer file; transmits information on incident by telephone, or electronic communications, and dispatches unit

2. Keeps track of location and condition of each unit at all times; receives and transmits messages to and from the fire scene and to and from related department personnel; notifies all specified officers or special units of all working fires

3. Contacts EMS, law enforcement, utility companies, etc., for assistance at the fire scene or in emergencies, when necessary. Receives emergency calls of a non-fire nature and responds appropriately.

4. Tests equipment such as fire radios, fire telephones, alert tones, or recording equipment as prescribed by department policy

5. Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and updating information

6. Files reports forms, cards, logs, tapes, or other items for future reference; compiles permanent records, either written or taped, of all working fires
7. Notifies repair crew or supervisor of any malfunctioning equipment

8. Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period

9. Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment

10. Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

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

The applicant 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.

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

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Prior to confirmation the applicant must satisfactorily demonstrate appropriate cognitive and completion of Tele-Communications Certification as required by the department.

Fire Communication Officer I JF Original Adoption:	12-15-80
Revision Dates:	10-22-81, 08-20-82, 12-10-87, 12-01-94, 02-22-00,12-12-06, 02-20-18, 09-29-20

FIRE COMMUNICATIONS OFFICER II

(Promotional Class)

GENERAL STATEMENT OF DUTIES

The class Fire Communications Officer II encompasses a responsible and skilled position performing fire communications duties and assisting in and monitoring the work activities of lower level employees. The work of this class involves assigning work tasks and providing training and guidance to lower level employees. Employees of this class perform administrative and maintenance tasks as well as receiving and dispatching calls for fire protection and rescue services. The Fire Communications Officer II also oversees the preparation and maintenance of shift records. In addition to the more responsible duties of this class, the employees also perform the duties of the lower class but at a higher skill level and with a greater degree of discretion and independent judgment. This class differs from the Fire Communications Officer I in that it has greater responsibilities which may include some supervisory responsibilities. Employees of this class have their work reviewed by the Fire Communications Supervisor. This class ranks directly below that of Fire Communications Supervisor.

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.

1. Answers emergency and non-emergency telephone calls and other electronic communications and takes as much information as possible from the caller or call taker

2. Enters all information into computer by using appropriate codes and procedures. Determines the correct apparatuses to be dispatched and notifies any special agencies designated by department procedures in special or emergency situations

3. Dispatches fire alarms and emergency incidents in all stations concerned

4. Uses Computer Aided Dispatch (CAD) display to monitor the location and status of emergency units at all times

5. Receives and transmits messages to and from emergency scenes and to and from related department personnel. Sends companies to serve as back-up for stations.

6. Logs on and off the computer at the beginning and end of each shift by using the appropriate computer command

7. Supervises subordinate communications personnel in the performance of all dispatching functions of the Fire Communications Division.

8. Holds meetings with subordinate employees for the purpose of receiving reports or disseminating information.

9. Inspects appearance of equipment and personnel, assigns work, provides technical assistance, and delegates authority to subordinates for the more effective operation of the division

10. Evaluates work performance of subordinates and reports on such to superiors when required

11. Prepares for shift change by briefing on-coming shift or being briefed by out-going shift, checking records from previous shift, or assembling necessary supplies and equipment. Answers questions on department procedure when requested or refers questioners to designated authority

12. Provides on-the-job instruction to subordinates in the operation of communications equipment and related areas

13. Participates in training provided by the department on communications and related areas

14. Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Personally completes forms and records required

15. Tests equipment such as fire radios, fire telephones, alert tones, emergency alarms and individual paging devices as prescribed by department policy

16. Supervises the general care and maintenance of all departmental communications equipment

17. Inspects equipment or operating systems after repairs to see that repairs were properly accomplished

18. Performs any related duties assigned

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Communications Officer I for a period of at least six (6) months immediately preceding the examination.

Fire Communications Officer II Original Adoption:	10-22-81
Revision Dates:	08-20-82, 12-10-87, 02-19-93, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 08-08-19, 09-29-20

FIRE COMMUNICATIONS SUPERVISOR

(Promotional Class)

GENERAL STATEMENT OF DUTIES

The class Fire Communications Supervisor encompasses responsible supervisory and technical positions, with responsibility for the planning, maintaining and operating the fire department communication facilities and services. This position develops and maintains standard operating procedures for the Fire Communication Division. The incumbent directly supervises and evaluates the work performance of all subordinates assigned to the Fire Communications Division. Work is carried out under the general direction of the Fire Department Chief of Administration.

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.

1. Plans, organizes and directs the activities of the Fire Communications Division with respect to equipment and personnel

2. Makes recommendations for changes in procedures

3. Reviews incoming written communications, routing work to the appropriate person or location. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget

4. Supervises subordinate personnel that answer emergency and non-emergency telephone calls and electronic communications, making sure that the correct procedures are followed in processing information into the CAD system.

5. Oversees the dispatching of units and the notification of any special agencies designated by department procedures in special or emergency situations

6. Supervises the dispatch of incident alarms in all stations using alarm tones, phones, etc.

7. Supervises subordinates using the Computer Aided Dispatch (CAD) display to monitor the location and status of emergency units

8. Oversees subordinates receiving and transmitting messages to and from emergency scenes and to and from related department personnel

9. Makes sure that reserve companies are sent as back-up for stations from which all equipment is gone

10. Holds meetings with subordinate employees for the purpose of receiving reports or disseminating information

11. Reviews reports completed by subordinates

12. Delegates authority to subordinates for the more effective operation of the division

13. Assigns work or duty areas to subordinates

14. Approves leave

15. Inspects appearance of equipment or personnel

16. Provides technical assistance when needed

17. Counsels employees who are experiencing work problems and strives to resolve employee complaints and grievances

18. Handles complaints from the public

19. Maintains discipline among employees of the department by conducting corrective interviews

20. Sees that all employees receive necessary training by personally conducting formal and informal training

21. Provides on-the-job instruction in the operation of communications equipment and related areas

22. Prepares material for use in training

23. Insures that accurate records of the department activity are maintained

24. Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such

25. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation

26. Performs any related duties assigned

QUALIFICATION REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Communications Officer II for a period of at least six (6) months immediately preceding the examination.

Fire Communications Supervisor JF Original Adoption:	12-15-80
Revision Dates:	03-11-82, 08-20-82, 12-10-87, 02-19-93, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 08-08-19, 09-29-20

FIRE SAFETY OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

The class Fire Safety Officer encompasses positions, the major duty of which is to develop and oversee a safety program to be implemented in all areas of fire department operations. This includes conducting research and informational studies on safety factors and storing or analyzing data in order to evaluate and modify, if necessary, department regulations or training related to the safety of employees and the safe use of equipment. This class is a responsible administrative one; under normal working conditions no supervision of other divisions is exercised by the fire safety officer. Employees report directly to and are supervised by the Fire Chief.

EXAMPLES OF WORK

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

1. Manages the operation of all fire safety programs for the department; does research and planning for safety programs; recommends management policies, goals, and objectives related to safety; keeps informed on modern fire fighting methods and administrative practices and evaluates how they may affect safety programs

2. 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 department head; studies new laws, regulations, ordinances and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed

3. Investigates all accidents involving department equipment or personnel; determines cause; visits scene, questions witnesses; makes recommendations on procedures to avoid future accidents

4. Provides for and supervises the preparation and maintenance of all records and reports for assigned functions; purchases equipment and supplies; makes recommendations on major purchases for the department

5. Compiles and organizes data needed for reports; writes reports; writes letters in answer to written or oral requests addressed to the fire department or needed to handle problems or to address other needs of the fire department

6. Performs size-up at the scene of a fire or emergency and takes charge of all safety procedures; participates in handling emergencies involving hazardous materials

7. Conducts training in safety

8. Personally tests or directs the testing of equipment; assures that equipment meets all applicable federal, state, and local standards; inspects equipment property or operating systems after repairs to see that repairs were properly accomplished

9. At the direction of the Fire Chief shall conduct safety investigations of all accidents involving department vehicles, in-house accidents, on duty injuries, monitors off duty injuries that require the use of paid leave and follows-up on the rehabilitation process, and investigates safety issue which may arise on the fire ground.

10. Performs any related duties assigned

QUALIFICATION REQUIREMENTS

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

The applicant 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.

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

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

The applicant shall have five (5) years' experience in the field of report writing, accident prevention and safety, accident and injury cause and effect, recommendation/remediation; and/or the applicant shall have earned at least an associate degree in Fire Science, Fire Protection, Technology, and/or Occupational Safety and Health from an accredited institution.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Fire Safety Officer JF Original Adoption:	10-25-90
Revision Dates:	12-01-94, 02-22-00, 12-12-06, 02-20-18, 09-29-20

FIRE TECHNICIAN I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class Fire Technician I encompasses an entry-level position in the fire service. The primary duty and responsibility of this class is the maintenance and repair of self-contained breathing apparatus for the fire department. Fire Technicians I respond to emergencies in order to conduct needed repairs to self-contained breathing apparatus, as well as to other tools and equipment, as needed.

Non-emergency duties of this class include the repair and maintenance of department facilities. Employees of this class work with a high degree of supervision, reporting to and having work reviewed by the Fire Technician II.

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.

1. Performs maintenance and repairs to self-contained breathing apparatus, including face masks, hoses, cylinders, regulators, valves, and other component parts

2. Refills air cylinders after each use in accordance with department standards

3. Conducts flow testing of self-contained breathing apparatus. Responds to alarms in order to conduct needed repairs to self-contained breathing apparatus at the emergency scene, and other tools and equipment as may be required

4. Inspects, maintains, repairs, and performs service tests of nozzles, nozzle assemblies, fire hose, and hose couplings

5. Maintains records on the use and maintenance of self-contained breathing apparatus

6. Personally completes forms, records, and reports, as required. Reads service manuals and any other written material necessary to perform repairs and maintenance

7. Maintains inventory of supplies and equipment necessary to perform assigned duties

8. Organizes and stores assigned equipment and supplies in an orderly fashion. Transports, delivers, and picks up equipment to be repaired or maintained

9. Repairs and maintains department facilities, including carpentry, plumbing, and electrical repairs

10. Performs any related duties assigned

QUALIFICATIONS REQUIREMENTS

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

The applicant 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.

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

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Prior to confirmation the applicant must have general knowledge and ability to know, understand and perform duties of the class related to basics and periodical maintenances and repairs principle in the area of heating, air conditioning, electrical, plumbing, and structural.

Fire Technician I JF Original Adoption:	12-15-80
Revision Dates:	04-06-81, 08-20-82, 12-10-87, 11-02-89, 02-19-93, 12-01-94, 02-22-00, 12-12-06, 02-20-18, 09-29-20

FIRE TECHNICIAN II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions involving specialized duties in the repair and maintenance of all fire department buildings and small portable equipment. Employees of this class become certified to perform maintenance at a higher skill level than those in the class of Fire Technician I. Duties include responding to second alarm and greater fires to provide support services and to make minor repairs at an emergency scene to fire apparatus and equipment. The class of Fire Technician II maintains an accurate inventory of department supplies and maintains records of the daily activities of the Maintenance Division. Employees of this class work independently in most areas, reporting to and having work reviewed by the Fire Chief or his/her designee.

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.

1. Performs general repairs in and around fire stations by installing and repairing air conditioning and heating units and by replacing fan motors, relays, switches, compressors or by repairing Freon leaks and recharging system

2. Mixes and pours cement to make repairs to driveways, walkways or other small surfaces

3. Repairs overhead doors by changing motors, repairing chains or drive mechanism, replacing door panels, hinges, or rollers, or straightening tracks

4. Maintains, repairs, or replaces plumbing fixtures such as sewer lines, water lines, sinks, plumbing fixtures, drains, hot water heaters, and washers

5. Changes or repairs electrical items such as lighting fixtures, small appliances, fans, hand lights, electric dryers, fuses, and running electrical lines

6. Performs carpentry work by repairing, replacing or building door frames, cabinets, counters, walls, gutters, roofs, door handles, locks, and door frames

7. Makes repairs or performs maintenance to portable equipment and small power tools such as self-contained breathing apparatus, portable generators, portable pumps, booster lines, power saws and lawn mowers

8. Makes minor repairs at an emergency scene on fire apparatus by repairing or replacing such items as tires, switches, and broken lights

9. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Diagnoses mechanical problems from information supplied by firefighters who operate equipment

10. Supervises the preparation and maintenance of records and reports by reviewing records completed by subordinates

11. Personally completes all forms and records required

12. Answers telephone inquiries about the operation of the Maintenance Division

13. Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members

14. Purchases equipment and supplies keeping such purchases within the established budget

15. Manages inventory control for the Maintenance Division

16. Performs any related duties assigned

QUALIFICATIONS REQUIREMENTS

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

The applicant 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.

The applicant must possess a valid driver's license.

The applicant must be a regular and permanent employee confirmed in the class of Fire Technician I for a period of at least six (6) months immediately preceding the examination.

Fire Technician II JF Original Adoption:	1-13-83
Revision Dates:	12-10-87, 02-19-93, 12-01-94, 03-11-99, 12-12-06, 02-20-18, 09-29-20

FIRE SECRETARY TO THE FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class encompasses a responsible clerical position. The primary duty of this class is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Fire Secretary to the Fire Chief prepares correspondence, receives and processes records and reports, assists with preparation of the departmental budget, and acts as receptionist for the Fire Chief. The Fire Secretary to the Fire Chief performs routine duties independently with some 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.

1. Schedules appointments and maintains calendar of events for the Fire Chief

2. Places phone calls for the Fire Chief and processes incoming and outgoing mail, and interdepartmental correspondence

3. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief

4. Replies to routine correspondence or requests following departmental procedures

5. Attends meetings to take minutes or notes

6. Acts as liaison between Fire Chief and other departments, parish administration, government agencies, and the public, gathering and relaying information as needed

7. Acts as receptionist for the Fire Chief and directs visitors to appropriate individuals or offices

8. Prepares reports and letters in answer to written or oral requests as directed

9. Takes dictation and transcribes from notes, voice machine, recording equipment, or transcriber

10. Checks department records and reports for completeness, accuracy and conformity to established procedures

11. Proofreads typed material and corrects errors. Enters routine information in department records, such as accounting records, personnel records, information files, or other related files and maintains a roster of department personnel

12. Reads graphs, charts, manuals, records, reports, or related department documents in order to compile and write reports

13. Performs appropriate back-up function in computer files. Completes all records and reports required or assigned. Sets up and maintains a filing system

14. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter

15, Maintains records on the location of materials removed from files and traces missing files

16. Extracts information or summarizes contents of files for use by department personnel

17. Locates and retrieves information or documents from hard copy and computer files

18. Inspects systems and facilities for maintaining records and disposes of obsolete files and records in accordance with established schedules and requirements

19. Compiles information for and assists in the preparation of the total departmental operating budget

20. Posts accounting entries into journals, ledgers, or other accounting records and balances these at the end of the month

21. Maintains inventory of supplies and equipment for the - Fire Chief

22. Orders supplies and equipment, and prepares purchase requisitions in accordance with departmental procedures

23. Writes specifications for new equipment, makes recommendations on major purchases for the department, and gets estimates on repairs costs for any assigned equipment

24. Issues payments from and reconciles petty cash

25. Reports to incidents when ordered by the Fire Chief or incident commander and performs certain incident related duties as necessary.

26. 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.

The applicant 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.

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

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

The applicant must have not less than five (5) years of moderately complex to advanced secretarial and administrative support experience, demonstrating command of professional oral and written communication skills. Ability to use computer technology for online communication, spreadsheets, word processing, database management, and other software applications.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position,

with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Secretary to the Fire Chief JF Original Adoption:	09-06-12
Revision Dates:	04-12-16, 07-25-17, 02-20-18, 09-29-20

FIRE RECORDS CLERK

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class comprises clerical positions involving duties in support of the fire suppression, fire prevention, training, and alarm divisions of fire department operations. Employees of this class prepare warrants for supplemental pay, keep time sheets and other personnel records, type requisitions, and perform related clerical duties. This class is under the direct supervision of the Fire Chief or his/her designee.

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.

1. Sorts and distributes all mail coming into the office of Fire Chief; answers the telephone and gives out general information relating to fire services or refers callers to the correct division or officer of the fire service

2. Takes sick and annual leave slips turned in by all department personnel; takes time sheets from fire companies going off duty and from other divisions of the fire department; posts information on individual time cards; checks time card information against sick and annual leave slips turned in; files all records in alphabetical or numerical files as established by department policy; at end of pay period, figures leave totals for all department personnel and posts new totals on time cards; checks payroll against time sheets and makes any corrections necessary

3. Checks requisition requests against previous requisitions; gives requests to superior for approval; types requisitions; keeps log on all requisitions

4. Types warrant and certification for state supplemental pay; keeps records necessary for state supplemental pay

5. Takes fire company daily reports and reviews them for completeness, accuracy, and adherence to departmental policy; returns deficient reports to fire company officers;

checks reports to see if any equipment is out of order and calls repair personnel or notifies designated superior

6. Takes injury reports; checks for completeness and accuracy; fills in office section of such reports and forwards them to supervisor; copies and files such reports according to established department policy

7. Takes tickets for all gasoline and diesel delivered to stations and logs information; checks information in log against bill for products and certifies information before turning this over to other office personnel for payment; on a monthly basis, checks all central garage receipts for accuracy and types requisition; checks purchase orders against receiving report and certifies for payment; checks excess mileage on fire prevention vehicles and submits request for payment after approval by superior

8. Takes receipts and makes payments from petty cash, following procedures to replenish fund when necessary

9. Trains subordinate clerical employees assigned; supervises work performed by subordinate clerical employees

10. Files such other records and reports as are required; researches files for information to answer questions from authorized personnel; gives out information or copies of reports as authorized; enters all information on personnel and other related records into computer by use of typewriter keyboard input

11. Performs other 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.

The applicant 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.

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

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Prior to confirmation the applicant must be able to demonstrate satisfactorily the knowledge and skills of computers and be able to effectively communicate in a professional manner. Must be able to demonstrate the ability to utilize technology.

Fire Records Clerk JF Original Adoption:	12-15-80
Revision Dates:	04-06-81, 08-20-82, 12-10-87, 11-02-89, 12-01-94, 02-22-00, 12-12-06, 02-20-18, 09-29-20

FIRE DEPARTMENT CHIEF OF ADMINISTRATION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position in the fire service. The Fire Department Chief of Administration assists the Fire Chief in the organization and management of the fire department as set forth in R.S. 33:2541.2 in such areas as support non-suppression personnel management, human resources, administration, planning, research, and records and reports (excluding medical records and reports.) The Fire Department Chief of Administration works with a high degree of independence, and reports to and has 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.

1. The Fire Department Chief of Administration manages the Fire Prevention and Communications Divisions, and manages the fleet and fleet related apparatus and equipment. And unless otherwise noted, all examples of work pertain only to those specific division or divisions.

2. Evaluates the effectiveness of those divisions of the fire department under his supervision, and recommends appropriate action to correct and improve problem areas. Recommends management policies, goals and objectives for the division for consideration by the Fire Chief.

3. Participates in the research and planning for programs and activities of the division. Holds meetings with department personnel for the purpose of receiving reports and disseminating information.

4. Plans and organizes division operations having to do with personnel management.

5. Analyzes specific division operations and recommends changes to help the department obtain a favorable fire rating from the Property Insurance Association of Louisiana (PIAL.)

6. Coordinates the general care and maintenance of firefighting apparatus and equipment, department vehicles, and other related equipment. Arranges for repairs and maintenance of all department apparatus and equipment. Participates in the research, design and purchase of apparatus and equipment.

7. Assists the Fire Chief in evaluating the work performance of subordinates. Provides assistance to subordinates in technical areas of work. Assists with the development and implementation of rules and regulations, Standard Operating Procedures and Guidelines.

8. Assists the Fire Chief in maintaining discipline and recommends disciplinary action when needed. Counsels subordinates who are experiencing work problems and works to resolve grievances.

9. Assists in the preparation of the departmental operating budget by gathering information and compiling data to be used in preparing the departmental budget. Makes recommendations on major purchases for the department. Attends meetings with sales representatives to review products.

10. Assists in the preparation for the requests of grants and other special funds to aid in the operation of the fire department.

11. May be called to respond to emergency incidents or events to assist in their role as Fire Department Chief of Administration when ordered by the Fire Chief or called by the incident commander.

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.

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

The applicant 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 high school equivalency certificate or G.E.D. certificate.

Must be a current member of and have at least fifteen (15) years' service with the East Bank Consolidated Fire District. Additionally, the applicant must have a minimum of five (5) years combined experience confirmed in the class of Fire Captain, Safety Officer, Fire Communications Officer II or above, Fire Inspector II or above, Fire Investigator II or above, Fire Prevention Chief, Fire Training Officer II or above, Fire District Chief, Fire Assistant Chief, or Fire Administrative Assistant to the Fire Chief.

Prior to confirmation, the applicant must demonstrate a working knowledge and experience developing policies and guidelines for the Eastbank Consolidated Fire District. Applicant must also demonstrate the ability to analyze complex subjects and provide written solutions. Applicant must also demonstrate a working knowledge of Louisiana laws pertaining to the operation of the department including civil service laws. Applicant must also demonstrate a working knowledge of fire department standard operating procedures and administrative functions.

Fire Department Chief of Administration JF Original Adoption: 08-08-19 Revision Dates: 09-29-20

FIRE ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department activities in such areas as training, budgeting and maintaining departmental records, (excluding medical records and reports). The Fire Administrative Assistant to the Fire Chief works with a high degree of independence, and reports to and has 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.

1. Assists the Fire Chief by monitoring employees of the Training and Administrative Divisions of the Fire Department, supervises maintenance division and assigns work or duty areas, as appropriate. Unless otherwise noted all examples of work pertain only to those specific divisions.

2. Approves leave and oversees subordinate work performance. Provides assistance to subordinates in technical areas of work. Holds meetings with subordinate employees for the purpose of receiving reports and disseminating information.

3. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the Fire Department. Assists with the development and implementation of rules and regulations, Standard Operating Procedures and Guidelines and directives pertaining to division operations.

4. Coordinates the general care and maintenance of department stations and grounds and other related equipment. Arranges for repairs and maintenance of all department facilities. Participates in the research, design and purchase of department facilities, apparatus and equipment.

5. Assists the Fire Chief in accounting for the money and assets of the Fire Department. Gathers the information for and assists in compiling the department's budget and coordinates the

gathering of budget information from all departments and positions responsible for contributing information for the department's budget.

6. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Purchases equipment and supplies for the department, keeping these purchases within the established budget.

7. Makes recommendations on major purchases for the department. Attends meetings with sales representatives to review products. Prepares new equipment specifications for public bid and oversees the bidding process as authorized by the Fire Chief.

8. Assists in the preparation for the request for grants and other special funds to aid in the operation of the department.

9. Assists in making decisions about what information should be included in all records of the department and in determining what form this information should be kept. Provides for the maintenance of all department records such as personnel records, records of activity, inventory records, or others which may be required (excluding medical records and reports.) Supervises the preparation and maintenance of department records and personally prepares any forms or records required, including payroll records.

10. May be called to respond to emergency incidents or event to assist in their role as Fire Administrative Assistant to the Fire Chief, as so set forth herein, when ordered by the Fire Chief or called by the incident commander.

11. 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.

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

The applicant 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 high school equivalency certificate or G.E.D. certificate.

Must have ten (10) years of supervisory or administrative experience with current proficiency and skills in management, finance, budget, accounting or mathematics, or related field;

- OR -

Must have five (5) years of supervisory or administrative experience with current proficiency and skills in management, finance, budget accounting or mathematics, or related field with a four (4) year bachelor degree from an accredited college or university in Management, Finance, Business Administration or Accounting.

Prior to confirmation, the applicant must demonstrate a working knowledge and experience developing policies and guidelines for the Eastbank Consolidated Fire District. Applicant must also demonstrate the ability to analyze complex subjects and provide written solutions. Applicant must also demonstrate a working knowledge of timekeeping management software, word processing, spreadsheet analysis, accounting software, and all programs currently in use in the department.

Fire Administrative Assistant to the Fire Chief JF Original Adoption: 08-08-19 Revision Dates: 09-29-20