

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

LAFOURCHE PARISH FIRE PROTECTION DISTRICT #3 (GALLIANO)

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

LAFOURCHE PARISH FIRE PROTECTION DISTRICT #3 (GALLIANO)

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Revision Dates: 11-05-98, 12-16-98, 11-07-01, 03-02-09, 04-04-16, 09-18-24

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Drives fire apparatus making sure to follow all laws and safety regulations. Operates sirens, lights, and other warning devices to and from fire scene. Selects shortest available route to emergency scene and locates nearest fire hydrant using map or recall from memory to ensure timely response. Removes obstacles from roadways. Positions apparatus at fire scene. Stabilizes apparatus by using wheel chocks, stabilizing pads, truck jacks or outriggers. Positions the pumper in best location to supply hose lines from water tank on the apparatus, obtain water from a water hydrant, or draft water from a static source such as a lake or swimming pool.

Reports address and critical incident information to Incident Commander or others. Performs size-up of an emergency scene, including determining the nature and extent of fire, the condition of the building and exposure danger, locating the seat of the fire and an available water supply, and evaluating smoke characteristics and environmental conditions. Participates in initial fireground response by making recommendations regarding appropriate equipment and procedures to officer in charge, evaluating stability of supporting surfaces, locating and operating shut-off valves for utilities in buildings to reduce hazard, recognizing conditions that may lead to back-draft, and proceeding cautiously in areas where excessive amounts of heat have accumulated. Evaluates navigational problems such as narrow alleys, blind hallways, or structural impasses and determines a means of entrance and egress. Participates in efforts to control and extinguish grass fires. Observes and responds to changes in fireground conditions while performing/directing firefighting operations. Handles emergencies involving hazardous materials. Notifies occupants or neighbors to vacate premises to ensure safety at emergency scene. Assists arson investigation personnel. Observes spectators at the fire scene for suspicious behavior. Provides emergency medical care such as basic first aid, CPR, and first responder services to the sick or injured at the scene or while in transport to the hospital using communications and medical equipment provided.

Participates in emergency scene operations, including forcible entry, ventilation, nozzle and hose handling, ladder and pump operations, protection of exposures, fire extinguishment, search and rescue, use of self-contained breathing apparatus, use of ropes and knots, use of sprinkler and standpipe systems, salvage, and overhaul. Uses the appropriate portable fire extinguisher to contain fires. Rescues drowning persons by swimming and using appropriate lifesaving carries or poles and ropes, etc. Cuts or pries open vehicles, machinery, etc., to free persons trapped or pinned inside. Operates portable equipment, including portable generators. Operates a radio and/or other communications equipment. Uses protective breathing apparatus at an emergency scene or in training situations.

Participates in the use and care of fire hose at the emergency scene by draining, rolling, or folding hose sections for carrying and loading on apparatus, operating hose lines with eductors or proportioners, and protecting hose line from damage caused by vehicles by using hose bridge or ramp. Operates large-caliber water stream supplied by using two or more hose lines into a manifold device delivering 400 or more gpm (master stream). Operates portable or fixed master stream appliance from ground, aerial ladder, or elevator platform. Applies appropriate fire streams and agents for the most effective fire extinguishment, including foam applications and wetting agents. Drafts water from an open body of water using hard suction hose. Performs pumper operations to supply adequate pressure at the nozzle by priming the pump; setting the throttle, relief valve and pressure governor; opening and closing discharge valve; and monitoring all gauges, making necessary adjustments to supply and regulate water to hose lines. Operates pumper from self-contained water source until a connection is made to an incoming water supply without interruption or shutdown. Operates pumpers in relay or tandem pumping operation. Determines the number of hose lines that may be added at any point during operations. Operates fire hydrant, making connection with soft sleeve hose to the truck for additional water supply. Calculates gpm of water flow. Performs calculations for nozzle and discharge pressures for length and diameter of hose and size of nozzle. Performs friction loss calculations for hose lines, appliances, and elevation.

Maintains communications between the fire scene and other authorized personnel. Calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Reports own or others' injuries to superiors.

Maintains inventory of supplies and equipment. Participates in the general care, maintenance, and use of departmental equipment. Inspects, maintains, tests, and repairs self-contained breathing apparatus. Fills air cylinders. Inspects tools for damage and to determine if any tools are missing; reports damaged/missing tools to officer. Inspects, maintains, tests, and repairs nozzles and nozzle assemblies, fire hose and hose couplings, emergency lighting, electrical equipment, ground and aerial ladders, turn-out equipment, and clothing. Inspects fire extinguishers for damage or required maintenance. Participates in the general care and maintenance of station buildings by cleaning rooms, furnishings, floors, and other interior maintenance; performing general lawn care, and cleaning and repairing of sidewalks and driveways. Participates in the readiness of fire department apparatus and equipment for emergencies by conducting required tests. Inspects apparatus for proper placement, maintenance, and cleaning of tools, equipment, hose, and appliances after each use. Performs regular maintenance of equipment such as fire pump, aerial ladders, tillers, elevating platforms, and emergency medical equipment. Locates, removes, and replaces equipment on apparatus using checklist or knowledge of equipment and storage locations.

Maintains proficiency in the use of all department equipment and apparatus by practicing at a fire station or other designated training facility. Personally trains personnel by conducting drills and evolutions, providing informal or "on-the-job" training, explaining policies, procedures, and aiding in technical areas of work. Participates in formal training and professional development by reading training materials related to firefighting, studying basic laws and regulations pertaining to firefighting, taking notes during training, studying lessons in advance of drills or in-service training, taking proficiency tests, and participating in physical workouts.

Personally completes all forms and records required. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation. Plans for fire in industrial and commercial buildings by studying information regarding location of hydrants and standpipes, building layout, hazardous material storage, occupancy patterns, and structural information. Plans for fires in residential areas by studying information regarding hydrant locations, exposures, types of occupancy, and areas of high life or monetary loss risk. Studies direct routes, location of streets, water mains, and hydrants in station area. Monitors or gathers information on conditions affecting station zone of response such as weather, public events, assignments of other units or closed roadways.

Promotes a positive public image of the department's work during the daily performance of duties. Provides non-emergency services such as rescuing children locked in rooms or cars. Operates entrance doors of fire station, locks station doors and windows and secures valuable items from theft, vandalism, and damage. Prepares meals for firefighters at station, and cleans dishes, cooking utensils and dining area following meals in station. Changes linens and makes own bed. Provides comfort and assistance to family of injured firefighters.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the

applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

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

Must obtain the following certifications within one (1) year of hire date: Hazardous Materials Awareness, Hazardous Materials Operations and Firefighter 1.

Firefighter/Operator LF

Original Adoption: 05-15-97

Revision Dates: 09-22-05, 03-02-09, 04-04-16, 09-18-24

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which involves responding to emergency calls. Employees of this class perform emergency size-up and provide on the job training of personnel. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Battalion Chief. Fire Captains rank directly below the class of Battalion Chief.

EXAMPLES OF WORK

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

Supervises the operation of one fire station for one shift. Responds to all fire alarms from dispatcher and directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher, and performing size-up of an emergency scene. Supervises the safe driving of the fire apparatus taking the most direct route; directs the positioning and stabilization of apparatus at the fireground. Positions the pumper to obtain water from a hydrant, draft water from a static source, or to supply hose lines from water tanks on the apparatus. Sets up fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Directs use of water supplies at the emergency scene from public water systems and static sources. Supervises subordinate employees at the scene of an emergency and participates in forcible entry, firefighting using the appropriate stream or agent for most effective extinguishment, ventilation operations, hose operations, the use of self-contained breathing apparatus, the use of ladders, ropes, and knots, protecting exposures, the use of appropriate portable fire extinguishers fires, hazardous materials, searching for and rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul. Oversees truck operations such as operating boom, ladders, and other aerial apparatus. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Coordinates activities of firefighting personnel and law enforcement personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel by operating communications equipment. Drives emergency medical vehicles to and from the scene of an emergency and assists with providing emergency medical care to the sick or injured at the emergency scene or while in transport. Obtains a comprehensive drug history on the patient. Notifies dispatcher to call for emergency medical help when needed. Directs emergency scene operations until relieved by superior officer.

Provides informal or "on-the-job" training for employees. Conducts classroom training, drills, and evolutions. Directs training in all areas of basic firefighting, rescue, safety, use of fire equipment,

tools and apparatus, hazardous materials and other areas which effect the fire department and public safety.

Supervises subordinate fire department personnel, delegates authority as necessary, assigns work and duty areas, and inspects the appearance of subordinates. Provides assistance in technical areas of work. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance of subordinates with superiors. Assists in resolving employee complaints and grievances, and counsels employees who are experiencing work problems.

Consults with superior officer in order to recommend new management policies, goals, and objectives for the department. Researches and plans for programs and activities of a fire company. Evaluates and takes appropriate action to improve problem areas within departmental programs. Answers inquiries or handles complaints from the public. Investigates complaints against personnel and recommends a reply or action to be taken. Conducts corrective interviews.

Conducts required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Performs or directs fire driver to perform daily radio checks. Performs and supervises periodic tests of apparatus pumping capacity and pressure. Oversees cleaning of apparatus, tools, equipment, and hose after each use.

Performs and supervises pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Secures the fire scene to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Searches for, identifies, and collects evidence, using accepted search methods and collection procedures while maintaining the chain of custody. Testifies in court when required.

Conducts tours of department facilities for school or civic groups. Promotes a positive public image of the work of the department in the daily performance of duties. Writes reports requiring the ability to compose complete sentences and organize ideas in a logical sequence. Performs escort duties at funerals of department personnel. Works with superior officers to provide comfort and assistance to families of injured firefighters. Performs and supervises non-emergency services provided by the department.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator immediately preceding closing date for application to the board.

Fire Captain LF

Original Adoption: 03-02-09

Revision Dates: 04-04-16, 09-18-24

BATTALION CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory positions, the primary duties of which are responding to emergency calls, taking command at the emergency scene and supervising fire suppression personnel. Employees of this class assign work schedules and provide on-the-job training to subordinates. Battalion Chiefs have the authority to work independently in most areas, reporting to and having work reviewed by the Assistant Fire Chief. This class ranks directly below the class of Assistant Fire Chief.

EXAMPLES OF WORK

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

Performs the duties of the Fire Chief in the absence of the Fire Chief and Assistant Fire Chief. Manages the operation of the department on an assigned shift. Assists superior officers with developing and setting management policies, goals, and procedures for the entire department. Conducts research in order to plan and organize departmental operations, programs and activities. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Creates work cycles and deploys available manpower. Directs and monitors intermediate command staff members within the emergency management plan. Establishes and maintains a balance of meeting employee needs without jeopardizing organizational goals. Utilizes information from maps, records, and other documents for planning purposes. Recommends changes in department operations that will help the district to obtain favorable ISO ratings.

Responds to all fire and emergency calls on an assigned shift and personally acts as part of the fire attack team. Performs size-up of an emergency scene and oversees the use of water supply operations and all safety procedures. Directs subordinate employees at the scene of an emergency and participates in search and rescue, forcible entry, ventilation, hose handling, pump operations, hazardous materials, the use of self-contained breathing apparatus, the use of ladders, ropes and knots, protecting exposures, fire extinguishment, providing emergency medical assistance, and performing salvage and overhaul. Provides for the needs and coordinates the activities of firefighters, law enforcement and other emergency personnel at the scene of an emergency. Maintains and oversees communications between the fire scene and other authorized personnel by operating communications equipment. Secures the fire scene, observes spectators for suspicious behavior and interviews witnesses at the fire scene.

Supervises fire department personnel by overseeing and evaluating the work performance of subordinates. Outlines responsibilities and duties to set expectations for performance. Sets task priorities and long-term work goals for subordinate employees. Investigates complaints against

personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Provides tools and resources necessary for job performance. Assigns duty areas and work schedules; approves leave. Reviews work to be done and delegates assignments. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by counseling employees and by recommending disciplinary action. Notifies employee and administers disciplinary action as directed by the appointing authority. Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and recommends both temporary and permanent promotions, in accordance with civil service law.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Trains department employees in all areas of fire suppression, emergency medical services, and safety.

Assists with developing and implementing a safety program for the department. Participates in continuing education efforts in safety. Demonstrates safety equipment and practices. Coordinates safety activities with supervisors of departmental divisions and fire companies. Investigates accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. Collects and analyzes data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level. Periodically inspects equipment and supplies. Supervises and performs routine maintenance of fire hydrants.

Plans and conducts a public relations program for the department. Promotes a positive public image of the work of the department in the daily performance of duties. Conducts and supervises tours of department facilities for school or civic groups. Writes and delivers speeches and lectures; distributes literature, or conducts demonstrations at schools or meetings of citizen's groups. Answers inquiries or handles complaints from the public in person, on the telephone, through mail, or through email. Organizes, supervises and participates in department fundraising activities. Works with local business leaders to provide fire safety education to employees. Serves as official department representative at meetings of governmental or civic committees and groups.

Verifies payroll records. Personally completes all forms and records required. Assists with the reviewing and analyzing of data. Writes reports using correct grammar. Determines what information should be included in divisional records and in what form the information should be kept. Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly. Performs and supervises investigations regarding the causes, origins, and circumstances of fires occurring within the jurisdiction. Testifies in court when required.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Battalion Chief LF

Original Adoption: 04-04-16

Revision Dates: 09-18-24

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible supervisory position, the primary duty of which is managing fire department operations. An employee of this class may be required to perform the duties of the Fire Chief in the absence of the Chief. The Assistant Fire Chief assumes command and directs operations at the scene of a fire or other emergency. Employees of this class supervise subordinate personnel and provide for employee training. The Assistant Fire Chief works with a high degree of independence in the performance of assigned duties, discussing work assignments with, and having work performance reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Performs the duties of the Fire Chief in the absence of the chief. Manages the operation of the department including all employees and services. Sets management policies and goals for the entire department. Responsible for the research and planning of departmental operations, and programs and activities for the entire department or an assigned division. Determines how the department should be organized. Supervises inspections of various divisions of the department to observe department operations and determine efficiency; takes appropriate action to correct or improve problem areas based on the results of such inspections. Establishes and maintains a balance of meeting employee needs without jeopardizing organizational goals. Creates work cycles and deploys available manpower. Manages intermediate command staff members within the emergency management plan. Recommends changes in department operations which will help the district improve ISO ratings.

Responds to fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate, and personally acts as part of the fire attack team. Directs the size-up of an emergency scene and water supply operations. Directs and performs operations including search and rescue, forcible entry, ventilation, hose handling, pump operations, hazardous materials, the use of self-contained breathing apparatus, the use of ladders, ropes and knots, protecting exposures, fire extinguishment, providing emergency medical assistance, and performing salvage and overhaul at the scene of an emergency. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Maintains fire ground communications.

Supervises positions of Battalion Chief, Fire Prevention Coordinator, Fire Communications Supervisor, Master Mechanic, Budget and Accounting Administrator, and fire support classifications. Outlines responsibilities and duties to set expectations for performance. Directs

subordinate employees by setting task priorities and long-term goals, assigning and altering work spaces and by providing tools and resources necessary for job performance. Assigns work schedules, approves leave, reviews reports, assists in technical areas of work and resolves employee complaints and grievances. Oversees work and delegates assignments. Inspects the appearance of assigned equipment and personnel. Holds meetings for the purpose of receiving reports and disseminating information. Oversees and evaluates work performance, writes employee evaluation reports, and discusses work performance with subordinates and superiors. Supervises and conducts investigations regarding complaints against personnel and formulates a recommendation for reply to the complaint or for action to be taken. Counsels employees who are experiencing work problems and conducts corrective interviews. Recommends and administers disciplinary action. Reviews applications, interviews prospective employees and makes recommendations for hiring.

Directs a training program for the department and sees that such program is properly staffed and supplied with training resources. Supervises and conducts regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Directs and oversees training in all areas of the fire district. Oversees a safety program for the department and makes recommendations for improvements to the program. Directs investigations of all accidents involving department equipment or personnel, determines the cause and makes recommendations on procedure to avoid future accidents. Participates in continuing education efforts in safety.

Oversees the preparation and maintenance of records and reports. Completes and reviews all forms, records, and reports required, using correct grammar. Utilizes information from maps, records, reports and other documents for planning purposes. Gathers and compiles information needed to write reports. Prepares correspondence in response to requests or to address problems or needs of the department through letters or emails. Writes public service announcements and news releases.

Provides for the collection of information for pre-fire plans and reviews building plans to identify potential problems related to fire protection. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Oversees securing of the fire scene to prevent removal or damage of evidence; assists arson investigators, interviews witnesses, and observes spectators at the fire scene for suspicious behavior.

Supervises the public relations program for the department. Assists superior officers with releasing information to the news media and answering questions concerning the work of the fire department. Writes and delivers speeches and conducts demonstrations at schools or meetings of citizen's groups. Oversees the work of the department to maintain a positive public image. Directs the answering of inquiries or handling of complaints from the public. Oversees department participation in fundraising activities. Oversees the fire public education curriculum and evaluates its effectiveness. Coordinates with local business leaders to provide fire safety education to employees. Serves as official department representative at meetings.

Prepares requisitions and writes specifications on new equipment for public bids. Oversees the recommendations for major purchases of equipment and supplies and meetings with sales

representatives. Maintains an inventory of supplies and equipment. Orders needed supplies and equipment and distributes to personnel, as required. Directs the testing of equipment and ensures compliance with all applicable federal, state and local standards. Arranges for repairs and maintenance of facilities, equipment, or operating systems. Oversees the testing of fire hydrants. Supervises the care, maintenance and use of departmental equipment including motor driven vehicles, stations, grounds and communications equipment.

Oversees the accounting for the entire department. Authorizes expenditure of funds. Prepares and signs requisitions, vouchers for payment, or related financial records, verifies and reconciles account balances, and reviews all financial statements. Reviews accounting records for mistakes or completeness. Reviews divisional operating budgets, compiles and organizes data, and prepares an operating budget for the entire department. Verifies payroll records and takes complaints from employees about pay or other matters related to payroll.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Assistant Fire Chief LF
Original Adoption: 12-16-98
Revision Dates: 04-04-16, 09-18-24

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer for the fire department. The employee of this class performs administrative and supervisory duties and directs and controls fireground operations. The Fire Chief sets management policies, goals and objectives, directs all fire suppression and emergency operations, oversees the development of a training program, directs a fire investigation and prevention program, and prepares an operating budget for the department. The employee of this class works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

EXAMPLES OF WORK

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

Manages the total operation of the fire department. Develops management policies, goals, objectives, and procedures for the department. Oversees and participates in research to be used in the planning for programs and activities of the department. Oversees the organization of the personnel management functions of the department by creating work cycles and deploying available manpower. Manages the department by developing methods to evaluate productivity and efficiency of departmental programs to improve the quality and effectiveness of service. Analyzes demographic information for the purpose of projecting growth of the jurisdiction and expansion of services. Provides for outside audits when they are needed by locating professional fire protection and prevention consultants and entering into contracts for services. Oversees the review of department structure and operations in light of information gathered during research, and decides if new programs or policies are needed or if changes in current structure or operation are required.

Participates in a personnel recruitment and selection program by examining all recruitment and selection procedures to see that they conform to EEOC requirements. Reviews and verifies new employment applications, interviews prospective employees, and makes recommendations for hiring. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Maintains promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service law. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members. Assists in the development of a comprehensive personnel plan providing for employee compensation and benefits, including administration of the salary plan, health care plan, retirement plan, and fringe benefits offered by the department. Develops a grievance resolution procedure for department employees. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful

surroundings without jeopardizing organizational goals. Ensures employees have the tools and resources necessary to perform their jobs. Reviews reports written by subordinates. Conducts corrective interviews and takes disciplinary action, as needed. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required.

Monitors the risk management program by investigating accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a safety program for the department. Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. Directs and monitors intermediate command staff members who are responsible for various aspects of the operation, including ensuring that objectives are being met in accordance with the procedures set up in the emergency management plan. Provides for and oversees a communications system for the department.

Participates in the accounting for the money, liabilities, financial transactions, and assets by authorizing expenditure of funds allocated for department operation. Provides financial and business information to auditors as required. Prepares revenue estimates and an operating budget for the department.

Supervises or performs size-up of an emergency scene. Makes decisions for fireground operations on strategy, determining immediate goals and objectives, and making task assignments. Establishes a central communications point at the scene of a fire or other emergency. Directs operations at an emergency scene, participating in fire extinguishment, when necessary. Directs fire department equipment and personnel when the department is called to assist with special tactical situations such as highway accidents, bomb threats, downed power lines, or any other situation which might result in a fire. Coordinates fire department operations with the appropriate law enforcement agencies/officials. Deploys equipment and personnel to handle fire fighting or rescue efforts. Directs the handling of emergencies involving hazardous materials. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness, including overseeing training of personnel, the development of policies and procedures, and the providing of necessary supplies and equipment for emergency medical care. Directs the work of Emergency Medical Responders at the scene of an emergency and while transporting victims to medical facilities.

Supervises or conducts fire drills for business, educational, and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Oversees fire safety in public assembly occupancies at major public events. Supervises the development of pre-fire plans and collection of information by visiting businesses, schools, and places of public assembly. Reviews building plans to identify potential problems related to fire protection. Testifies in court or serves as an advisor to the prosecutor.

Directs a program of fire investigations for the department. Oversees investigations to determine the causes, origins, and circumstances of fires occurring in the jurisdiction. Reviews the work of subordinate personnel engaged in fire investigations. Searches for, identifies, and collects

evidence, using accepted search methods and collection procedures while maintaining the chain of custody. Uses all observations of the interior and the exterior of the structure, investigation of the type of construction, building materials, building contents, and any laboratory reports of evidence collected to determine whether the fire was the result of natural causes, carelessness, or arson. Interrogates suspects after having informed them of their rights by asking questions developed from information gathered, and evaluates suspect's responses to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution. Completes or reviews a fire investigation report which includes information identifying the fire, describing the structure or vehicle involved, estimating the loss or damage incurred from the fire, outlining the conclusions reached by the investigating personnel concerning the point of origin, heat source, reason for the fire, and assigned category of the fire, and any related information the department deems necessary. Provides information to victims and witnesses about court presentation of a case, including proper courtroom demeanor and the appropriate procedures to follow in court testimony. Testifies in court when required.

Oversees the development of a training program for the department and sees that such program is properly staffed and supplied with training resources. Supervises or participates in the training of personnel by conducting drills and evolutions, and training in the classroom as an instructor.

Oversees the bidding process for the purchase and inventory of equipment and supplies. Distributes supplies and equipment to personnel. Arranges for repairs and maintenance of facilities, equipment, or operating systems, or assigns such to qualified department personnel. Supervises the inspection of equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Maintains proficiency in the use of department equipment and apparatus by practicing at a fire station or other designated training facility.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping the records. Determines what information should be included in department records and in what form this information should be kept. Personally completes all forms and records required of the chief officer of the department. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Writes proposals for new legislation or for changes in legislation, regulations, or ordinances pertaining to the operation of the fire or emergency medical services.

Promotes a positive public image of the work of the department in the daily performance of duties. Acts as department representative to the news media. Develops or oversees a fire public education program for the department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication, or delegates such duties to qualified department personnel.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess and maintain a valid Louisiana Driver's License.

Must not be less than twenty-five (25) years of age.

Must possess certification as Fire Officer III, as measured by N.F.P.A. Standards

Must possess certification as Fire Service Instructor II, as measured by N.F.P.A. standards.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

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

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and/or related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least nine (9) years of experience in fire service positions, at least two (2)

years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and/or related areas of fire department operations and management.

Fire Chief LF

Original Adoption: 05-15-97

Revision Dates: 12-16-98, 09-22-05, 09-18-24

FIRE PREVENTION COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the fire department, the primary duties of which include developing and overseeing the fire prevention education programs for the department. The Fire Prevention Coordinator organizes community events and acts as the public relations representative to the media. The incumbent in this class is responsible for maintaining fire pre-plan reviews and records on fire prevention and public education activities. The employee in this class has supervisory duties during fire education presentations. The Fire Prevention Coordinator reports to and has work reviewed by an Assistant Fire Chief.

EXAMPLES OF WORK

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

Develops fire prevention education curriculum. Organizes fire safety education programs and presentations and trains fire service personnel and volunteers. Provides fire safety education to schools, businesses, and the community in injury prevention and control, fire hazards, fire dynamics, tenability, human behavior during fires, built-in fire protection, and any other related topics. Selects program components and objectives to meet community needs. Produces instructional materials and audio-visual aids to be used in training programs for fire education or to be distributed in the community. Reviews fire pre-plans after completion and enters information into the system. Assists in drawing up evacuation plans for businesses, schools, hotels, hospitals, or other places of public assembly. Evaluates the impact of the public fire education program by conducting research; modifies the program if necessary. Provides information about firefighter personal protective equipment, gear, tools, and fire apparatus. Oversees the smoke detector program and issues smoke detectors to firefighters for installation.

Schedules, coordinates, and conducts fire prevention and safety education programs and presentations for the fire department. Supervises fire department programs and presentations. Outlines responsibilities and duties, sets task priorities for presentations, and answers any questions from employees. Holds meetings with employees to review and discuss the presentation at hand. Organizes the use of equipment and deployment of personnel during presentations. Discusses work performance with subordinates and their superior officers after presentations.

Writes speeches and delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups. Acts as a fire department representative at local community events such as concerts, parades, and 5k runs. Schedules and conducts tours of and field trips to the fire department by school or civic groups. Conducts fire drills. Writes newspaper articles, public

service announcements, and news releases on fire safety. Serves as a division representative to the news media and responds to questions from the public about the fire prevention division. Coordinates the work of the department with related federal, state, and local agencies and acts as a liaison between the public and State Fire Marshal's Office.

Manages the operation of the fire prevention division and the public fire education division. Recommends policies, goals, and objectives relating to the division and recommends changes to help improve ISO ratings. Conducts research and oversees the planning for programs and activities of the division. Participates in conferences and other educational meetings and keeps informed on modern fire prevention methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards.

Writes requests for grants and administers grant-funded projects; assures that conditions specified in the grant are met. Handles budget preparation for assigned division and prepares and submits budget to proper authority. Reviews and signs purchase requisitions, vouchers for payment, or related financial records. Authorizes expenditure of funds. Personally, completes any forms and records assigned. Maintains fire prevention records and reports. Writes letters to handle problems or address the needs of the division. Reviews incoming communications for the division and routes work to the appropriate person or location.

Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order. Recommends purchases of equipment for use in the department's fire prevention programs and reviews products with sales representative. Maintains, orders, and distributes supplies and equipment for assigned division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Fire Prevention Coordinator LF

Original Adoption: 04-04-16

Revision Dates: 09-18-24

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry-level positions in the Communications Division of the fire department. Fire Communications Officers operate communications equipment, keep communications records, and perform other duties related to the communications function of the fire department. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Fire Communications Officers report to and have 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.

Takes requests for assistance from units, follows departmental procedures and performs any tasks which are required to comply with FCC regulations. Operates telecommunications equipment such as TTY/VCO/HCO. Notifies special units or agencies designated by department procedures in special or emergency situations. Logs on and off the computer at the beginning and end of each shift by using the appropriate computer command. Utilizes CAD to monitor the location and status of emergency units at all times following standard procedures and enters additional information received after the original incident was created in computer files.

Receives and transmits messages to and from the incident scene and to and from related department personnel. Transmits information on incident by telephone or public address, and dispatches according to departmental procedures. Notifies all specified officers, special units, local agencies and/or designated groups (media, police department, etc.) of special emergency situations and/or of all working fires, in accordance with departmental procedures. Keeps track of the location and condition of each piece of firefighting equipment and firefighting crews, including volunteers, at all times.

Replies to requests for information; answers questions which come in by radio from emergency units or refers to appropriate supervisor. Contacts the state police or other law enforcement agencies by telephone or radio to request or relay information. Receives acknowledgements by radio from units. Receives alarms on private alarm systems and follows procedure for dispatching these. Receives emergency calls of a non-fire nature and responds appropriately. Answers calls from volunteer personnel concerning fire alarms. Answers department non-emergency phones and transfers callers to correct person or department.

Participates in the preparation and maintenance of records and reports by reviewing records and reports completed by subordinates and by periodically inspecting systems and facilities for keeping the records.

Participates in all required departmental training.

Sends companies to serve as back-up for stations from which all equipment is gone. Tests departmental handheld radios, telephones, vehicle radios, public address system, individual paging devices, and recording system equipment to insure proper readiness for service. Tests recording system by recording and/or playing back messages to make certain the system is operating correctly.

Maintains a positive public image of the department through the performance of duties; answers inquiries or handles complaints from the public in person or by telephone, and conducts tours of department facilities for school or civic groups.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license.

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

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

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

Fire Communications Officer LF
Original Adoption: 05-15-97
Revision Dates: 09-22-05, 09-18-24

FIRE COMMUNICATIONS SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position in the Communications Division of the fire department, the primary duty of which is supervising the dispatching activities of subordinate communications employees on an assigned shift. The employee of this class reviews the work of division subordinates to ensure that dispatching operations are performed in accordance with established departmental procedures. The Fire Communications Supervisor assigns work schedules to ensure proper staffing levels, and provides for quality control by reviewing division reports and dispatching protocols. The employee of this class assists subordinate employees by performing dispatching duties, when necessary. The Fire Communications Supervisor is able to work independently in most areas. This class reports to and has work reviewed by the Assistant Fire Chief.

EXAMPLES OF WORK

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

Plans, organizes and directs the activities of the Fire Communications Division with respect to personnel. Sets goals and objectives for the division, and makes recommendations for operating procedures. Develops methods which may be used to evaluate and improve productivity, efficiency; and procedures of departmental programs. Participates in the personnel recruitment and selection program by developing appropriate interview questions, interviewing prospective employees and making recommendations for hiring. Maintains promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law.

Supervises subordinate personnel in fire communications and dispatch classifications. Inspects the appearance of equipment and personnel for compliance with departmental standards. Manages the operation of communication system, including CAD, to ensure that proper procedures are being followed. Assigns work schedules, approves leave, reviews reports written by subordinates, and holds meetings to receive, distribute and discuss new information relevant to communications. Reviews work to be done and delegates assignments to subordinates. Evaluates work performance, writes employee evaluation reports and discusses performance evaluation with subordinates and superiors. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Maintains discipline among employees of the department by recommending disciplinary action.

Takes requests for assistance from units and provides for requested assistance following departmental procedures. Performs any tasks which are required to comply with FCC regulations. Operates telecommunications equipment used by those with visual, hearing, speech, or physical disabilities. Directs special units or agencies designated by department procedures in special or emergency situations. Logs on and off the computer at the beginning and end of each shift using the appropriate computer command. Updates incident logs with additional information received

after the original incident was created in computer files. Replies to requests for information which come in by radio from emergency units. Answers questions or refers to appropriate supervisor. Contacts the state police or other law enforcement agencies by telephone or radio to request or relay information and receives acknowledgments by radio from units.

Receives and transmits messages to and from the incident scene and to and from related department personnel. Directs all specified officers, special units, and/or designated groups of all working fires. Oversees tracking of the location and condition of each piece of firefighting equipment and firefighting crews at all times. Receives alarms on private alarm systems and follows procedure for dispatching these and also takes emergency calls of a non-fire nature and responds appropriately. Answers calls from volunteer personnel concerning fire alarms and answers department non-emergency phones and transfers callers to correct person or department. Transmits information on incident by telephone or public address, and dispatches according to departmental procedures. Oversees calls made to persons or groups requesting assistance at the fire scene. Operates communications equipment for short periods to relieve communications officers. Ensures that all communications employees receive necessary formal and informal training. Participates in required training provided by the department.

Prepares correspondence such as letters or e-mails, in response to requests received by the department or to address departmental problems or needs. Participates in the preparation and maintenance of records and reports by reviewing records and reports completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Delegates or completes all forms and records required and develops new forms or revises old ones to improve accuracy and efficiency of documentation. Writes reports requiring the ability to compose sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Oversees entries changed in designated computer files by making the appropriate entries into the computer, initiating a new print-out, and distributing revised information.

Participates in the general care, maintenance, and use of departmental communications equipment. Provides for the repair of any malfunctioning communications equipment according to department procedures and sees that repairs are completed properly. Operates office equipment such as office paging or intercom system and other various office devices.

Tests departmental handheld radios, telephones, bell alarms in stations, emergency lines, individual paging devices, and volunteer unit equipment. Oversees testing of department equipment including vehicle radios; tests recording system equipment by playing back messages to make certain the system is operating correctly.

Maintains a positive public image of the workplace through performance of duties, and by conducting tours of department facilities for school or civic groups.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Fire Communications Supervisor LF Original Adoption: 05-15-97 Revision Dates: 09-22-05, 09-18-24
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FIRE DEPARTMENT MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Fire Department Mechanic encompasses an entry level class in the fire service. The primary duties of this class include the maintenance and inspection of fire equipment and apparatus. Employees of this class function under some supervision, having the authority to work independently in most areas. Employees of this class report to, and have work reviewed by, the Master Mechanic.

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.

Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Operates all equipment on vehicles, including communications equipment, to determine what repairs are needed or to determine that repairs were effectively accomplished. Arranges for repairs and maintenance of facilities, equipment, or operating systems, or assigns such to qualified department personnel. Participates in the general care, maintenance, and use of department equipment including motor driven vehicles, stations, grounds and communications equipment. Transports, delivers, and picks up equipment for repair or maintenance. Makes mathematical calculations to perform accurate and correct measurements, adjustments, or calibrations. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Performs required safety inspections on all department vehicles. Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights, and similar tasks. Diagnoses mechanical problems from information supplied by firefighters or fire equipment operators. Performs maintenance on or makes repairs to automotive accessories, electrical systems, brake and cooling systems, diesel engines, drive train systems, emission systems, fuel systems, gas engines, hydraulic equipment, lubricating systems, suspension systems, portable equipment including generators, and small power tools. Uses automotive maintenance instruments, such as an oscilloscope, in the maintenance or repair of fire automotive equipment. Welds items or tempers steel. Makes repairs at the emergency scene, when needed.

Participates in the care and maintenance of self-contained breathing apparatus by disinfecting self-contained breathing apparatus after use and providing proper storage. Inspects, maintains, tests, and repairs various parts of self-contained breathing apparatus such as the; backpack and harness assembly, air cylinder valve, air cylinder, facepiece, regulator, etc. Refills self-contained breathing apparatus using the cascade and compressor/purifier system.

Repairs fire apparatus fixtures such as rotary gear, pumps, and water towers. Inspects, maintains, tests, and repairs nozzles and nozzle assemblies, hose couplings, emergency power

generators, electrical equipment, ground and aerial ladders, and turn-out equipment and clothing.

Installs, repairs, and maintains air conditioning systems, heating systems, and overhead doors and their component parts. Inspects, maintains, and repairs electrical system, switches, wiring connections, and component parts. Inspects, maintains, and repairs plumbing systems and component parts, including pipes, faucets, plumbing fixtures, water heaters, and sewer lines. Participates in the general care and maintenance of station buildings by performing carpentry work, painting the building, interior maintenance, lawn care, and repairing sidewalks and driveways.

Files and retrieves records and reports as required. Personally completes all forms and records required. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Inspects, orders, maintains, organizes, stores and distributes department property, equipment, and supplies. Participates in the purchase of equipment and supplies related to maintenance by making recommendations for major purchases. Assists a superior officer in overseeing the bidding process and meeting with sales representatives to review and evaluate new products. Prepares requisitions for equipment and supplies. Participates in accounting for the money and assets of the maintenance division of the fire department. Prepares and/or signs requisitions, vouchers for payment, or related financial records.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license.

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

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

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

Within one (1) year of employment, must obtain and maintain EVT certifications.

Fire Department Mechanic LF

Original Adoption: 05-15-97

Revision Dates: 09-22-05, 09-18-24

MASTER MECHANIC

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Master Mechanic encompasses a supervisory class in the fire service. The primary duties of this class include supervision of fire department mechanic duties such as the inspection, maintenance, and repair of department facilities, equipment, and fire apparatus. The Master Mechanic keeps inventory and stocks the parts and supplies for the department. Employees of this class keep maintenance records and also respond to fire calls. The employee of this class reports to, and has work reviewed by, the Assistant Fire Chief.

EXAMPLES OF WORK

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

Develops, recommends, or sets management policies, goals, objectives, and procedures for the Maintenance Division. Determines if a departmental vehicle involved in an accident is safe for continued use. Arranges for repairs and maintenance of facilities, equipment, or operating systems, or assigns such to qualified department personnel. Supervises and participates in the general care, maintenance, and use of departmental equipment including motor driven vehicles, stations, grounds, and communications equipment. Oversees the cascade and compressor/purifier system. Supervises the transportation, delivery, and pick up of equipment for repair or maintenance; transports, delivers and picks up supplies by driving department vehicles. Oversees and participates in the inspection, maintenance and repair of nozzles and nozzle assemblies, fire hose and hose couplings, emergency station power generator, emergency lighting, electrical equipment and aerial ladders. Supervises the inspection, maintenance, and repair of ground ladders. Makes mathematical calculations to perform accurate and correct measurements, adjustments, or calibrations. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Supervises and participates in the installation, repair, and maintenance of air conditioning systems, heating systems, and overhead doors, and their component parts. Supervises and participates in the inspection, maintenance, and repair of electrical and plumbing systems and their component parts. Supervises and participates in the general care and maintenance of station buildings by performing carpentry, cleaning, lawn care, and cleaning and repairing sidewalks and driveways. Performs required safety inspections on all department vehicles. Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights, and similar tasks.

Diagnoses mechanical problems from information supplied by firefighters or fire equipment operators. Supervises and participates in the maintenance and repairs on automotive equipment, electrical systems, brake systems, cooling systems, diesel engines, drive train systems, emission systems, fuel systems, gasoline engines, hydraulic equipment, lubricating systems, suspension systems, portable equipment including generators, and the parts associated with these systems. Uses automotive maintenance instruments, such as an oscilloscope, to maintain or repair fire automotive equipment. Ensures proper repair of fire apparatus fixtures such as rotary gears,

pumps, water towers, and aerial ladders. Supervises and participates in the repair of vehicles and welds items or tempers steel. Road tests equipment to determine what repairs are needed or to determine that repairs were effectively accomplished. Makes repairs at the emergency scene, when needed.

Participates in the purchase of equipment and supplies for the department by making recommendations on major purchases. Oversees the bidding process for supplies. Writes and prepares specifications on new equipment for public bids. Meets with sales representatives to review products and evaluate specifications. Prepares requisitions for and inspects equipment and supplies. Orders, distributes, and maintains equipment and supplies. Oversees the organization and storage of department property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials. Supervises and participates in the operation of all equipment on vehicles to determine what repairs are needed. Oversees and performs inspections of equipment, property, or operating systems after repairs to ensure that repairs were properly accomplished.

Participates in the preparation and maintenance of records and reports by reviewing records and reports completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Files, retrieves, and completes records and reports as required. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Directs subordinate employees by outlining responsibilities and duties, setting task priorities and long-term goals, assigning and altering work spaces, and providing tools and resources. Inspects the appearance of equipment and personnel, assigns duty areas and work schedules, approves leave, holds meetings to receive reports and distribute information or discuss work problems, provides assistance, trains in safety, and resolves complaints of the Maintenance Division. Reviews work to be done and delegates assignments to subordinates. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required. Oversees and evaluates the work performance of subordinates. Counsels employees who are experiencing work problems. Assists in maintaining discipline by conducting corrective interviews and recommending disciplinary action. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs.

Trains personnel by serving as an instructor and conducting formal classroom training, and by providing informal or "on-the-job" training for employees. Participates in formal training and professional development by reading training materials, studying basic laws and regulations, taking notes during training, and studying lessons in advance of drills or in-service training. Trains subordinates in structural maintenance, use of operating manuals, and use of work orders.

Supervises and participates in accounting for the money and assets of the Maintenance Division of the fire department. Authorizes the expenditure of funds allocated for division operations and prepares and/or signs requisitions, vouchers for payment, or related financial records. Participates in the preparation of an operating budget for the Maintenance Division of the department by reviewing divisional operating budgets, compiling and organizing data, and preparing expenditure estimates.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Department Mechanic immediately preceding the closing date for applications.

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.

Master Mechanic LF

Original Adoption: 11-07-01

Revision Dates: 09-18-24

BUDGET AND ACCOUNTING ADMINISTRATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which include managing the budget and accounting for the money and assets of the fire department. The employee of this class assists in preparing the fire department's budget, monitors revenues and expenditures, maintains payroll records and prepares, and submits financial projection reports. The Budget and Accounting Administrator performs routine duties independently, reporting to and having work reviewed by the Assistant Fire Chief.

EXAMPLES OF WORK

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

Performs tasks associated with accounting for the money and assets of the entire department. Prepares and/or signs requisitions, vouchers for payment, or related financial records. Reviews accounting records, verifies and reconciles account balances and records expenses, disbursements and related financial transactions. Prepares expense and travel vouchers for employees. Receives, records, balances, and issues petty cash or other monetary payments; processes payment checks for disbursement. Examines financial records to verify data and reviews all financial statements for accuracy and completeness. Makes funding recommendations for the department. Provides financial and business information to auditors as required.

Prepares or participates in the preparation of the departmental operating budget by reviewing divisional operating budgets, compiling and organizing needed data, and by preparing revenue and expenditure estimates. Verifies that anticipated promotions and other salary increases are calculated into the cost of the budget. Analyzes data for the purpose of determining past financial performance and/or to project a financial probability. Participates in budget and accounting operations by reconciling the budget and reporting balances to the Fire Chief and Assistant Chief. Compiles fiscal data such as budget detail and cost analysis in order to prepare management reports. Provides instruction and answers questions relating to budget procedures.

Ensures that accurate department records such as personnel records, patient care records, records of activity, financial records, and inventory records are completed and maintained. Performs various payroll functions; prepares/verifies payroll and/or time records, makes calculations necessary to compute payroll and prepares payroll checks. Computes adjustments

to employees' pay resulting from changes in hours worked. Maintains a master payroll file (address, dependent's status, base salary, deductions, etc.) in a manual or computer-based system, prepares and distributes W-2 forms, maintains individual attendance records, and files various payroll-related documents such as deduction notices, employee registers, and workers compensation documents. Explains payroll processes, deduction programs, and similar payroll matters to employees and takes payroll-related complaints or inquiries. Obtains signatures on authorization for payment and other financial documents. Maintains records and processes payments for employee benefit programs such as workers compensation, unemployment compensation, insurance and retirement.

Operates various office equipment such as office paging or intercom system, copy machine, computer/laptop, calculator, computer scanning equipment, postage meter, facsimile machine and telephone. Acts as receptionist to visitors; screens visitors to determine their business and directs them to appropriate individuals or offices. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following departmental procedures. Contacts vendors by phone, letter, or email to reconcile differences in accounts. Participates in the management of departmental vendor accounts by maintaining a file of all vendors and their prices, contracts and contract agreements. Ensures vendors receive accurate and timely payment.

Files and retrieves records and reports as required. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Prepares graphic displays including spreadsheets, charts, maps, and related materials to present information. Maintains logs, records, and files of financial matters including bills, invoices, authorizations for payment, ledgers, subledgers and reconciliations.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the

applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least three (3) years of verifiable work experience in accounting.

Budget and Accounting Administrator LF

Original Adoption: 09-18-24

Revision Dates: