

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

LIVINGSTON PARISH FIRE PROTECTION DISTRICT NO. 4 (WALKER)

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OCCUPATIONAL INDEX OF CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

LIVINGSTON PARISH FIRE PROTECTION DISTRICT NO. 4 (WALKER)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR*

BATTALION CHIEF**

ASSISTANT FIRE CHIEF**

DEPUTY FIRE CHIEF**

FIRE CHIEF*

LINE SUPPORT CLASSES

FIRE RECORDS CLERK*

FIRE TRAINING AND SAFETY OFFICER*

FIRE PREVENTION OFFICER *

MAINTENANCE OFFICER *

CHIEF OF MAINTENANCE**

*Competitive Class

**Promotional Class

LD Original Index

Original Adoption: 04-25-79

Revision Dates: 03-30-81, 05-29-08, 01-07-09, 03-23-09, 02-25-16, 05-09-16, 8-14-17,
02-18-20, 07-20-20, 10-18-21, 08-16-23

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

Responds to all fire and medical emergency calls received by the department. Drives or rides in fire apparatus or emergency vehicle to and from the emergency scene. Ensures a timely response to the emergency scene by reporting address and details to officer in charge, evaluating any navigational problems, and taking shortest route available. Communicates with dispatcher and fire vehicles using two-way radio. Examines fire structures and locates fire source. Completes size up of the fire scene. Observes changes in fireground conditions and notifies officer in charge. Assumes duties of acting officer at the fire scene in his absence. Listens or watches for orders from acting officer, relays orders to other firefighters and assists them to ensure a safe and coordinated performance.

Dismounts apparatus with necessary tools, connects hose lines to water supply source, and directs charged hose line. Regulates water to hose line by operating pump. Makes connections to fire hydrant. Operates appropriate class of fire extinguisher. Performs truck operations such as operating boom, ladders, and setting up jacks or outriggers on truck. Performs salvage and overhaul operations. Locates hot spots and hidden fires. Participates in ventilation and forcible entry operations. Performs search and rescue operations. Searches smoke-filled rooms, moves heavy objects, and cuts open vehicles or machinery to remove trapped victims. Examines victims for signs of injury and provides emergency medical care at the scene or on the way to the hospital. Administers basic or advanced first aid, CPR, and first responder services. Notifies dispatcher of need for additional medical help. Notifies occupants or neighbors to vacate premises due to safety concerns.

Cleans, tests, inspects, and properly secures any assigned firefighting tools or equipment. Tests communication equipment and performs daily radio checks. Conducts required safety tests of apparatus, equipment, and tools to ensure compliance with department standards. Determines if apparatus needs repairs or routine maintenance. Maintains inventory of tools and equipment and reports any damaged or missing tools to officer.

Participates in training and drills. Learns and maintains proficiency in department equipment, tools, fireground operations, and the principles of fire behavior. Provides occasional informal training for new employees. Practices with apparatus and equipment under supervision. Studies direct routes, location of streets, building layout, hazardous material storage, occupancy patterns, water mains, and hydrants in response area, as well as any other assigned topic. Updates hydrant maps. Completes assigned forms and records. Makes entries in daily log for the department.

Reports to work well-groomed, on-time and in proper attire. Maintains satisfactory interpersonal relationships with other department members. Speaks with firefighters on other shifts to receive information regarding previous day's activities. Provides for the maintenance and upkeep of station house and grounds and performs minor maintenance and housekeeping duties such as preparing meals, cleaning rooms and floors, and cleaning apparatus. Receives telephone calls, assists visitors, receives and responds to complaints from the public, and conducts tours of the fire station.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. 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 possess certification as Emergency Medical Responder.

Must be certified in Firefighter 1 according to National Fire Protection Association (NFPA) standards prior to closing date for application to the board.

Firefighter/Operator LD

Original Adoption: 05-09-16

Revision Dates: 02-28-18, 02-18-20, 08-16-23

BATTALION CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The Battalion Chief responds to all fire alarms received on the assigned shift and supervises emergency scene activities. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting superior officers in providing for the care and maintenance of department equipment, vehicles and property. Battalion Chiefs have the authority to work independently and have their work reviewed by the Assistant Fire Chief. This class ranks directly below that of 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.

Supervises the operation of the fire department on an assigned shift. Assists superior officers in determining how the department should be organized, including number of operating units and distribution of such units. Sets goals and objectives for the department and submits for approval by a superior officer. Plans and organizes departmental operations having to do with equipment, apparatus, and personnel. Conducts inspections of various divisions of the department, observes department operations, and evaluates the effectiveness of the various divisions following inspections to take appropriate action to correct or improve problem areas.

Supervises respective shift of department employees by inspecting the appearance of assigned equipment and subordinate personnel, assigning work or duty areas to subordinates, evaluating work performance, reviewing reports, discussing subordinates' performance with superior chief officers, providing assistance to subordinate personnel in technical areas of work, addressing complaints and grievances as well as other functions of supervision. Assists superior officers with approving leave. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Maintains discipline by counseling or recommending disciplinary action against subordinates. Promotes peace and harmony within the department by seeing that discipline is maintained, by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Participates in and supervises multiple functions at the emergency scene

including rescue operations, forcible entry, nozzle and hose handling, fire extinguishment, pump operations, use of sprinkler and standpipe systems, salvage operations, first aid, emergency medical services and other related operations. Personally acts as part of the fire attack team and takes charge of all safety procedures at the scene of a fire or emergency. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency. 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.

Supervises and participates in preparation and maintenance of the records and reports of an assigned service or division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Prepares LFIRS reports, personally completes any forms and records assigned, and writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features which might become important in a fire or emergency situation. Testifies in court when required.

Assists superior officers with purchasing equipment and supplies, keeping such purchases within the established budget. Supervises the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations and grounds, department communications equipment and any other specialized equipment owned and operated by the fire department. Supervises distribution of supplies and equipment to department personnel as required. Makes recommendations on major purchases for the department.

Assists superior officers with investigating complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Answers questions for the public about operation of the fire department or any related areas of emergency services. Conducts tours of department facilities for school or civic groups.

Personally trains personnel by conducting drills and evolutions as well as by providing informal or "on-the-job" training for new employees. Participates in developing a personnel recruitment and selection program. Participates in conferences, conventions, and other educational meetings. Keeps informed on modern firefighting methods and administrative practices.

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.

Must possess a valid driver's license.

Prior to closing date for application to the board, must obtain the following certifications:

- * NFPA/LSU Certification Firefighter I
- * NFPA/LSU Certification Firefighter II
- * NFPA/LSU Certification Fire Service Instructor I
- * NFPA/LSU Certification Fire Officer I
- * State of Louisiana EMR Certification (EMT preferred)
- * NFPA/LSU Certification Fire Officer II
- * NFPA/LSU Investigator
- * NFPA/LSU Safety Officer

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 Firefighter/Operator for at least five (5) years immediately preceding closing date for application to the board.

Battalion Chief LD Original Adoption: 08-16-23 Revision Dates:
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ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the major duties of which consist of managing the department operations, and assisting the Deputy Fire Chief with the planning and administration for the department. The Assistant Fire Chief provides for employee supervision, public relations, the management of departmental records, and the maintenance and repair of departmental property and equipment. The Assistant Fire Chief assists in overseeing the operations of the department, and performs regularly assigned duties with a high degree of independence, having work reviewed by the Deputy Fire Chief. This class ranks directly below that of Deputy Fire Chief.

EXAMPLES OF WORK

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

Supervises the operation of one fire department function or division. Oversees the setting of goals and objectives for the department or for an assigned fire department function or division. Recommends management policies, goals, and objectives for consideration by a superior officer. Assists superior officer in determining how the department should be organized, including number of operating units and distribution of such units. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas.

Oversees the assignment of work or duty areas to subordinates and inspects the appearance of subordinates and equipment. Collaborates with subordinate supervisors to authorize work schedules and approve leave requests. Supervises employees by overseeing and evaluating work performance of subordinates, reviewing reports, discussing subordinates' performance with superior chief officers, providing assistance to in technical areas of work, addressing complaints and grievances as well as other functions of supervision. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Maintains discipline by counseling or recommending disciplinary action against subordinates. Personally trains personnel by conducting drills and evolutions as well as informal or "on-the-job" training for new employees.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Supervises and performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Manages multiple functions at the emergency scene including rescue operations, forcible entry, nozzle and hose handling, fire extinguishment, pump operations, use of sprinkler and standpipe systems, salvage operations, first aid, emergency medical services and other related operations. Personally acts as part of the fire

attack team. Oversees all safety procedures at the scene of a fire or emergency. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Participates in handling emergencies involving hazardous materials. Ensures the proper security is in place at the fire scene in order to prevent removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Testifies in court when required.

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. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency.

Assists superior officer with the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations and grounds, department communications equipment and any other specialized equipment owned and operated by the fire department. Researches the best methods of handling specific fire department tasks, such as testing fire hydrants, and sees that such jobs are either contracted for or assigned to qualified department personnel. Conducts inspections of various divisions of the department and observes department operations.

Participates in the research and planning for programs, activities of the department, conferences, conventions, and other educational meetings. Keeps informed on modern firefighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Assists with interviewing prospective employees and making recommendations for hiring.

Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Answers questions for the public about operation of the fire department or any related areas of emergency services. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken.

Assists superior officer with gathering information to be used in compiling budgets. Purchases equipment and supplies, keeping such purchases within the established budget. Distributes supplies and equipment to department personnel as required. Makes recommendation on major purchases for the department.

Assists superior officers in making decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Reviews reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Personally completes any forms and records assigned, supervises preparation of LFIRS reports, and organizes data needed for reports. Collects information for pre-fire planning by visiting businesses, schools, and places

of public assembly located in an assigned area and becoming familiar with all area features which might become important in a fire or emergency situation. Conducts tours of department facilities for school or civic groups.

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.

Must possess a valid driver's license.

Must possess the following certifications:

- * NFPA/LSU Certification Firefighter I
- * NFPA/LSU Certification Firefighter II
- * NFPA/LSU Certification Fire Service Instructor I
- * NFPA/LSU Certification Fire Officer I
- * State of Louisiana EMR Certification (EMT preferred)
- * NFPA/LSU Certification Fire Officer II
- * NFPA/LSU Instructor II
- * NFPA/LSU Investigator
- * NFPA/LSU Officer III
- * NFPA/LSU Safety Officer

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 Battalion Chief for at least two (2) years immediately preceding closing date for application to the board.

Assistant Fire Chief LD Original Adoption: 08-16-23 Revision Dates:

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duties of which are assisting the Fire Chief in the direction and management of all operations of the fire department. The Deputy Fire Chief is directly responsible for personnel management functions, including supervising fire department employees in the department or at the scene of an emergency, directing and performing all necessary operations at the fire or emergency scene, performing public relations duties, supervising the completion and maintenance of department records and reports, and overseeing the general care of fire department equipment. The employee of this class works independently in most areas, reporting to and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of one fire department function or division. Sets management policies, goals and objectives for the department. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Conducts inspections of various divisions of the department, observes operations, and evaluates the effectiveness of the various divisions following inspections then takes appropriate action to correct or improve problem areas. Recommends needed policy statements or policy changes for the fire department based on data from polls and surveys.

Determines how the department should be organized, including number of operating units and distribution of such units. Plans and organizes departmental operations having to do with equipment, apparatus, and personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Recommends changes in department operations that will help the city to obtain favorable ISO ratings.

Reads correspondence addressed to the fire department and assists with the action that should be taken in reply. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Participates in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Acts as department representative to the news media and answers questions for the public about operation of the fire department or any related areas of emergency services. Coordinates the work of the

department with related federal, state, and local agencies, releasing information and giving assistance when needed. Testifies in court when required.

Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Manages the supervision of department employees by assigning work or duty areas to subordinates, approving leave, evaluating work performance, reviewing reports, discussing subordinates' performance with Fire Chief, providing assistance to subordinate personnel in technical areas of work, addressing employee complaints and grievances as well as other functions of supervision. Maintains discipline by counseling or recommending disciplinary action against subordinates.

Promotes peace and harmony within the department by seeing that discipline is maintained, by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary. Assists Fire Chief in working with boards and agencies (such as retirement boards, supplemental pay boards, or firefighter training agencies) whose rules and operations affect the careers of fire department employees or the work of the fire department. Assists Fire Chief in reviewing existing or proposed legislation, researches the implications of such legislation, seeks expert opinion on the intent and effect of such legislation, and formulates position statements to be used by the fire department and/or city administration. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed, and keeps informed on modern firefighting methods and administrative practices.

Assists Fire Chief with managing the accounting for the money and assets of the entire department. Assists in the preparation of the departmental operating budget by helping compile and organize the data needed to prepare the entire budget. Assists Fire Chief with preparation of expenditure and revenue estimates, as well as authorization of expenditure of funds, making sure that such expenditures are in accordance with the budget.

Writes specifications for new fire department equipment. Assists Fire Chief in preparation of specifications for public bids and oversight of the bidding process as well as meetings with sales representatives to review products. Maintains inventory of supplies and equipment. Directs the ordering and distribution of supplies and equipment for the fire department keeping such purchases within the established budget. Makes recommendation on major purchases for the department to the Fire Chief.

Assists with decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Prepares LFIRS reports. Personally completes any forms and records assigned. 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.

Supervises and responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Directs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Manages multiple functions at the

emergency scene including rescue operations, forcible entry, nozzle and hose handling, fire extinguishment, pump operations, use of sprinkler and standpipe systems, salvage operations, first aid, emergency medical services and other related operations. Personally acts as part of the fire attack team and directs all safety procedures at the scene of a fire or emergency. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency. Manages handling of emergencies involving hazardous materials. Directs 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.

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.

Must possess a valid driver's license.

Must possess the following certifications:

- * NFPA/LSU Certification Firefighter I
- * NFPA/LSU Certification Firefighter II
- * NFPA/LSU Certification Fire Service Instructor I
- * NFPA/LSU Certification Fire Officer I
- * State of Louisiana EMR Certification (EMT preferred)
- * NFPA/LSU Certification Fire Officer II
- * NFPA/LSU Instructor II
- * NFPA/LSU Investigator
- * NFPA/LSU Officer III
- * NFPA/LSU Safety Officer

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 Assistant Fire Chief for at least two (2) years immediately preceding closing date for application to the board.

MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS

EITHER

Must have an associate's degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least three (3) verifiable years of experience in fire service positions, at least one (1) year of which must have been in positions which include administrative or supervisory responsibilities (Officer II certification may substitute for supervisory responsibility). Fire service experience must include work in fire suppression and rescue and may include background in fire prevention, investigation, fire training and related areas of fire department operations and management.

OR

Must have at least five (5) verifiable 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 (Officer II certification may substitute for supervisory responsibility). Fire service experience must include work in fire suppression and rescue and may include background in fire prevention, investigation, fire training and related areas of fire department operations and management.

Deputy Fire Chief LD

Original Adoption: 01-07-09

Revision Dates: 05-28-14, 04-15-15, 05-09-16, 02-28-18, 02-10-22, 08-16-23

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer over all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs and controls all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares and submits an operating budget, locates grant funding, and organizes the personnel management functions of the department. The Fire Chief is also responsible for ensuring good public relations, public fire education and fire prevention. The Fire Chief works independently, reporting to the Livingston Parish Fire Protection District Number 4 Fire Board of Commissioners.

EXAMPLES OF WORK

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

Manages the total operation of the fire department as chief officer. Develops management policies, goals, and objectives for the department. Determines how the department should be organized to best utilize available resources in providing fire protection services for the community. Evaluates the productivity and effectiveness of departmental programs, identifies target areas in need of change, and develops and initiates procedures to improve the quality of service in these areas. Reviews department structure and operations, and legislation, regulations, ordinances, or court rulings relating to or possibly affecting the fire department to determine if changes in department procedures and policies are needed. Develops a risk management program to control departmental losses, and investigates all accidents or injuries involving department equipment or personnel to make changes in procedure to avoid future accidents. Monitors any local conditions which may create situations the department may be called upon to handle.

Organizes the personnel management functions and supervises subordinate personnel of the fire department by reviewing incoming communications and work to be done, creating work cycles, delegating assignments, deploying available manpower, and monitoring work pace and progress of assigned jobs. Outlines responsibilities and duties. Sets task priorities and long-term goals. Adjusts work schedules and approves leave. Holds formal meetings for the purpose of receiving information and disseminating information. Conducts inspections of personnel and equipment to assure compliance with department standards. Evaluates the work performance of subordinates and writes employee evaluation reports. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops an employee grievance resolution procedure. Maintains discipline by counseling employees who are experiencing work problems, handling employee complaints and grievances, and notifying the

employee of disciplinary action taken. Develops a personnel recruitment and selection program in accordance with EEO standards. Interviews prospective employees and makes hiring decisions.

Prepares and submits to the fire board of commissioners a departmental operating budget. Manages the operation of the general accounting system for the department. Records expenses, disbursements and related financial transactions to maintain accurate fiscal records. Authorizes the expenditure of funds allocated for departmental operations, making sure that such expenditures are in accordance with the budget. Locates available grants, and writes requests for fire protection and prevention projects, or other special funds to aid in the operation of the fire department. Administers grant-funded projects, assuring that grant provisions are met and that funds are used as specified in the proposal.

Develops and implements an emergency management system. Directs and controls fireground operations, including equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident. Directs the handling of special tactical situations, or emergencies involving injury or illness, determining action to be taken to contain or control the incident. Directs a program of fire inspections, pre-fire planning and fire investigations. Performs fire suppression duties as may be required to assist in the control and containment of the incident. Develops and implements a safety program for the department and trains subordinates in safety.

Evaluates training needs of the department and establishes and maintains the training program. Serves as an instructor for formal classroom training and provides for outside instruction. Provides on-the-job training for department members, including explaining policies, procedures and rules. Assists in technical areas of work. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning what information should be included in departmental records, determines in what form and duration this information should be maintained, and provides for the security and privacy of all information which is not public record. Periodically inspects record-keeping systems and facilities. Supervises the preparation and maintenance of department records and reports by reviewing such completed by subordinates. Personally, completes all forms, records, and reports required of the appointing authority. Writes letters in response to written or oral requests addressed to the fire department.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property after repairs to see that repairs were properly accomplished. Oversees the process of maintaining an inventory of supplies and equipment for the department. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies in the manner provided by lawful authority.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Develops a public education program which includes writing speeches and delivering lectures or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Coordinates the work of the department with related federal, state, and local agencies. Attends conferences, conventions, training courses, and other educational meetings to keep informed on and maintain proficiency in modern firefighting methods, administrative practices, and the use of department equipment. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends.

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.

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

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

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

OR

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

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. 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 also have at least nine (9) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief LD

Original Adoption:

03-23-09

Revision Dates:

05-28-14, 02-28-18

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are processing and maintaining fire personnel records, departmental records and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computers, and maintains hard copy files, extracting information as needed. The Fire Records Clerk participates in the accounting and human resources functions of the department by assisting with budget preparation, coordinating employee benefits and generating payroll. The employee of this class answers telephone calls and assists visitors to the department. The Fire Records Clerk performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Receives, reviews, sorts and processes department records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Sorts and processes all mail. Stamps materials to record date and time that the material was received. Organizes and revises departmental filing system, as needed. Periodically checks to ensure systems and facilities for record storage are adequate. Enters routine information in department records including fire reports, accounting records or medical reports. Reviews records and reports for completeness, accuracy, and conformity to established procedures. Files correspondence, forms, records, or reports alphabetically, numerically or chronologically in hard copy or computer database. Locates and retrieves information or documents from the hard copy or computer files. Extracts information or summarizes contents of files for use by department personnel. Keeps records on the location of materials removed from files. Traces missing files. Disposes of obsolete files and records in accordance with departmental policy.

Reads graphs, charts or manuals in order to compile data. Organizes and analyzes data in order to write reports. Types letters, forms, memos, formal reports and records, as required. Replies to routine correspondence; composes business letters in response to requests or to address the needs of the department. Proofreads typed material and corrects errors. Takes minutes or notes at meetings; takes dictation and transcribes from notes.

Operates a computer terminal and word processing or other software in order to enter or remove information from electronic files. Utilizes a facsimile machine, copying machine, scanning equipment, a calculator and mathematical computer software to complete daily tasks. Develops new procedures for office functions when necessary.

Maintains roster of department personnel. Prepares payroll records to reflect new hires, pay changes, authorized deductions and related information. Makes calculations necessary to compute payroll. Generates payroll and responds to inquiries from employees regarding payroll and benefit matters. Participates in accounting for the money and assets of the department. Posts items into journals, ledgers or other accounting records. Prepares checks for payment of departmental bills and issues payments from petty cash as directed. Collects fines and bond money and issues receipts. Compiles information to be used in developing the departmental budget. Prepares purchase requisitions for the department. Orders, distributes and maintains inventory of supplies and equipment, as needed.

Acts as receptionist to visitors, handles any routine matters and requests or directs visitor to appropriate individuals or offices. Answers calls on incoming lines and responds to questions from the public about the operation of the department or related areas of emergency services. Maintains records of departmental schedules and appointments, and notifies appropriate individual of appointments, meetings, or other events. 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.

Fire Records Clerk LD

Original Adoption: 05-28-08

Revision Dates: 05-28-14, 02-28-18, 02-18-20

FIRE AND SAFETY TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position in the fire service, the primary duties of which include developing and scheduling department training for fire department personnel. The employee of this class reviews daily training that is entered into the computer, reviews safety and training policies, conducts safety operations on all emergency scenes, and instructs safety classes as needed. The Fire Training and Safety Officer reports to and has work reviewed by the Deputy Fire Chief.

EXAMPLES OF WORK

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

Develops training and safety programs for the department and sees that such programs are properly staffed and supplied with necessary resources. Recommends management policies, goals, and objectives and sets management policies for a division. Participates in the research and planning for programs and activities of the department. Schedules employees' physical examinations and arranges drug testing for newly hired employees. Works with boards and agencies, such as retirement boards, supplemental pay boards, or firefighter training agencies, whose rules and operations affect the careers of fire department employees or the work of the fire department. Participates in public education programs, including fire prevention.

Ensures implementation of safety activities while coordinating with supervisors of departmental divisions. Demonstrates safety equipment and practices. Conducts or directs evaluation of safety programs to develop recommendations for accident and loss control systems and programs that can be included into operational policies. Devises methods to evaluate safety program and identifies conditions which could produce losses. Conducts research to identify hazards and evaluate loss-producing potential of a given operation. Monitors and evaluates local conditions which may become fire or safety hazards. Investigates all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents and prepares accident and injury report for administrative review. Assesses apparatus, equipment, machinery, and working conditions of the department to ensure compliance with occupational safety and health regulations. Inspects apparatus and equipment for accident prevention devices and evaluates potential extent of injuries resulting from accidents. Observes department personnel to determine use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing. Compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents, and evaluates industrial, technical, and scientific publications concerned with safety management. Participates in activities of related professional organizations to update knowledge of safety program developments and makes recommendations for improvements in the training program.

Personally, trains personnel by conducting training in the classroom and conducting drills and evolutions. Provides informal or "on-the-job" training for new employees and develops job simulation exercises to rate skills acquired during training. 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. Coordinates the movement of fire companies to and from all training activities. Maintains a library of training materials while conducting research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Prepares lesson plans, training material and written tests for training classes and evaluating training efficiency. Schedules training for all department employees as assigned by the Fire Chief and administers and grades training tests. Conducts training in basic firefighting, hydraulics, pump operations, driving fire equipment, nozzle and hose handling, breathing apparatus, rescue, first aid, CPR, EMS, safety and laws applicable to fire service operations. Conducts training classes either in the classroom, at the drill field, or at fire stations in pre-fire planning, fire extinguishers, forcible entry, fire streams, ladders, ventilation, salvage and overhaul, fire attack, supervision, public relations, hazardous materials, fighting apparatus, tools, and equipment, inspection, fire prevention and communications. Performs validity studies using either content, criterion, or construct strategies in accordance with EEOC Uniform Guidelines, and performs statistical analyses of training examinations to determine reliability of the examination, appropriateness of test material, and adverse impact. Evaluates the effectiveness of training by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Ensures employees are in compliance with training and safety policies by inspecting the appearance of assigned equipment and subordinate personnel; overseeing and evaluating work performance; reviewing reports; discussing performance with subordinates and superiors; and providing assistance to subordinates in technical areas of work.

Maintains inventory, and purchases equipment and supplies within an established budget for the division. Supervises the general care and maintenance of communications equipment and other specialized equipment. Personally, tests or directs the testing of equipment; assures that equipment meets all applicable federal, state, and local standards before disbursement to department personnel. Researches the best methods of handling specific fire department tasks, such as testing fire hydrants, and sees that such jobs are either contracted for or assigned to qualified department personnel.

Gives reports, offers advice, makes recommendations, and stays informed on local trends, firefighting methods and administrative practices that may affect the fire service when attending all meetings required by the local governing authority. Reads graphs, charts, manuals, or reports, and analyzes data using statistics such as mean, standard deviation and frequency distribution. Writes narrative reports concerning operations of an assigned division and recommends needed changes that will help the department to obtain a favorable ISO rating. Files records and reports as required. Makes decisions concerning what information should be included in all records of the department and determines what form this information should be kept. Prepares LFIRS reports and reports that require the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate while taking charge of all safety procedures at a scene. Observes and handles emergency scene operations, including fire suppression, containing hazardous materials, rescue operations, providing emergency medical assistance, or related duties to evaluate training needs and to assure compliance with established safety procedures. Personally, acts as part of the fire attack team when necessary.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features which might become important in a fire or emergency situation. Assists and investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist and will testify in court when required. Secures the fire scene to prevent removal or damage of evidence of suspected arson and collects and labels evidence.

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 be certified in Officer I and II, and Instructor I and II according to National Fire Protection Association (NFPA) Standards prior to closing date for application to the board. Must have current Louisiana State Certification of Emergency Medical Responder (EMR) and be certified to teach EMR and CPR.

Must have at least five (5) years full-time experience with a paid fire department and five (5) years supervisory experience in any fire service position.

Fire and Safety Training Officer LD

Original Adoption: 08-14-17

Revision Dates: 02-28-18

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible support position in the fire department, the major duty of which includes the management of the Fire Prevention Division. The Fire Prevention Officer oversees and participates in all activities related to fire investigations, fire inspections, pre-fire planning and public fire education. The employee of this class has no direct supervision over fire department personnel, however, the incumbent performs functional supervision over departmental employees with regard to fire prevention activities and training. The Fire Prevention Officer has the authority to work independently in most areas, performing special tasks with only general instructions. The employee of this class 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.

Manages the operation of the Fire Prevention Division, including overseeing activities related to fire inspections, fire investigations and public fire education. Organizes the Fire Prevention Division, making decisions concerning use of equipment and deployment of personnel. Sets goals for the division and recommends management policies and objectives relating to fire prevention. Conducts research and participates in the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed. Monitors and evaluates local conditions which may become fire or safety hazards.

Oversees and participates in investigations to determine the cause of fires in the area. Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Searches for, identifies, and collects evidence of possible arson in order to preserve such for analysis and to protect the chain of custody for later use in court. Takes photographs and makes notes, sketches and diagrams of the burned building to document the extent of involvement. Examines the interior, exterior, and the area surrounding the fire in order to identify the direction of fire travel, burn patterns, the heat source and the combustible materials. Collects other relevant information concerning the fire structure, its contents, and its occupancy. Interviews firefighters and witnesses in order to obtain information about circumstances that may have been noted before, during or after the fire. Uses all observations to determine whether the fire was the result of natural causes, carelessness, or arson. Interrogates suspects after having informed them of their rights. Acts as a liaison with law enforcement or other arson investigation agencies. Testifies in court when required.

Oversees and participates in building inspections and pre-fire planning. Prepares for an inspection by reviewing previous inspection reports. Contacts the owner/occupant upon arrival at inspection site to obtain permission and explain the inspection procedure. Inspects the interior and exterior of buildings in order to verify compliance with fire codes and to identify any possible fire hazards. Takes photographs and makes sketches to document building conditions at the time of the inspection. Checks for proper placement, maintenance and operation of portable fire extinguishers, standpipe systems, fixed fire extinguishing systems, fire detection and alarm systems, fire hydrants, electrical systems and heating/air-conditioning systems. Inspects storage areas for hazardous materials and combustible liquids. Examines structures to determine if they meet fire resistance requirements for their construction type. Assesses the occupant load of a building and inspects to see if the means of egress are sufficient for this load. Estimates the fire load of a building and assigns a fire load classification in order to estimate the loss potential and contribute to planning efforts. Reviews building plans to identify potential problems related to fire protection. Collects information for and develops pre-fire plans. Assists institutions or companies in developing solutions for fire prevention problems. Discusses inspection findings with building owner or manager, provides the person in charge with copies of all required documents and makes recommendations for the correction of fire hazards. Manages employees who issue permits required for special conditions, circumstances or equipment which may be fire or safety hazards. Oversees fire safety in public assembly occupancies at major events to ensure adherence to fire codes.

Establishes policy concerning what information should be included in all records of the Fire Prevention Division and determines in what form this information should be kept. Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Writes letters to handle problems or to address needs of the division. Receives requests for release of fire prevention records, evaluates the request, and approves or disapproves the request according to applicable laws and department policies. Compiles, organizes, and analyzes data needed, in order to write reports documenting assigned activities. Completes any forms or records assigned. Completes reports of each fire inspection and investigation, recording all necessary information and outlining conclusions reached, recommendations made and related information. Reviews incident reports written by fire suppression personnel to determine if further action is needed. Prepares information and evidence from inspections and investigations for use in a court proceeding. Testifies in court or serves as an advisor to the prosecutor.

Prepares and submits to the proper authority a divisional operating budget for fire prevention activities. Writes requests for grants or other special funds to aid in the operation of the fire prevention service. Evaluates division needs and recommends purchases of equipment for use in the department's fire prevention program. Purchases equipment, developing appropriate specifications for use in the bidding process and complying with the jurisdiction's purchasing procedures. Orders, distributes and maintains inventory of supplies and equipment for the Fire Prevention Division.

Oversees and participates in a fire prevention program for the department. Develops a fire prevention education curriculum by analyzing the targeted audience, designing the appropriate method of presentation, and evaluating the effectiveness of the curriculum. Identifies the most

important local fire problems, determines the content and format of fire safety messages, and produces instructional materials to be distributed and used in training programs for fire safety. Utilizes incident reports, demographic data, and injury information from hospitals in order to customize fire prevention education to certain target audiences. Selects program components and objectives to meet community needs. Organizes and trains fire service personnel and volunteers who participate in the implementation of the fire safety education program. Provides for public education concerning fire hazards, injury prevention and built-in fire protection. Oversees the preparation and delivery of speeches and demonstrations on fire safety topics to be used in the public fire education program. Supervises and participates in fire drills for business, educational, healthcare, industrial and assembly occupancies, reviewing evacuation plans, providing for special circumstances and instructing personnel responsible for assisting with the drill. Conducts tours of department facilities for school or civic groups. Evaluates the impact of the public fire education program by comparing baseline data with new data collected after the implementation of the program. Modifies the program if necessary.

Writes and submits public service announcements and news releases on fire safety to be used by local news media. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed, or participating in projects of mutual concern to both the agency and the fire prevention division. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services.

Performs any related duties 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.

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 possess the following certifications prior to closing date of application to the Board:

- NFPA/LSU Certification Fire Investigator
- NFPA/LSU Certification Fire Inspector I

Must have not less than five (5) years of full-time experience in a paid fire department, with experience in fire suppression, fire inspection or fire prevention.

Fire Prevention Officer LD

Original Adoption: 07-20-20

Revision Dates:

MAINTENANCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the automotive maintenance division of the fire department. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus, equipment, property and fire stations. Maintenance Officers perform duties with little supervision in most areas, performing special tasks assigned with only general instructions, and report to and have work reviewed by the Chief of Maintenance.

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.

Provides for the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations, grounds and any other related property. Ensures proper working order of overhead doors and oversees building projects involving plumbing, electrical, carpentry, welding, gravel, or concrete slabs. Locates outside services for the repair and maintenance of department equipment or assigns such to qualified division personnel. Transports, delivers, and picks up equipment for repair or maintenance. Arranges for the repair of department equipment which cannot be repaired within the department.

Performs maintenance and repairs to gasoline engines which may include the installation or replacement of intake and exhaust manifolds, cylinder heads, pistons, piston rods and piston rings, gaskets or valves. Performs maintenance and repairs to diesel engines which may include starting-air compressors, air-starting valves, governors, and turbochargers. Performs maintenance and repairs to fuel systems which may include fuel pumps, carburetors, fuel lines and filters, and chokes.

Performs maintenance, repairs and adjustments on cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order to systems by installing replacement parts such as radiators, thermostats, water pumps, water hoses, fans and fan belts, batteries, starter systems, alternators, ignition systems, distributors, spark plugs and cables, electronic ignitions, oil pumps, oil filters, oil seals, and PCV systems.

Repairs fire apparatus hydraulic equipment such as aerial hydraulic pumps, aerial ladders, hydraulic motors and cylinders. Installs necessary replacement parts including drum brakes, disc brakes, power brakes, or master cylinders. Performs maintenance and repairs to drive train systems which may include clutches, drive shafts, universal joints. Performs maintenance and

repairs to suspension systems which may include front end assemblies, rear end assemblies, steering linkages, power steering systems, tires, wheel bearings, and ball joints

Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights, and similar tasks. Repairs or replaces accessories on automotive equipment such as tachometers, lights and flashers, and windshield wipers. Uses automotive maintenance instruments in the maintenance or repair of fire automotive equipment which may include voltmeter and vacuum gauges. Performs maintenance and repairs to portable equipment and small power tools such as portable generators, portable pumps, water towers, power saws, and lawn mowers.

Diagnoses mechanical problems from information supplied by firefighters or fire equipment operators. Makes repairs at the emergency scene when needed. Inspects, maintains, and repairs fire hose, hose couplings, nozzles and nozzle assemblies. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations.

Inspects and road tests equipment to determine what repairs are needed or to determine that repairs were effectively accomplished. Performs required safety inspections on all department vehicles. Operates all equipment on vehicles, including communications equipment, to determine what repairs are needed or to determine that repairs were effectively accomplished.

Changes air filters on air conditioning and heating systems. Repairs and maintains plumbing system, pipes, faucets, and other component parts. Repairs and maintains electrical system, switches, wiring, connections, and component parts. Performs carpentry work on station buildings. Installs, maintains, and repairs overhead doors. Organizes and stores department property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials.

Observes and evaluates the operations of the division, and takes steps to correct any problems observed. Recommends needed changes in department policy or procedures. Participates in any training required by the department. Trains subordinates in the use of work orders.

Writes reports and personally completes all forms and records as required. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties.

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

Performs any 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 have less than five (5) years' experience in a fire department with experience in the repair and maintenance of fire department vehicles, equipment and apparatus. Experience must include work in the repair of diesel engines, pumps and brakes.

Maintenance Officer LD Original Adoption: 10-18-21 Revision Dates:
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CHIEF OF MAINTENANCE

(Promotional)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory and technically skilled work in the automotive maintenance division of the fire department. The Chief of Maintenance is responsible for overseeing the maintenance of all departmental emergency vehicles, fire apparatus, tools, equipment, fire stations and grounds. An employee of this class exercises supervision over the maintenance staff, providing training and technical assistance in the repair and maintenance of fire department vehicles. The Chief of Maintenance works with little supervision, discussing work assignments with and reporting directly to 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.

Plans, directs and supervises the activities of the maintenance division. Oversees the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations, grounds and any other related property. Determines how the maintenance division should be organized with respect to personnel and equipment. Establishes management policies, goals and objectives related to maintenance. Observes and evaluates operations of the division and takes steps to correct any problems noted. Recommends changes in department policy as it relates to the maintenance division. Oversees the operation and personnel of the division by setting task priorities and long-term goals, reviewing work to be done and delegating assignments to maintenance personnel. Assigns work or duty areas. Outlines responsibilities and explains policies, procedures and rules so that subordinates will know what is expected of them. Evaluates performance of subordinate employees by monitoring the work pace and progress of assigned jobs. Discusses work performance with the employee and superiors. Assists subordinates in technical areas of work and provides on-the-job training for new employees. Investigates all accidents involving department automotive equipment, determines the cause and formulates procedures to avoid future accidents.

Performs and supervises maintenance, repairs or adjustments on cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order of systems by installing replacement parts, such as fans, fan belts, water hoses, fuel lines, filters, oil seals, PCV systems, batteries, spark plugs, cables and other parts as necessary.

Performs and oversees maintenance, repairs or adjustments on brake, drive train, suspension systems and diesel engines. Ensures proper installation of necessary replacement parts to such systems, including replacing brakes, master cylinders, drive shafts, power steering systems, governors and turbochargers. Provides for repairs at the emergency scene when needed.

Performs and supervises general maintenance tasks on departmental vehicles and fire apparatus, such as refueling vehicles, changing or adding oil, and adjusting headlights as needed, to assure peak performance. Oversees the repair or replacement of accessories on automotive equipment,

such as windshield wipers, lights and flashers as necessary. Provides for repairs to automotive equipment using instruments such as voltmeters and vacuum gauges. Diagnoses mechanical problems by road testing equipment and using information received from fire department personnel. Reads manuals, parts books, and any other research material used to determine how to perform required repairs and maintenance. Makes and checks mathematical calculations to ensure accurate and correct measurements, adjustments, or calibrations. Oversees arrangements for outside repair and maintenance services or assigns repairs to qualified department personnel. Provides for the transportation of equipment in need of repair. Operates and inspects all equipment on vehicles, including communications equipment, to ensure repairs were properly completed.

Refills and trains subordinates in the repair of self-contained breathing apparatus. Performs and oversees service tests of fire hose, hose couplings, nozzles and nozzle assemblies. Provides for the repair and maintenance of portable equipment and small power tools, including portable generators, pumps, power saws and lawn mowers. Coordinates repairs and maintenance of station buildings and grounds; ensures proper working order of overhead doors and oversees building projects involving plumbing, electrical, carpentry, welding, gravel, or concrete slabs.

Supervises the preparation and maintenance of records and reports of the division. Reviews reports written by subordinates and periodically inspects record-keeping systems and facilities. Compiles and organizes data needed for reports. Personally completes, files and retrieves required forms, records and reports. Keeps records related to the use and maintenance of self-contained breathing apparatus and vehicle or equipment repairs.

Provides for the accounting of monies and assets of the maintenance division. Gathers information and prepares expenditure estimates to be used in preparation of the departmental budget. Authorizes the expenditure of funds and the purchase of equipment and supplies, keeping such within the parameters of the established budget. Maintains and oversees inventory, ensuring the availability and proper organization of parts and supplies necessary to perform the work of the maintenance division. Reviews products by meeting with sales representatives and assists in writing specifications for new fire department equipment. Coordinates the purchase of communications equipment and makes recommendations on other major purchases for the department.

Participates in conferences, conventions or other educational meetings and attends training as required by the department. Promotes a positive image of the department in the daily performance of duties and when interacting with community members.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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 Maintenance Officer for two (2) years immediately preceding closing date for application to the board.

Chief of Maintenance LD

Original Adoption: 02-25-16

Revision Dates: 02-28-18, 10-18-21