

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**LIVINGSTON PARISH FIRE PROTECTION DISTRICT NO. 5 (DENHAM SPRINGS)**

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# OCCUPATIONAL INDEX OF CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### LIVINGSTON PARISH FIRE PROTECTION DISTRICT NO. 5 (DENHAM SPRINGS)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE LIEUTENANT\*\*

FIRE CAPTAIN\*\*

ASSISSTANT FIRE CHIEF\*\*

DEPUTY FIRE CHIEF\*\*

FIRE CHIEF\*

\*Competitive Class

\*\*Promotional Class

LV Index

Original Adoption: 05-15-18

Revision Dates: 08-23-21

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

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

## **EXAMPLES OF WORK**

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

Responds to all calls related to fires, medical emergencies, or requests for public assistance received by the department. Drives or rides in fire apparatus or emergency vehicle to and from the scene. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the scene by taking shortest route and evaluating navigational problems.

Observes the burning structure and fireground to locate the source of the fire, victims, water supplies and exposures. Evaluates the potential effects of environmental conditions on the fire. Positions apparatus/pumper to supply hose lines from the tank, a hydrant or static water source and determines the length and number of hose lines necessary for fire suppression. Dismounts apparatus with necessary tools, pulls hose and makes connection to hydrant or other water supply source. Protects hose lines from damage by using hose ramp. Primes and operates pumper and engine booster pump to supply adequate pressure to the nozzle and regulate an uninterrupted supply of water to hose lines. Evaluates the smell and color of smoke to determine the best extinguishing agent. Operates and controls portable, fixed, or large-caliber water streams in order to extinguish fire and protect exposures. Inspects charged hose line for kinks and repairs or replaces burst hose sections. Advances charged hose line and extinguishes source of fire first. Performs automatic sprinkler and standpipe system support operations. Observes and responds to changing fireground conditions, notifying officer in charge. Identifies and protects potential internal and external exposures to prevent fire extension. Operates self-contained breathing apparatus for protection against hazardous environment. Evaluates the stability of supporting surfaces to determine if a position is safe for firefighting crews. Maintains awareness of other firefighters' efforts and assists them to ensure a safe and coordinated performance.

Notifies occupants or neighbors to vacate premises due to safety concerns. Maintains limited crowd and traffic control at the scene until police arrive. Participates in search and rescue operations to locate and remove victims from danger. Moves heavy objects, and cuts open vehicles or machinery in order to remove people from life-threatening situations. Examines victims for signs of injury and medical alert tag. Treats range of injuries at the scene using basic or advanced first aid. Rescues and provides emergency medical care to victims of fires, accidents, drownings, heart attacks, poisonings, drug overdoses and other emergencies. Operates communications equipment at the scene and notifies dispatcher of need for additional medical help.

Performs overhaul and salvage operations using appropriate tools in order to locate hot spots, extinguish hidden fires and protect property. Operates smoke ejectors, portable generators and emergency lighting needed at the scene. Removes burning items to reduce fire and smoke damage. Traps and removes water after fire is extinguished using catch-alls, chutes or other appropriate methods. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer. Acts to contain hazardous material spill or control spread. Locates and operates shut-off valves for gas, electricity, oil, and water in buildings to reduce hazard. Recognizes signs of arson, notifies officer in charge, preserves evidence and protects premises. Observes fire spectators for suspicious behavior. Extinguishes or controls grass and shrub fires by using tools, implements, portable hand pumps and an appropriate fire extinguisher.

Performs regular maintenance and required safety tests on all assigned firefighting tools and equipment to ensure they are in proper working order and ready for service. Cleans, dries, tests, inspects, and properly stores/secures any assigned fire-fighting equipment including fire apparatus, communications equipment, hose, turn out gear, tools, self-contained portable breathing apparatus and ladders. Records results of alarm, radio and equipment tests. Locates, removes and replaces tools and equipment on apparatus using knowledge or checklist to document whether any are missing or damaged. Inspects hydrants for defects and performs routine maintenance, flushing periodically as needed. Maintains adequate quantities of maintenance, cleaning and office supplies for the station. Provides for the proper maintenance of the station and grounds by performing minor maintenance duties such as cleaning, cutting grass, and emptying trash.

Records fire activity in the district in order to prepare for future emergency calls and participates in critical evaluations of the departmental response to each fire. Participates in training drills and classroom training sessions. Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws, regulations or updates related to performance of work. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes as well as location of streets, water mains and hydrants in response area. Monitors or gathers information regarding conditions affecting the service area such as weather, public events, closed roadways or changes in water pressure. Trains for, performs, and maintains proficiency in firefighting and rescue tasks such as selecting, carrying, connecting, operating, protecting, advancing and controlling hose lines; selecting, connecting and operating appropriate nozzles; directing fire streams; performing forcible entry and ventilation operations; using portable breathing apparatus or air packs; selecting,

maneuvering, securing and climbing ladders; and operating any other equipment to aid in fighting fires or removing fire and accident victims to safety.

Records entries in daily log. Compiles data in order to write reports. Completes any assigned forms, records, or reports, as required. Delivers written reports after each shift.

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 twenty-one (21) years of age.

Firefighter/Operator LV Original Adoption: 08-23-21 Revision Dates:
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# FIRE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting Firefighters in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Lieutenants respond to all emergency calls, assuming command until relieved by a superior officer. Employees of this class supervise the daily maintenance of all equipment and apparatus, participate in the training of subordinate employees, and assist the Fire Captain with completion and maintenance of records and reports. The Fire Lieutenant works with limited supervision. The employee of this class reports to and has work reviewed by a Fire Captain. This class ranks directly below that of Fire Captain.

## **EXAMPLES OF WORK**

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

Assists Fire Captain with the management of the operation of one fire station for one shift. Delegates authority to subordinates when permitted by law. Provides subordinates with assistance in technical areas of work. Administers informal or on-the-job training for new employees. Develops and participates in training programs and drills. Serves as an advisor for volunteers in the department, providing technical expertise and assistance in training, when required. Oversees and evaluates the work performance of subordinates. Inspects the appearance of assigned equipment and personnel. Assists in resolving employee complaints and grievances. Briefs incoming Captain on all pertinent activities that occurred on shift.

Responds to all fire alarms and emergency calls received from dispatcher. Records applicable information and determines the most direct route to the emergency scene. Drives or supervises driving of the apparatus, and verifies all laws and safety regulations are followed. Coordinates the actions of firefighters and law enforcement at emergency scenes. Performs size-up of emergency scene, positions apparatus at the fireground to initiate the most effective fire attack and sets up the fireground boundaries for crowd and traffic control. Supervises subordinates at the emergency scene, maintains communication between fire scene and other authorized personnel, and notifies dispatcher if additional assistance is needed. Operates self-contained breathing apparatus for protection from hazardous environments. Oversees and participates in fireground tasks such as search and rescue, forcible entry, ladder, ventilation, hose operations, and emergency medical services. Advises occupants to vacate premises to ensure safety. Observes fireground for victims from viewpoint of apparatus and acts in response to new information on conditions while fighting fires. Identifies internal and external fire exposures. Applies applicable fire streams and agents for the most effective fire extinguishment.

Performs search and rescue operations to locate and remove victims from danger. Examines victims for signs of injury and medical alert tag. Treats range of injuries at the scene using basic or advanced first aid. Rescues and provides emergency medical care to victims of fires, accidents,

drownings, heart attacks, poisonings, drug overdoses and other emergencies. Operates communications equipment and notifies dispatcher of need for additional medical help.

Makes suggestions to officer in charge regarding appropriate equipment and procedures. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Reports all injuries to superiors, serves as fire safety officer and directs work at the scene until relieved of command by a superior officer. Informs officer in charge of suspected arson. Secures the fire scene to prevent removal or damage to evidence. Locates and preserves evidence, maintaining the chain of custody. Questions witnesses in a fire incident to collect information. Testifies in court, as required.

Inspects fire apparatus to make sure all tools and equipment are properly stored and working correctly. Performs automatic sprinkler support, truck, salvage, overhaul, and pumper operations. Positions truck jacks to prevent the apparatus from tipping over. Uses appropriate portable fire extinguishers and water supplies from public water systems. Performs calculations for nozzle and discharge pressures, friction loss, and calculates gpm of water flow. Determines proper ladder load. Operates pumper from self-contained water source and determines the number of hose lines that may be added during operations. Operates portable or fixed master stream appliance to produce a large caliber water stream. Operates and performs routine maintenance on fire hydrants. Performs tandem pumping, and standpipe system support operations. Operates and protects hose line from damages. Drains, rolls, and folds hose for carrying and loads on apparatus after extinguishing fires. Cleans assigned apparatus after each use.

Studies information regarding location of hydrants and standpipes, building layout, hazardous material storage, occupancy patterns, and structural information. Oversees and participates in the handling of hazardous materials.

Participates in the regular inspections and maintenance of apparatus and equipment such as fire pump, aerial ladders, elevating platforms, and emergency medical equipment. Observes and evaluates local conditions that may have the potential to become safety hazards. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Assists in ordering, disbursing and maintaining an inventory of supplies and equipment for the department. Completes assigned forms and records and provides for maintenance of department records. Prepares NFIRS reports, compiles data and writes reports.

Performs other related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by 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.

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.

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 have served as a regular and permanent employee in the class of Firefighter/Operator for at least 2 years immediately preceding the closing date for application to the board.

Fire Lieutenant LV
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Original Adoption: 05-15-18
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Revision Dates: 08-23-21
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# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position, the primary duties of which include supervising the operation of a fire station, firefighting personnel, apparatus, and equipment on an assigned shift. Employees of this class respond to emergency calls and assume command at the scene of an emergency in the absence of a superior officer. Fire Captains have the authority to work independently in most areas, performing routine tasks without supervision and special tasks with only general instructions. Employees of this class report to and have work reviewed by the Assistant Fire Chief. Fire Captains rank 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.

Manages the operation of one fire station on an assigned shift. Delegates authority to subordinates to achieve the most efficient operation of the department. Briefs incoming Captain on all pertinent activities that occurred on shift. Provides subordinates with assistance in technical areas of work and conducts classroom or on-the-job training for new employees. Develops, oversees and participates in training programs and drills. Serves as an advisor for volunteers in the department and surrounding areas, providing technical expertise and assistance in training, when required. Oversees and evaluates the work performance of subordinates, discussing such performance with the employee and superiors. Inspects the appearance of assigned equipment and personnel to ensure compliance with departmental policy. Conducts subordinate employee performance evaluations and corrective interviews. Works to resolve employee complaints and grievances. Recommends disciplinary action to the appointing authority.

Answers fire alarms from dispatcher, records pertinent information, and notifies dispatcher to call for additional medical assistance, if needed. Supervises the driving of the fire apparatus ensuring the driver follows all laws and safety regulations and takes the most direct route to the emergency scene. Performs size-up of an emergency scene, directs and positions the apparatus at the fire ground in order to initiate the most effective fire attack, and sets the fire ground perimeter for crowd and traffic control. Maintains communications between the fire scene and other authorized personnel. Coordinates activities of fire-fighting and law enforcement personnel at the emergency scene. Directs subordinate employees at the scene and participates in fighting fires, handling hazardous materials, performing search and rescue operations, providing emergency medical services, performing salvage and overhaul operations, and any other related duties.

Provides for the needs of subordinates and other emergency personnel at the scene. Administers emergency medical care to the sick or injured and provides advanced life support services to patients. Administers medications at the emergency scene, documents the effects of medication

and keeps a comprehensive drug history on the patient. Operates and interprets monitors and other equipment during emergency medical services.

Observes and responds to changes in fire ground conditions and recognizes internal and external fire exposures. Uses appropriate fire extinguisher to contain fires, and applies appropriate fire streams and agents for the most effective fire extinguishment. With the use of appropriate tools and proper techniques, performs search and rescue and forcible entry operations in order to locate and remove trapped victims from endangered spaces during a fire. Directs emergency scene operations, assumes incident command and serves as fire safety officer at the scene until relieved of command by a superior officer. Testifies in court when needed.

Drives, operates, and inspects fire apparatus. Conducts required tests of fire apparatus and equipment. Drives emergency medical vehicles to and from the scene of a fire or other emergencies. Performs ladder, ventilation, hose, pumper, and truck operations, and operates self-containing breathing apparatus for protection from hazardous environments. Provides for standpipe system support operations. Utilizes covers, chutes or other devices to perform salvage operations in order to protect civilian and fire department property. Performs overhaul operations in order to complete fire extinguishment by locating hot spots and hidden fires. Identifies hazardous materials and directs or assists in the handling of hazardous materials incidents.

Inspects fire apparatus for proper placement and maintenance of tools. Performs or directs subordinates to perform daily radio checks. Inspects station house, buildings, and facilities to ensure compliance with departmental standards. Inspects schools and other educational facilities and conducts fire drills. Reports fire hazards and safety violations to the appropriate authority.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required and reports or receives reports about any issues with fire department property. Compiles data and writes reports. Recommends changes in department operations that will improve ISO/PIAL ratings for the district. Prepares NFIRS reports. Coordinates the work of the department with related agencies and assists or provides any needed information.

Performs related duties as assigned.

### **QUALIFICATIONS 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.

Must have a valid Louisiana driver's license.

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 have served as a regular and permanent employee in the class of Fire Lieutenant for at least two (2) years immediately preceding closing date for application to the board.

Must possess certification as Emergency Medical Responder.

Fire Captain LV

Original Adoption: 05-15-18

Revision Dates: 08-23-21

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duties of which are overseeing department training, fire ground operation and emergency scene command, fire prevention, and supervising the operations of the fire department on an assigned shift. An employee of this class may be required to assist in the performance of the duties of the Fire Chief in the Chief's absence. Employees of this class work with some supervision, 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.

Recommends management policies, goals, and objectives for consideration by a superior officer. Participates in the research and planning for programs and activities of the department, and determines how the department should be organized, including number of operating units and distribution of such units. Conducts inspections of various divisions of the department and observes department operations, evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Participates in developing a personnel recruitment and selection program. Interviews prospective employees and assists with recommendations for hiring. Supervises subordinate department employees by assigning duty areas; reviewing written reports; providing assistance in technical areas of work; counseling employees who are experiencing work problems; resolving employee complaints and grievances; writing employee evaluation reports; overseeing, evaluating, and discussing work performance. Discusses work performance of subordinates with superiors. Supervises positions comprising fire suppression classifications, such as Firefighter, Fire Driver, Fire Captain, and supervises those that perform fire prevention, fire department training and fire service support. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Assists with maintaining discipline by counseling or recommending disciplinary action. 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. Manages all fire department operations on one shift.

Participates in the planning and organizing of departmental operations which includes personnel, equipment, and apparatus. Recommends needed policy statements or policy changes for the fire department based on data from polls and surveys and recommends changes in order to obtain favorable ISO ratings. 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. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Answers questions for

the public about operation of the fire department or any related areas of emergency services, and coordinates special projects related to the image of the fire department. 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. Conducts tours of department facilities for school or civic groups.

Monitors and evaluates local conditions which may become fire or safety hazards and directs the inspection of buildings to determine the existence of potential fire hazards. Enforces fire prevention codes, such as safety regulations for public assemblies, for the handling and storage of combustible materials, or for the use of flammable liquids and explosives. Assists with reviews of blueprints for new construction and makes recommendations concerning such plans. 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. 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. Secures the fire scene to prevent removal or damage of evidence of suspected arson and testifies in court when required.

Supervises subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties. Keeps informed on modern firefighting methods and administrative practices and responds to alarms or emergency calls for which the department is answerable. 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. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency and assists with the needs of firefighting and other emergency personnel. Maintains communications between the fire scene and other authorized personnel by operating communications equipment. Directs rescue operations, forcible entry operation, ventilation operation, nozzle and hose handling operation, protection of exposures operation, fire extinguishment and pump operation, salvage and overhaul operations, first aid and CPR operations, and emergency medical services operations at the emergency scene. Directs use of water supplies sprinkler and standpipe systems at the emergency scene, and personally acts as part of the fire attack team. Takes charge of all safety procedures at the scene of an emergency.

Participates in a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides informal or "on-the-job" training for new employees, and regular employee training at all levels within the department. Evaluates training needs and assists with providing department training or outside training to meet the needs. Personally, trains personnel by conducting training in the classroom and drills and evolutions. Conducts training in basic firefighting, hydraulics, pump operation, driving fire equipment, nozzle and hose handling, breathing apparatus, rescue, first aid and CPR, pre-fire planning, fire extinguishers, forcible entry, fire streams, ladders and ventilation, salvage and overhaul, fire attack, supervision and safety, inspection and investigation, water supplies, sprinkler and standpipe systems, and firefighting apparatus, tools, and equipment. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Purchases equipment and supplies, keeping such purchases within the established budget. Aids with the maintenance of inventory of supplies and equipment and distributes supplies and equipment to department personnel as required. Supervises the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations and grounds, communications equipment and any other specialized equipment owned, and other related property owned and operated by the fire department. Supervises department employees by inspecting the appearance of assigned equipment and subordinate personnel and directs the testing of equipment; assures that equipment meets all applicable standards. 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. Participates in the investigation of all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. Arranges for and inspects repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel.

Provides for the maintenance of all department records such as personnel records, records of activity, inventory records, or any others which may be required, and completes any forms and records assigned. Supervises 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. Compiles and organizes data needed for reports and prepares LFIRS reports. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

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 and of legal age.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding closing date for application to the board.

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.

Assistant Fire Chief LV Original Adoption: 05-15-18 Revision Dates:
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# DEPUTY FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position, the primary duty of which is the supervision of the departmental operations and fire department personnel. Under the direction of the Fire Chief, an employee of this class sets and recommends policies, goals and objectives for the department. The Deputy Fire Chief assists the Fire Chief with supervision of positions in the fire suppression classifications, plans and organizes departmental operations, and makes decisions concerning department records. The Deputy Fire Chief has the authority to work without supervision and performs special tasks assigned with general instruction 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 all department operations, sets and recommends policies, goals and objectives for the department, and performs duties of the Fire Chief in the absence of the Chief. Participates in the planning of programs and activities of the department, and determines how the department should be organized, including number of operating units and distribution of such units. Conducts inspections of various department divisions and observes department operations. After inspections, evaluates the effectiveness of the various divisions and takes appropriate action to improve problem areas. Recommends changes in department operations that will help obtain favorable ISO ratings. Helps to develop a personnel recruitment and selection program and interviews and makes hiring recommendations for prospective employees. Keeps promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law. Plans and organizes departmental operations having to do with personnel or equipment and apparatus. Researches the best methods of handling specific task of the department, such as testing fire hydrants, and sees that such jobs are either contracted or assigned to qualified department personnel. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Following repairs, inspects equipment, property, or operating systems to see that repairs were properly accomplished. Prepares specifications for public bids and oversees the bidding process. Meets with the sales representative to review products and orders and maintains an inventory of supplies and equipment. Writes specifications for new fire department equipment and distributes supplies and equipment to department personnel as required. Makes recommendation on major purchases for the department.

Manages the accounting for the money and assets of the entire department and assigned function of the department. Assists in the preparation of the department's entire operating budget by helping compile and organize the data and handles budget preparation for one assigned division. Gathers information to be used in compiling budgets and prepares and submits an operating budget for the entire department. Prepares estimated expenditure and revenue,

and authorizes expenditure of funds, making sure that such expenditures are in accordance with the established budget. independently

Holds meeting with department personnel to receive reports and disseminate information. Supervises subordinates by inspecting appearance of assigned equipment, assigning work areas, overseeing and evaluating work performance, reviewing written reports, discussing work performance, and providing assistance with technical areas of work. Assigns work schedules, approves leave, discusses subordinate's performance with superiors, resolves employee grievances, counsels employees with work problems, and writes employee evaluation reports. Investigates complaints against departmental personnel and formulates recommendations for action to be taken. 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 recommending disciplinary action against subordinates, or by taking any other action deemed necessary.

Conducts polls and surveys on questions relating to the fire service used in setting goals for the public relations program, and organizes and analyzes data from polls, surveys, or information gathering devices. Recommends needed policy changes for the department based on data from polls and surveys. To stay informed on modern firefighting methods and administrative practices, participates in conferences, conventions, and other educational meetings. Reviews and studies existing or proposed laws, regulations, ordinances and legislation, researches the implications of such legislation, seeks expert opinion on the intent and effect to formulate department position statements. When attending meetings required by the local governing authority, gives reports, offers advice, makes recommendations that may affect the fire service. Works with boards and agencies, such as retirement boards, supplemental pay boards, or firefighter training agencies, whose rules and operations affect the careers of department employees or the work of the department. Acts as department representative to the news media, releasing information about the operation of the department, and reads and decides what type of action should be taken in reply. Coordinates the department's work with related federal, state, and local agencies, releasing information and giving assistance when needed, and coordinates projects related to the image of the department. Conducts tours of the facilities and 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. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

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. Tests or directs the testing of equipment; assures that equipment meets all applicable federal, state, and local standards. Investigates all accidents involving equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. Investigates the circumstances of fires occurring within the jurisdiction, especially those suspected to be the acts of an arsonist. Secures the fire scene to prevent removal or damage of evidence of suspected arson and collects and labels evidence of suspected arson. Testifies in court when required.



Develops a training program for the department and sees that such program is properly staffed and supplied with training resources and provides training at all levels for regular employees by evaluating training needs and providing department training or outside training to meet those needs. Oversees training in the classroom, at drills and evolutions, or “on-the-job” training for new employees. Supervises and conducts training in basic firefighting, hydraulics, pump operations, driving fire equipment, nozzle and hose handling, breathing apparatus, rescue, first aid, CPR, EMS, pre-fire planning, fire extinguishers, forcible entry, fire streams, ladders, ventilation, salvage and overhaul, fire attack, supervision, hazardous materials, firefighting apparatus, tools, and equipment, inspection, investigation, sprinkler and standpipe systems, water supplies, and safety.

Makes decisions concerning what information should be included in all records of the department and its format. Provides for the maintenance of all department records such as personnel records, records of activity, inventory records, or any others which may be required, and supervises a subordinate’s preparation and maintenance of the records and reports of an assigned division by periodically inspecting systems and facilities. Personally, completes any forms and records assigned, and prepares payroll records and LFIRS reports. Compiles and organizes data needed for reports and writes reports with the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Writes grants and special funds, newspaper articles for publication and letters responding to written or oral requests to the fire department.

Responds to all designated alarms or emergency calls, either in person or through a designated subordinate. Supervises subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties. Performs and oversees 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. Directs rescue operations, forcible entry operations, ventilation operation, nozzle and hose handling operations, protection of exposures operations, fire extinguishment and pump operations at the emergency scene. Takes charge of all safety procedures at the scene of an emergency, and delegates authority to subordinates for effective operations as allowed by law. Acts as a coordinator and provides for the needs of firefighting and other emergency personnel at the scene of an emergency. Maintains and relays communication between the fire scene and other authorized personnel by operating equipment and calling for assistance when needed. Personally, acts as part of the fire attack team.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards, and monitors and evaluates local conditions which may become fire or safety hazards. Recommends additional and enforces existing codes, such as safety regulations for public assemblies, for the handling and storage of combustible materials, or for the use of flammable liquids and explosives. 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. Reviews blueprints for new construction and makes reports or recommendations concerning such plans.

**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 Assistant Fire Chief for at least four (4) years immediately preceding closing date for application to the board.

Must possess a valid driver's license.

Deputy Fire Chief LV Original Adoption: 05-15-18 Revision Dates:
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# 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 employee of this class manages and develops policies, procedures and objectives for the department, prepares fiscal information for the operating budget for the department, oversees the information management system, ensures the department is compliant with federal, state, and local agencies, determines employee performance standards, develops and implements an emergency management system for the jurisdiction, and establishes a system over line and staff personnel. The Fire Chief also regulates the purchase of equipment and supplies and manages fireground operations. This class works independently, reporting to the Livingston Parish Fire Protection District No. 5 Fire Board of Commissioners.

## **EXAMPLES OF WORK**

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

Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure with functional and territorial divisions that provide the best utilization of available resources. Oversees the organization of personnel management functions of the department by creating efficient work cycles. Manages 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. Writes proposals for new legislation and reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations to determine if changes are needed or to develop policy statements to be used by the fire department. Testifies on proposed legislation as required. Monitors any local conditions which may create situations the department may be called upon to handle. Manages the development of methods used to evaluate productivity and utilizes these methods to evaluate departmental programs and procedures. Identifies target areas for improvement in productivity or effectiveness; develops and initiates programs and procedures to improve the quality and effectiveness of service in these areas.

Supervises and writes requests for grants and special funding for the department. Manages the expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget; reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates. Regulates the purchases and maintenance of

equipment and supplies and govern use of the communications system. Obtains repair estimates, inspects property after repairs, and develops specification on new equipment. Maintains and manages proficiency of equipment and apparatus through practice and attend courses and meetings to obtain and maintain certifications and knowledge.

Oversees and utilizes a system of information management designed to organize and process information. Establishes policy concerning what information should be included in all records of the department. Collects data from department records, legislative and legal data, or other recognized authorities, to be used in making management decisions and for planning purposes. Analyzes and organizes data so that it can be used for planning and problem solving. Completes all necessary forms and records and composes and reviews letters written in response to written or oral requests to the department.

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. Monitors the results of the risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and makes changes in procedures to avoid future accidents. Oversees a safety program for the department and implements a report review system to be used as an inspection process for analyzing the quality of fire service. Provides for outside audits when they are needed by locating professional fire protection and prevention consultants and entering into contracts for services.

Oversees the development of a personnel recruitment and selection program in accordance with federal EEO standards to ensure that the department can maintain a qualified staff. Manages the hiring process, provides hiring recommendations, ensures promotional eligibility lists are properly maintained, and makes or recommends promotions, in accordance with civil service law. 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. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or assignment for specialized training. Assists in the development of and administers 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. Ensures a balance of meeting employee needs without jeopardizing organizational goals. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints. Prepares for and participates in collective bargaining efforts to negotiate contracts and agreements with employee labor unions.

Establishes and manages systems of line personnel and staff personnel inspections to exercise control through the processes of observation and review by supervisory personnel who have direct responsibility for a particular function or activity and by providing detailed observation and analysis of department procedures and practices. Manages and outlines duties for subordinates through task priorities, long term goals, and meetings. Monitors work production, reviews reports, evaluates work performance and adjusts schedules to meet the needs of the

department. Supports and motivates career development, upholds discipline, and manages and evaluates training needs through internal and external training. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, to remove any unfit personnel and to correct procedural problems.

Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication and promotes positive public images of the department. Ensures that work of the department coordinates with related federal, state, and local agencies. Serves as official department representative at any required meetings and to the news media. Makes speeches before school or civic groups and oversees lectures, talks, or demonstrations on fire prevention or related fire protection topics. Develops a public education program, provides instructional material for a target area in the community, and manages public grievances.

Contrives and implements an emergency management system based on assessments and potential hazards within the jurisdiction. Manages the fireground operations and oversees command staff responsible for various operations. Directs the department in situations regarding hazardous materials or special tactical situations, and implements effective communication procedures during multiple emergencies, disasters and fireground operations. Regulates and develops the availability of supplies, proper training of staff, and review of work for programs including fire inspection, fire investigations, pre-fire planning, and rapid care relief to persons with injuries.

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 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 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 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 LV

Original Adoption: 05-15-18

Revision Dates: