

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**OUACHITA PARISH FIRE PROTECTION DISTRICT #1 (WEST MONROE)**

**Contents**

**OCCUPATIONAL INDEX TO CLASSES ..... 2**

**FIRE SERVICE ..... 3**

FIREFIGHTER ..... 3

FIRE DRIVER ..... 5

FIRE CAPTAIN ..... 7

DISTRICT FIRE CHIEF ..... 9

DEPUTY FIRE CHIEF ..... 11

FIRE CHIEF ..... 13

FIRE PREVENTION OFFICER ..... 17

CHIEF OF FIRE PREVENTION ..... 20

FIRE TRAINING OFFICER ..... 23

CHIEF FIRE TRAINING OFFICER ..... 25

EMERGENCY MEDICAL SERVICES OFFICER ..... 27

FIRE COMMUNICATIONS OFFICER I ..... 30

FIRE COMMUNICATIONS OFFICER II ..... 33

CHIEF FIRE COMMUNICATIONS OFFICER ..... 36

FIRE SERVICES AND SUPPLY TECHNICIAN ..... 39

AUTOMOTIVE MECHANIC ..... 42

AUTOMOTIVE MECHANIC II ..... 44

AUTOMOTIVE MECHANIC SUPERVISOR ..... 47

INFORMATION TECHNOLOGY SPECIALIST ..... 49

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF ..... 52

SECRETARY TO THE FIRE CHIEF ..... 55

FIRE RECORDS CLERK ..... 57

CHIEF OF ADMINISTRATION ..... 59

# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### OUACHITA PARISH FIRE PROTECTION DISTRICT #1 (WEST MONROE)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER \*  
FIRE DRIVER \*\*  
FIRE CAPTAIN \*\*  
DISTRICT FIRE CHIEF \*\*  
DEPUTY FIRE CHIEF \*\*  
FIRE CHIEF \*

##### LINE SUPPORT CLASSES

FIRE PREVENTION OFFICER \*  
CHIEF OF FIRE PREVENTION \*\*

FIRE TRAINING OFFICER \*  
CHIEF FIRE TRAINING OFFICER \*\*

EMERGENCY MEDICAL SERVICES OFFICER \*

FIRE COMMUNICATIONS OFFICER I\*  
FIRE COMMUNICATIONS OFFICER II\*\*  
CHIEF FIRE COMMUNICATIONS OFFICER \*\*

FIRE SERVICES AND SUPPLY TECHNICIAN \*

AUTOMOTIVE MECHANIC \*  
AUTOMOTIVE MECHANIC II \*\*  
AUTOMOTIVE MECHANIC SUPERVISOR \*\*

INFORMATION TECHNOLOGY SPECIALIST\*

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF\*  
SECRETARY TO THE FIRE CHIEF \*  
FIRE RECORDS CLERK \*  
CHIEF OF ADMINISTRATION\*

\*Competitive class \*\*Promotional class

OF Index

Original Adoption: 03-15-66

Revision Dates: 10-21-66, 09-06-67, 08-15-68, 11-01-72, 11-30-76, 09-19-77, 11-28-77,  
04-28-78, 12-17-79, 12-15-83, 06-26-84, 03-29-88, 09-27-90, 09-26-94,  
10-23-96, 12-13-01, 10-02-03, 05-24-05, 08-10-07, 04-17-09, 05-23-19,  
01-27-22, 01-25-24, 05-02-24, 11-21-24

# **FIRE SERVICE**

## **FIREFIGHTER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter comprises entrance level positions in the firefighting division of fire department operations. Employees of this class primarily receive training for tasks such as controlling and extinguishing fires, performing rescue work, and maintaining fire department equipment, building, and grounds. Such training may consist of formal classroom study and/or drill sessions, as well as closely supervised on-the-job experience. Employees of this class are supervised by fire captains and this class ranks directly below that of Fire Driver.

### **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.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

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

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

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

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

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties. Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 not be less than eighteen (18) years of age.

Must possess a valid driver's license.

Firefighter OF

Original Adoption: 03-15-66

Revision Dates: 08-30-73, 11-30-76, 12-15-83, 01-12-88, 12-13-01, 03-22-06, 04-17-09,  
09-02-15, 04-12-18

# FIRE DRIVER

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

Drive and operate fire department vehicle and apparatus; extinguish and prevent spread of fires; routine maintenance and custodial work on departmental vehicle, equipment, stations, and grounds, and related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

Work involves skilled and hazardous performances in driving, tillering, and operating departmental vehicles and equipment; also, in firefighting and lifesaving activities, when not engaged in pumping operations at the scene of a fire. The work is performed under the supervision of a superior. This class ranks immediately below that of 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.

Drive or tiller fire machine to and from fire, as directed; drive other motor driven equipment by special order or permission;

Lay and connect hose lines;

Operate pump at fire, as required by employing principles of hydraulics;

Perform general firefighting and lifesaving work at scene of fire when not engaged in pump operations;

Clean and maintain fire apparatus for instant use, dry hose, reload machines with dry hose, refill fire extinguishers and booster tanks, clean station, cut grass and keep premises neat and tidy;

Learn and practice new methods.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 Louisiana Driver's License.

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

Fire Driver OF

Original Adoption: 10-21-66

Revision Dates: 01-30-76, 12-15-83, 07-23-93, 12-13-01, 03-22-06, 04-17-09

# FIRE CAPTAIN

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

Direct activities of a fire company, perform fire prevention work; train and drill other employees in standardized methods of firefighting, use of equipment, fire prevention, hazard material awareness, and first aid; and related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees of this class perform generally all phases of work attached to the class, provided, however, any one or more of the phases or general duties may be assigned for specialized performance to any of the various employees of the class. Each phase of work carries with it its own individual responsibilities and personal hazards. The work involves both supervisory and non-supervisory duties and is performed immediately below that of District 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.

Respond to all fire alarms and emergency calls, assigned to his company, receive all information from dispatcher, select route for driver to follow to scene of fire, size up fire and direct him either to lay hose line or proceed to fire.

Drive apparatus when directed to do so;

Supervise hazardous material incident initial response as material identification, hazard abatement, public safety until relieved by a superior.

Direct and assist in work of subordinates at scene of fire and at station, unless command is assumed by a superior;

Inspect property at scene of fire to prevent re-ignition;

Inspect apparatus and equipment, grounds, and station to insure proper order and conditions and that fire apparatus is at all times ready for instant use;

Perform minor clerical work, such as making reports on fires, personnel activities of company, and the preparation of requisitions for supplies, etc.;

Inspect public buildings, business, hospitals, schools, and places of public gatherings under the special direction of the chief for the purpose of detecting fire hazards of conditions which are otherwise hazardous to life or property; make fire prevention talks to school children and other civilian groups;

Prepare and conduct employee training courses, using lectures, practical performance demonstration, and test methods of teaching.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 Louisiana Driver's License.

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

Fire Captain OF

Original Adoption: 10-21-66

Revision Dates: 04-28-78, 12-15-83, 09-27-90, 07-23-93, 12-13-01, 03-22-06, 04-17-09



# DISTRICT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary duty of which is the management of all fire suppression activities in an assigned district on one shift. Employees of this class supervise the operation of all fire stations in their respective districts, direct emergency scene operations until relieved by a superior officer, assist in employee training, and supervise maintenance of assigned equipment and property. Work of this class is performed primarily independently with work reviewed by a 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.

Manages all fire suppression operations in an assigned district on one shift. Conducts inspections of the assigned district and observes operations. Plans and organizes use of equipment and apparatus within the district.

Acts as department representative to the news media. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Represents the professional/responsive image of the Fire Department to the public. Coordinates special public relations projects to improve the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in firefighting/hazardous material efforts, when required.

Supervises subordinate employees at the scene of a fire or emergency until relieved by a superior officer and directs emergency scene operations including size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, overseeing safety procedures, and providing for emergency medical attention. Maintains fire ground communications.

Supervises subordinate employees and other emergency response personnel at hazardous material incidents until relieved by a superior officer and directs hazardous material incident scene operations including material identification, material stabilization, hazard abatement, and overseeing safety procedures for civilian and fire personnel.

Supervises and assigns the work of subordinates in the assigned district. Holds monthly safety meetings; inspects personnel, stations, equipment, apparatus, and reports of each company within an assigned district to assure compliance with established regulations, methods, and policies.

Evaluates the work performance of subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline.

Collects information for pre-fire planning of business or public assembly located within the district and becoming familiar with all area features which might become important in a fire or emergency situation.

Conducts multi-company exercises in his district including water relay, pumper relay, water shuttle, drafting, truck company operations, and engine company operations.

Investigates the causes, origins, and circumstances of all fires occurring within the district. Provides for the security of the fire scene to prevent damage or removal of evidence. Collects and labels evidence of possible arson and assists arson investigation personnel. Testifies in court when required.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 Louisiana Driver's License.

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

District Fire Chief OF

Original Adoption: 04-28-78

Revision Dates: 09-27-90, 07-23-94, 12-13-01, 03-22-06, 04-17-09

# DEPUTY FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary duty of which is the management of all fire suppression activities on an assigned shift. Employees of this class also assist the Fire Chief in overseeing all department operations and may be assigned to perform the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief directs and supervises work of the District Fire Chiefs on an assigned shift, provides for care and maintenance of equipment and property, oversees the preparation and maintenance of all department records for that shift, and directs emergency scene activities until relieved by the Fire Chief. Employees of this class report to and have 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 the fire department in the absence of the Fire Chief. Manages the operation of an assigned shift, including all fire suppression and support activities on that shift. Assists in setting management policies, goals, and objectives for the department. Conducts inspections of department operations, evaluates the effectiveness of operations, and takes appropriate action to correct or improve problem areas. Assists in the investigation of all accidents involving department equipment.

Oversees the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Assists in arranging for repairs and maintenance and inspects equipment, property, or operating systems after repairs to see that these were properly accomplished.

Assists in making decisions concerning what information should be included in all records of the department and in determining the form in which this information should be kept. Supervises the preparation and maintenance of the records and reports of an assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping records.

Supervises the work of subordinates on an assigned shift. Holds meeting with subordinate personnel for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Evaluates the work performance of subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems.

Supervises subordinate employees at the scene of a fire or emergency until relieved by the Fire Chief and directs emergency scene operations including size-up, rescue, forcible entry, ventilation, fire extinguishment, pump operations, salvage and overhaul, overseeing safety

procedures, and providing for emergency medical attention. Maintains fire ground communications.

Supervises subordinate employees and other emergency response personnel at hazardous material incidents until relieved by the Fire Chief and directs hazardous material incident scene operations including material identification, material stabilization, hazard abatement, and overseeing safety procedures for civilian and fire personnel.

Conducts multi-company exercises including water relay, pumper relay, water shuttle, drafting, truck company operations, and engine company operations.

Investigates the causes, origins, and circumstances of all fires occurring within the parish. Provides for the security of the fire scene to prevent damage or removal of evidence and assists arson investigation personnel.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 Louisiana Driver's License.

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

Deputy Fire Chief OF

Original Adoption: 10-21-66

Revision Dates: 04-28-78, 09-27-90, 07-23-93, 12-13-01, 03-22-06, 04-17-09

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of head of all fire department operations. The Fire Chief performs administrative and supervisory duties as well as fire suppression and emergency rescue duties. The Fire Chief sets management policies, goals, and objectives for the department, attends meetings in his capacity of head of fire department operations, and oversees the performance of fire prevention duties. The Fire Chief works independently, reporting to and having work reviewed by the Police Jury.

## **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. Organizes the department by creating a structure that will best utilize available resources in providing fire protection services for the community. Develops management policies, goals, and objectives for the department. Develops and implements methods to evaluate productivity or effectiveness of departmental programs and procedures, identifies target areas for improvement, and initiates procedures to improve the quality and effectiveness of service in these areas. Monitors any local conditions which may create situations the department may be called upon to handle. Attends conferences, conventions, and other educational meetings to keep informed on modern firefighting methods and administrative practices. Reviews departmental records, existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations to determine if changes in department procedures are needed. Testifies on proposed legislation. Reviews incoming communications, making assignments to staff and routing work to the appropriate person or location. Provides for the negotiation and enforcement of union contract provisions and for the continued operation of the department in the event of breakdown or failure of negotiations. Provides for outside audits when they are needed.

Organizes the personnel management functions of the fire department by creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expense. Develops a personnel recruitment and selection program, interviews prospective employees, maintains promotional eligibility lists, and makes recommendations for hiring or promotion. Determines performance standards for department personnel; establishes and implements procedures and system by which personnel performance may be evaluated; and uses information developed to make decisions concerning job retention, assignment rotation, or assignment for specialized training. Assists in the development and administration of a comprehensive personnel plan providing for employee compensation and benefits, including salary, health care, retirement, and fringe benefits offered by the department. Establishes and maintains a system of line and staff inspections through the processes of observation and report review. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops a procedure for employee grievance resolutions. Develops a safety program and a risk management program for the

department, and investigates all accidents or injuries involving departmental equipment and personnel in order to make necessary changes in procedure to avoid future accidents.

Oversees the supervision of subordinate personnel. Holds formal meetings for the purpose of receiving information and disseminating information. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, including setting task priorities and long-term goals. Sets work schedules and approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies and acts as official department representative to the news media and at any required meetings. Writes public service announcements, letters, or other official correspondence needed to address the needs of the fire department. Handles complaints from the public concerning fire department operations and procedures. Determines target areas for fire prevention or public education efforts and oversees the development of a public education program to satisfy those needs. Writes speeches and structure demonstrations on fire prevention or related topics to be delivered personally or used by assigned department members in the public education program.

Develops and implements an emergency management system. Directs and controls fireground operations, including task assignments, strategy, and communications. Directs and monitors intermediate command staff members who are responsible for various aspects of the operation. Develops and maintains a system to provide for organized, rapid care to injured or ill persons. Oversees and directs operations to rescue persons from life threatening situations. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Serves as an instructor for formal classroom training, provides on-the-job training for department members, and provides for outside instruction to meet any training not available in the departmental training program. Attends training courses to acquire or maintain certification in firefighting, emergency medical operations, or other related areas as required by the governing authority.

Directs programs of pre-fire planning and fire investigations. Oversees the inspections of buildings to determine the existence of potential fire hazards. Conducts fire drills for businesses, educational, and assembly occupancies, and oversees fire safety in public assembly occupancies at major public events. Reviews building plans to identify potential problems related to fire protection.

Manages the operation of the general accounting system for the department. Authorizes the expenditure of funds allocated for departmental operation, making sure such expenditures are in accordance with the budget. Prepares and submits a departmental operating budget to the proper authority. Locates grants available for fire protection and prevention projects, writes grant requests, and administers grant-funded projects.

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 all records of the department and in what form and for how long this information should be retained. Supervises the preparation and maintenance of department records and reports by reviewing records and reports completed by subordinates and by periodically inspecting record-keeping systems and facilities. Personally, completes all forms, records, and reports required.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Oversees the process of maintaining an inventory of supplies and equipment for the department. Provides for needed repairs and the inspection of equipment or property after repairs. Prepares and evaluates specifications for products to be purchased, and purchases equipment and supplies in the manner provided by lawful authority.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United State, 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 other related curriculum and at least six (6) years of progressively responsible experience with a full-time professional fire department 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 experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

#### **OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience with a full-time professional fire department 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 experience in

fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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 ten (10) years of progressively responsible experience with a full-time professional fire department in full-time fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief OF

Original Adoption: 03-15-66

Revision Dates: 12-15-83, 09-27-90, 12-13-01, 03-22-06, 04-17-09, 09-02-15, 04-12-18  
01-27-22



# FIRE PREVENTION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF CLASS**

This class encompasses positions in the support services of fire department operations, the major duties of which are enforcing fire codes and ordinances, conducting fire inspections and re-inspections when indicated, inspecting structures while under construction to insure compliance with fire codes, providing for public fire education by speaking at schools and meetings of civic groups, and keeping all required records of fire prevention activities for the department. The fire prevention officer also investigates the causes, origins, and circumstances of all suspicious fire within the district. This class is non-supervisory in nature; the fire prevention officer performs routine duties independently and performs special tasks with general instruction from a superior officer. The fire prevention officer reports to and has work reviewed by the Chief of Fire Prevention.

## **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.

Enforces fire prevention codes and ordinances; inspects businesses, schools, institutional buildings, factories or warehouses, or other sites to determine the existence of potential fire or safety hazards; makes recommendations for correction of fire hazards.

Reinspects buildings where violations of fire codes occurred.

Takes complaints on possible violations of fire codes and follows-up in accordance with departmental policy.

Inspects structures while they are under construction to see that construction complies with fire codes.

Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans.

Investigates the causes, origins, and circumstances of all fire occurring within the jurisdiction, especially those of unknown or suspicious origin; talks with firefighting personnel at the scene concerning details of fire; performs all duties at the scene to determine the cause and origin including the identification, collection, and labeling of evidence. Makes arrests, interview any suspect, and execute warrants as needed, with submission of all reports to the District Attorney's office.

May carry firearms in the performance of arson related duties.

Monitors and evaluates local conditions which may become fire or safety hazards; recommends changes in department operations that will help the district to obtain favorable ISO ratings.

Reviews and processes incoming communications for the fire prevention division; prepares an operating budget for the division; prepares all required forms and records and supervises the maintenance of division records.

Plans public education programs for the department; gives lectures, talks, or demonstrations on fire prevention subjects to schools, clubs, or other organized groups; answers inquiries about fire prevention services.

Coordinates the annual fire department companies, pre-fire planning and inspections of businesses.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. 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 have at least three (3) years of experience with a paid fire department in fire service positions performing fire suppression or fire inspection duties, or duties in some related area of operations which would afford a background in fire codes and inspection procedures.

Fire Prevention Officer OF

Original Adoption: 09-27-90

Revision Dates: 09-15-92, 12-13-01, 03-22-06, 04-17-09, 09-02-15, 04-12-18

# CHIEF OF FIRE PREVENTION

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises a responsible supervisory and administrative position, the major duty of which includes the organization and direction of the Fire Prevention Division of the fire department. The employee of this class supervises Fire Prevention Officers and is responsible for managing all operations of the Fire Prevention Division. The Chief of Fire Prevention performs duties such as investigating and determining the cause of fires in the area, recommending changes in department operations that will help the jurisdiction improve PIAL ratings, monitoring and evaluating local conditions which may become fire or safety hazards, evaluating new laws and regulations relating to fire prevention and setting goals and objectives for the division. The Chief of Fire Prevention has the authority to work with a high level of independence, reporting to and having work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operations of the Fire Prevention Division, organizing the division and making decisions concerning use of equipment and deployment of personnel. Inspects and evaluates the effectiveness of division operations, taking appropriate action to correct problem areas. Conducts research and oversees the planning for programs and activities of the division. Recommends management policies and objectives relating to fire prevention.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties and sets priorities and long-term goals for subordinates. Alters and assigns work spaces and provides subordinates with the supplies and resources needed. Takes necessary action to control safety hazards. Sets work schedules and approves leave making sure that sufficient personnel are available to meet staffing requirements. Inspects the appearance of department equipment and subordinate personnel to ensure these meet departmental standards. Evaluates the work performance of subordinates and writes employee evaluation reports.

Performs and supervises the investigation of structure and vehicle fires in the area, determining the causes of such fires. Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Examines the interior, exterior and the surrounding area of the fire structure in order to identify the heat source and the combustible materials. Searches for, identifies, and collects evidence of possible arson in order to preserve evidence for analysis and to protect the chain of custody for later use in court. Makes sketches and diagrams of the interior and exterior of the building to be used in evaluations. Observes and takes notes regarding condition of doors and windows, signs of forced entry, burn and smoke patterns, charring and scorching, fire extension, low burns, points of fire entry, footprints or articles found outside the structure and indicators of accelerant use. Takes photographs of the interior and exterior of the burned structure to provide an accurate record of the extent of involvement of the fire. Collects

information concerning the fire structure, its contents, its occupancy, circumstances that may have been noted before or during the fire and possible arson suspects by interviewing firefighters, witnesses and other logical sources. Using the evidence collected, determines whether the fire was the result of natural causes, carelessness, or arson.

Works with appropriate agencies to apply for, secure and execute arrest and search warrants or obtain a signed consent to search form from the owner or occupant of a burned building. Interrogates suspects after having informed them of their rights and evaluates responses in order to obtain facts about a crime, identify the perpetrator and substantiate a court prosecution. Communicates with the public prosecutor's office and other law enforcement or arson investigation agencies to exchange information about pending cases. Provides information to victims and witnesses about court presentation of a case including proper courtroom demeanor and the appropriate procedures to follow in court testimony. Assists in preparing for court testimony by reviewing the laws of evidence and all relevant information about the case, when needed. Testifies in court when required.

Receives and processes complaints from the public on hazards or possible violations of fire codes. Conducts fire drills for business, educational and assembly occupancies as well as health care, industrial and correctional facilities. Develops fire prevention education curriculum by analyzing target audiences. 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. Prepares and delivers speeches and demonstrations on fire safety topics to be used in the public fire education program. Educates the public about fire hazards, providing information on fire dynamics and built-in fire protection as well as injury prevention and control. Writes and submits public service announcements and news releases on fire safety. Develops support for and evaluates the impact of the public fire education program.

Makes decisions and 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 notes as necessary in order to route work to the appropriate place or location. Reviews incident reports written by subordinates and fire suppression personnel to determine if jobs were completed effectively by division personnel. Receives and approves requests for the release of fire prevention records.

Compiles, organizes, and analyzes data needed, and writes reports for the documentation of division activities. Writes letters to handle problems or to address needs of the division. Completes fire investigation reports and any other forms and records assigned.

Reviews products with sales representatives and recommends purchases of equipment for use in the Fire Prevention Division. Maintains inventory of supplies and equipment for the division; orders and distributes supplies as needed. Manages the accounting of money and assets for the division. Prepares expenditure and revenue estimates and submits a divisional operating budget to the proper authority. Administers grant-funded projects, managing funds and assuring that conditions specified in the grant are met.

Participates in conferences and other educational meetings, and studies current literature to keep informed on modern fire prevention practices. Serves as division representative to the

news media and 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 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 Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer for at least two (2) years immediately preceding closing date for application to the board.

|   |
|---|
| Chief of Fire Prevention OF<br>Original Adoption: 04-17-09<br>Revision Dates: |
|---|

# FIRE TRAINING OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the major duties of which are the conducting of training classes in any required areas of fire suppression, fire prevention, or related fire department operations. Employees of this class prepare training material, keep required records, and produce any reports of training activities required by the department head. Training officers supervise department employees during training and any employees temporarily assigned to assist with training activities. They work independently in assigned areas with general supervision from the chief fire training officer who reviews and evaluates the work of this class.

## **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.

Conducts training classes at the drill field, at fire stations, in the classroom; prepares, administers, and grades training tests; prepares lesson plans; prepares training material;

Prepares reports of training activities for the fire chief; makes recommendations for improvements in the training program; writes other reports such as reports on training courses taught (lesson plans), recommendations for training program, other reports requiring narrative writing skills; keeps records required by the division head;

Attends training conferences and schools to keep informed on modern training methods and on modern fire department procedures and equipment;

Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program; maintains a library of training materials;

Gives talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organization, etc.;

Assists other departments or agencies in their training programs;  
Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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

Must have at least five (5) years' experience with a paid fire department in fire service positions performing firefighting or fire training duties.

Fire Training Officer OF

Original Adoption: 06-26-84

Revision Dates: 09-27-90, 12-13-01, 03-22-06, 04-17-09, 09-02-15, 04-12-18, 01-27-22



# CHIEF FIRE TRAINING OFFICER

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses position(s) in the support services of the fire department, the major duties of which are supervising and coordinating all training activities for the department, both those conducted by the department and those scheduled outside the department. Employees of this class are responsible for overseeing the work of subordinate training personnel and for supervising all other department employees when they are assigned to participate in training. The chief fire training officer sees that all necessary records and reports are produced and maintained, orders supplies and equipment for the division, assists the department head in preparing the budget by supplying information from the division, as well as personally conducting training classes and drills. Work is normally accomplished independently with advice from and review 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.

Schedules training for all department personnel; coordinates the movement of fire companies to and from all training activities; schedules schools and training courses outside the department for all department members; responds to fires to make notes and photographs for use in training; makes recommendations for improvements in the training program;

Keeps records and writes reports as required by the department head; files records and reports; reviews records and reports produced by subordinate training personnel; conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program;

Orders all supplies and equipment used in the training program and keeps records of such;

Assists in the preparations of the annual fire department budget;

Supervises all subordinate training division personnel and clerical personnel assigned to the training division;

Plans and/or carries out a recruitment program for the department;

Conducts training classes and drills; prepares, administers, and grades training tests; prepares lesson plans and training material;

Attends training conferences and schools to keep informed on modern training methods and on modern fire department procedures and equipment; maintains a library of training materials;

Gives, or assigns subordinates to give, talks, lectures, or demonstrations on fire department operations to schools, clubs, civic organizations, etc.; assists other departments or agencies in their training programs;

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid Louisiana Driver's License.

Must be a regular and permanent employee in the class of Fire Training Officer -OR- Emergency Medical Services Officer, immediately preceding the closing date for application to the board.

Chief Fire Training Officer OF

Original Adoption: 03-29-88

Revision Dates: 09-15-92, 12-13-01, 03-22-06, 04-17-09, 06-10-21

# EMERGENCY MEDICAL SERVICES OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position in fire department operations, the primary duties of which include assisting the Fire Chief in developing and monitoring programs, policies, and procedures for emergency medical services provided by the fire department. The Emergency Medical Services Officer reviews and evaluates emergency medical services in order to determine appropriateness of procedures, and to recommend changes as necessary. The incumbent in this class provides training in emergency medical services procedures and protocol and consults with physicians and other medical professionals to ensure that training procedures follow acceptable medical standards. The Emergency Medical Services Officer performs emergency medical services and may provide functional supervision over department personnel in order to provide emergency medical services at the emergency scene, or as necessary in the training environment. The Emergency Medical Services Officer performs the duties of the class with a high degree of independence, reporting to and having work reviewed by the Chief Fire Training Officer.

## **EXAMPLES OF WORK**

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

Manages the operation of the fire department's emergency medical services. Participates in setting departmental policies for administering emergency medical services. Conducts inspections and makes observations for improvements to emergency medical services operations. Plans and organizes emergency medical services operations with respect to equipment, apparatus, and personnel. Makes recommendations regarding equipment needs, placement of equipment, and personnel assignments. Investigates complaints regarding emergency medical services operations and formulates a recommendation for reply to the complaint or action to be taken. Keeps informed on modern methods of emergency medical work and any local conditions which the department may be called upon to handle. Attends all meetings required by the appointing authority to give reports, offer advice, make recommendations and keep informed on local trends that may affect emergency medical services. Coordinates emergency medical services activities with related federal, state, and local agencies.

Provides for and insures that accurate emergency medical services records are maintained. Supervises the preparation and maintenance of emergency medical services records and reports by reviewing records and periodically inspecting records systems and facilities. Determines what information should be included in these records and determines in what form this information should be kept. Reviews and responds to correspondence regarding emergency medical services operations. Personally, completes forms, reports, and records related to emergency medical services. Files records and reports as required. Compiles statistics such as average response times for use in records and reports.

Develops a training program to provide for regular employee training at all levels within the department in emergency medical procedures. Sets priorities for training. Consults with doctors and other professionals to see that all emergency medical services procedures are developed and maintained following acceptable medical procedures. Works with medical experts and training division personnel to develop and maintain treatment protocols, to critique field operations, and to approve training methods and medical equipment changes. Participates in training exercises to practice acquired skills and to learn new skills in the areas of emergency medical care and basic firefighting. Observes and evaluates emergency medical services personnel at the emergency scene in order to determine the need for additional training.

Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department using communications and medical equipment provided. Responds to fire or emergency calls to direct the operations of emergency medical personnel and use of medical equipment. Responds to hazardous materials incidents to take charge of all medical emergencies. Uses protective breathing apparatus at an emergency scene or in training situations. Directs operations at mass casualties and follows triage procedures.

Promotes public relations by informing the public of the necessity and methods of civilian cooperation in emergency medical service work, by means of talks, demonstrations, and the distribution of literature. Conducts workshops on emergency medical services for the general public, including first aid and CPR. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Conducts tours of department facilities for school or civic groups. Works with other public service agencies on projects of mutual concern. Serves as liaison between fire service medical operations and area hospitals, answering questions or performing any related duties required. Acts as a consultant for other emergency medical services in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or emergency medical efforts when required.

Provides functional supervision over personnel and equipment involving emergency medical services situations. Reviews emergency medical services reports written by employees in order to determine if they were completed correctly. Provides assistance to employees in technical areas of work. Evaluates and discusses performance of personnel in the delivery of emergency medical services and provides necessary coaching or counseling.

Provides for accounting of all funds assigned to emergency medical services operations and assists in the development and management of the operational budget. Authorizes expenditure of funds allocated to the emergency medical services operations. Provides for the purchase and storage of all needed supplies and equipment to be used in the department's emergency medical services operations. Meets with sales representatives to review products and make decisions on purchasing. Writes requests for grants or other special funds to supplement departmental emergency medical services operations.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must have at least five (5) years of experience as a full-time Firefighter with a paid fire department.

Must possess State of Louisiana certification as an Emergency Medical Technician-Paramedic.

Emergency Medical Services Officer OF

Original Adoption: 09-26-94

Revision Dates: 12-13-01, 05-24-05, 04-17-09, 09-02-15, 04-12-18, 06-10-21

# FIRE COMMUNICATIONS OFFICER I

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees in positions of this class perform entrance level work in operating communications equipment, keeping records, and other duties in the Communications Division of the fire department. Employees in the class of Fire Communications Officer I answer fire telephones, dispatch firefighting equipment, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Employees of this class are subject to deployment to active incident scenes in order to coordinate on-scene communications activities. Employees in the class of Fire Communications Officer I report to and have work reviewed by a Fire Communications Officer II. This class ranks directly below that of Fire Communications Officer II.

## **EXAMPLES OF WORK**

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

Answers emergency calls received by the fire department and obtains the most accurate information possible from the caller. Receives alarms on private alarm systems and follows procedure for dispatching these. Transmits information on the incident by telephone, radio or electronically through CAD system, and uses knowledge of geographic service area with CAD resources to dispatch units according to departmental procedures. Sounds fire alarm in all designated stations by using alarm bells or buzzers. Contacts the owner of a building where a fire is in progress. Sends companies to serve as back-up for stations from which all equipment is gone. Keeps track of the location and condition of each piece of firefighting equipment and firefighting crews at all times. Receives and transmits messages to and from the incident scene and to and from related department personnel. Takes requests for assistance from units and provides such following departmental procedures. Replies to requests for information and answers questions which come in by radio from emergency units, or refers to appropriate supervisor. Notifies specified fire officers, special units, designated agencies and groups of all working fires. Contacts the state police or other law enforcement agencies by telephone or radio to request or relay information. Contacts ambulance services, utility companies, mutual-aid firefighting companies and volunteer or off-duty firefighters for assistance at the fire scene or in emergencies, when necessary.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records and assembling necessary supplies and equipment. Logs on and off the computer at the beginning and end of each shift by using the appropriate computer command. Performs any tasks which are required to comply with FCC regulations. Records all calls on CAD system and/or paper logs to document dispatching activity. Operates special telecommunications equipment (TTY/VCO/HCO) to communicate with individuals who have visual, hearing, speech, or physical disabilities. Utilizes CAD to monitor the location and status of

emergency units at all times following established procedures. Enters additional information received after the original incident was created in computer files. Keeps logs, records, files or lists by making entries on a regular basis and by periodically reviewing and updating information. Personally completes all forms, records and reports, as required. Compiles permanent written and/or taped records of all working fires. Files reports, forms, logs, tapes or other items for future reference.

Operates various office equipment including, but not limited to office paging or intercom system, copy machine, computer/laptop, calculator, computer scanning equipment and telephones. Tests equipment such as departmental handheld radios, telephones, bell alarms, public address system, microwave to stations, private alarm systems, emergency lines, paging devices, and vehicle radios by sending or receiving messages to verify readiness for service. Ensures back-up power system is ready for operation by testing fuses, batteries, etc. Tests recording system equipment by recording and/or playing back messages to make certain the system is operating correctly. Notifies supervisor of any malfunctioning equipment. Inspects equipment, property, or operating systems after repairs to ensure proper operation. Maintains inventory of supplies and equipment for the Communications Division.

Promotes a positive image of the fire department in the daily performance of duties, such as responding to inquiries or handling complaints from the public. Answers department non-emergency phones and transfers callers to the correct person or department. Conducts tours of department facilities for school or civic groups. Participates in training provided by the department and obtains job-related training certifications as directed by the appointing authority or as required by departmental policy.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Fire Communications Officer I OF

Original Adoption: 09-06-67

Revision Dates: 08-30-73, 12-15-83, 12-13-01, 03-22-06, 04-17-09, 09-02-15, 04-12-18,  
01-25-24



# FIRE COMMUNICATIONS OFFICER II

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible and skilled positions whose primary duties and responsibilities are supervising the work and performance of Fire Communications Officers, as well as performing fire communications duties. Employees of this class perform duties such as answering emergency calls, dispatching fire department equipment and personnel, and supervising the maintenance of the records of the division. Employees of this class are subject to deployment to active incident scenes in order to coordinate on-scene communications activities. The Fire Communications Officer II performs independently in most areas, reporting to and receiving general instructions from the Chief Fire Communications Officer. This class ranks directly below that of Chief Fire Communications Officer.

## **EXAMPLES OF WORK**

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

Assists the Chief Fire Communications Officer in overseeing the activities of the Fire Department's Communications Division. Provides for the proper operation of the communications system, including CAD, to ensure that established procedures are being followed. Oversees the call taking process and all radio communications. Supervises subordinate communications employees; assigns duty areas and generates or adjusts work schedules to ensure adequate staffing. Reviews work to be done and delegates assignments. Ensures that subordinate communications employees receive necessary formal classroom or other structured training, as well as informal, or on-the-job training. Personally provides on-the-job instruction in the operation of communications equipment, dispatch procedures and technical areas of work. Oversees and evaluates the work performance of subordinates. Inspects the appearance of assigned personnel and equipment for compliance with departmental standards. Reviews reports completed by subordinates for accuracy and completeness. Discusses work performance with assigned subordinates and designated superiors. Participates in training provided by the department and obtains job-related training certifications as directed by the appointing authority or as required by departmental policy.

Operates all departmental communications equipment. Answers emergency calls received by the fire department and obtains the most accurate information possible from the caller. Receives alarms on private alarm systems and follows procedure for dispatching these. Transmits information on the incident by telephone, radio or electronically through CAD system and uses knowledge of geographic service area with CAD resources to dispatch units according to departmental procedures. Sounds fire alarm in all designated stations by using alarm bells or buzzers. Contacts the owner of a building where a fire is in progress. Sends companies to serve as back-up for stations from which all equipment is gone. Keeps track of the location and condition of each piece of firefighting equipment and firefighting crews at all times. Receives and transmits messages to and from the incident scene and to and from related department

personnel. Takes requests for assistance from units and provides such following departmental procedures. Replies to requests for information and answers questions which come in by radio from emergency units, or refers to appropriate supervisor. Notifies specified fire officers, special units, designated agencies and groups of all working fires. Contacts the state police or other law enforcement agencies by telephone or radio to request or relay information. Contacts ambulance services, utility companies, mutual-aid firefighting companies and volunteer or off-duty firefighters for assistance at the fire scene or in emergencies, when necessary.

Oversees and prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records and assembling necessary supplies and equipment. Logs on and off the computer at the beginning and end of each shift by using the appropriate computer command. Supervises or performs any tasks which are required to comply with FCC regulations. Operates special telecommunications equipment (TTY/VCO/HCO) to communicate with individuals who have visual, hearing, speech, or physical disabilities. Utilizes CAD to monitor the location and status of emergency units at all times following established procedures. Enters additional information received after the original incident was created in computer files. Changes entries in designated computer files by making the appropriate entries, initiating a new print-out, and distributing revised information.

Ensures that accurate Communications Division records are completed and maintained. Reviews and verifies all fire record documentation completed on an assigned shift; reports deficiencies to the Chief Fire Communications Officer. Keeps logs, records, files or lists by making entries on a regular basis and by periodically reviewing and updating information. Records all calls on CAD system and/or paper logs to document all dispatching activity. Personally completes all forms, records and reports, as required. Writes narrative reports requiring the ability to compose complete sentences, use correct grammar and punctuation and organize ideas in a logical sequence. Compiles permanent written and/or taped records of all working fires. Files reports, forms, logs, tapes or other records for future reference. Periodically inspects systems and facilities for keeping division records. Prepares written correspondence for the Communications Division in response to requests received or to address the needs of the division. Develops new forms or revises old ones to improve accuracy and efficiency of documentation.

Oversees and participates in the general care, maintenance, and use of departmental equipment, including communications equipment. Operates various office equipment including, but not limited to office paging or intercom system, copy machine, computer/laptop, calculator, computer scanning equipment, postage meter, and telephones. Oversees and participates in the testing of equipment such as departmental handheld radios, telephones, bell alarms, public address system, microwave to stations, private alarm systems, emergency lines, paging devices, and vehicle radios by sending or receiving messages to verify readiness for service. Ensures back-up power system is ready for operation by testing fuses, batteries, etc. Oversees and participates in the testing of recording system equipment by recording and/or playing back messages to make certain the system is operating correctly. Provides for the repair of any malfunctioning communications equipment according to department procedures and inspects equipment or operating systems after repairs to ensure proper operation. Maintains inventory of supplies and equipment for the division and advises the division chief of items that need to be ordered. Distributes supplies and equipment to communications personnel, as required.

Participates in the development of methods to evaluate services provided by the Communications Division. Recommends programs or procedures to correct problem areas and improve the quality and effectiveness of service. Conducts research related to division programs and activities; gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Assists superiors in planning and organizing division operations. Recommends Communications Division management policies, goals, objectives, and procedures for consideration by a superior officer.

Promotes a positive image of the fire department in the daily performance of duties, such as responding to inquiries or handling complaints from the public. Answers department non-emergency phones and transfers callers to the correct person or department. Writes and delivers speeches, distributes literature, presents demonstrations and conducts tours of department facilities for schools and 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.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Communications Officer I for at least two (2) years immediately preceding the closing date for application to the board.

|   |
|---|
| Fire Communications Officer II OF<br>Original Adoption: 01-25-24<br>Revision Dates: |
|---|

# CHIEF FIRE COMMUNICATIONS OFFICER

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Work of this class involves considerable skill and responsibility in managing the Communications Division of the fire department. The employee of this class maintains knowledge of technical developments in emergency communications and related fields for applicability to departmental needs such as, recommending system changes, developing communications equipment specifications, and representing the communications service in formulating departmental policies and procedures. The Chief Fire Communications Officer provides for the training of all communications personnel and oversees the records management function of the division. The employee of this class is subject to deployment to active incident scenes in order to coordinate on-scene communications activities. The Chief Fire Communications Officer oversees all personnel and activities of the Communications Division, and is directly responsible to the Administrative Assistant to the Fire Chief for the proper and efficient performance of the duties assigned.

## **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 and oversees a communications system for the fire department that includes a system for receiving calls or alarms from the public, dispatching appropriate units and personnel to respond to the emergency, handling calls to and from the emergency scene, and processing non-emergency communications. Develops and sets management policies, goals, objectives, and procedures for the Communications Division. Conducts research to be used in the planning for divisional programs and activities, and for problem solving. Plans, organizes and supervises all Communications Division operations. Develops methods which may be used to evaluate and improve productivity, efficiency, and procedures of the division by observing, inspecting and evaluating operations, and taking appropriate action to correct problem areas and improve the quality and effectiveness of service. Ensures compliance with up-to date PIAL standards. Recommends changes in department operations that will help the district to obtain favorable insurance ratings. Participates in a personnel recruitment and selection program for the Communications Division by reviewing applications for employment, developing appropriate interview questions in accordance with EEOC guidelines, interviewing prospective employees and making recommendations for hiring.

Oversees all personnel and activities of the Communications Division. Provides for adequate staffing levels in the division by reviewing and approving work schedules and requests for leave. Inspects the appearance of communications personnel and equipment to ensure compliance with departmental standards. Assigns work areas, reviews work to be done and delegates assignments to subordinates for the most effective operation of the division. Checks reports written by Communications Division personnel for accuracy and completeness. Ensures division personnel comply with established standard operating guidelines. Evaluates the work performance of assigned personnel. Discusses work performance with subordinates and

superiors; writes employee evaluation reports. Hears and resolves Communications Division employee complaints and grievances; counsels employees who are experiencing work problems. Maintains discipline within the division by conducting corrective interviews, recommending disciplinary action, notifying the employee and administering disciplinary action as directed.

Supervises the Communications Division training program. Ensures that all assigned employees receive necessary formal, structured training, as well as informal, on-the-job training. Supervises and personally provides on-the-job instruction in the operation of communications equipment, dispatch procedures, technical areas of work, and related areas. Oversees and participates in the preparation and maintenance of divisional lesson plans, training materials and written tests. Maintains a library of training materials for use by division personnel. Provides for the scheduling of departmental or outside communications training. Participates in training provided by the department and obtains job-related training certifications as directed by the appointing authority or as required by departmental policy.

Operates communications equipment for short periods to relieve communications officers. Answers emergency calls received by the fire department and obtains the most accurate information possible from the caller. Transmits information on the incident by telephone, radio or electronically through CAD system and uses knowledge of geographic area with CAD resources to dispatch units according to departmental procedures. Sounds fire alarm in all designated stations by using alarm bells or buzzers. Contacts the owner of a building where a fire is in progress. Notifies special units, specified officers and designated agencies in special or emergency situations. Receives and transmits messages to and from the incident scene and to and from related department personnel. Utilizes CAD to monitor the location and status of emergency units at all times following all standard procedures. Operates special telecommunications equipment (TTY/VCO/HCO) to communicate with individuals who have visual, hearing, speech, or physical disabilities. Performs any tasks which are required to comply with FCC regulations.

Oversees and participates in the accounting for the money and assets of the Communications Division. Develops an operating budget for the division by preparing revenue/expenditure estimates and by gathering, compiling and organizing other necessary data. Writes specifications for new equipment and prepares specifications for public bids. Meets with sales representatives to review products and evaluate specifications. Orders supplies and equipment and makes recommendations on major purchases for the Communications Division. Prepares and approves purchase requisitions, vouchers for payment, expense reports or related financial documents for the Communications Division. Oversees the inspection, distribution and inventory of supplies and equipment for the Communications Division. Supervises the testing of department communications equipment including handheld radios, telephones, bell alarms in stations, public address system, microwave to stations, private alarm systems, emergency lines, paging devices, vehicle radios, recording system equipment, and back-up power system to ensure readiness for service. Supervises the repair of any malfunctioning communications equipment according to department procedures. Oversees and participates in the inspection of equipment, property, or operating systems after repairs to ensure proper operation. Ensures CAD and other systems used by the Communications Division are updated as needed.

Provides for and ensures that accurate division records, including activity records, inventory records and financial records are completed and maintained. Periodically inspects systems and

facilities for keeping records. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Prepares or supervises the preparation of written correspondence in response to requests received or to address the needs of the division.

Promotes a positive image of the fire department in the daily performance of duties, and when interacting with department employees and the public. Facilitates coordinated efforts between related departments and agencies. Serves as official department representative at meetings of governmental or civic committees. Writes and delivers speeches, distributes literature, presents demonstrations and conducts tours of department facilities for schools and civic groups. Answers inquiries or handles complaints from the public about the department or division operations.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must be a regular and permanent employee in the class of Fire Communications Officer II for at least two (2) years immediately preceding the closing date for application to the board.

Must possess a valid driver's license.

Chief Fire Communications Officer OF

Original Adoption: 12-17-79

Revision Dates: 12-15-83, 07-23-93, 12-13-01, 05-24-05, 03-22-06, 04-17-09, 09-02-15,  
04-12-18, 08-27-20, 01-25-24

# FIRE SERVICES AND SUPPLY TECHNICIAN

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position in the fire service, the primary duties and responsibilities include overseeing the maintenance of the fire department buildings and grounds and the repairs of the fire ground tools and equipment, including the maintenance and repair of self-contained breathing apparatus. The Fire Services and Supply Technician is responsible for the maintenance and repair of fire department facilities, including electric, plumbing, and general construction, and maintaining an inventory of supplies. The incumbent in this class maintains and repairs computer network systems and equipment, as well as communications equipment. Employees of this class perform work under general supervision, reporting to and having work reviewed by the Administrative Assistant 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.

Oversees the maintenance and repair of department facilities and property, including electrical systems, wiring, connections, and component parts. Installs and repairs heating systems and their component parts, including gas lines, valves, thermostats, switches, relays, filters, and burners. Installs and repairs air conditioning systems and their component parts, including fan motors, switches, thermostats, relays, filters, condensers, and compressors. Repairs and maintains plumbing systems and component parts; and overhead door assemblies and components. Performs carpentry work on station buildings and paints exterior and interior surfaces of the station when needed.

Maintains inventory of supplies and equipment necessary to perform assigned duties, including assuring adequate supplies are on hand. Makes recommendations on purchases of supplies for the fire department. Orders supplies and equipment and prepares purchase requisitions according to department procedures. Meets with sales representatives to review products. Organizes and stores assigned equipment and supplies in an orderly fashion. Receives deliveries of property, equipment, and supplies in accordance with departmental procedures. Transports, delivers, and picks up equipment to be repaired or maintained.

Periodically evaluates condition of department property, equipment and supplies in order to recommend repair or replacement. Arranges for repairs and maintenance of assigned facilities, equipment, or operating systems, assigns such to a qualified department personnel, or plans for repairs which cannot be completed within the department. Gets estimates on repair costs for any assigned equipment. Inspects equipment after repairs to ensure that repairs were properly accomplished.

Performs maintenance and repairs to fire ground equipment and tools, including nozzles and nozzle assemblies; hoses and hose couplings; emergency lighting, power generators, and other electrical equipment. Repairs and maintains electrical systems, switches, wiring, connections,

and component parts. Maintains generators by refueling, changing and adding oil, and similar tasks. Inspects and maintains air pack refilling equipment and self-contained breathing apparatus, including face masks, hoses, cylinders, regulators, valves, backpack and harness assemblies, and other component parts. Conducts flow testing of self-contained breathing apparatus.

Assists network providers in setting up, maintaining, and monitoring the local computer network. Inspects and repairs network cables and wires and assists in installing network lines. Aids in locating repair services and arranging for repairs or assigns task to a qualified department personnel. Installs, modifies, and makes repairs to department computer hardware and software including monitors, keyboards, printers, disk drives, operating systems, word processing, or spreadsheet programs. Repairs or replaces software applications in department vehicles such as New World Systems, Microsoft Office Suite, web browsers, router firmware, or any other necessary application. Inspects equipment and systems after repairs to ensure repairs were properly accomplished.

Responds to inquiries concerning problems with network systems and operations. Performs remedial actions to correct problems, enters diagnostic commands, and determines nature of problem to assist operators in resolving network and data communication problems. Works with a superior officer in investigating accidents involving department computer equipment and formulates procedure to avoid future accidents. Attends meetings with computer vendors to review products and makes recommendations for the purchase of computer network equipment, hardware, and software. Organizes and stores equipment and supplies in an orderly fashion. Tests and repairs any malfunctioning communications equipment. Provides assistance in supervising the general care, maintenance, and use of departmental communications equipment. Participates or conducts training in computer or communications equipment when required.

Receives and maintains records on the use and maintenance of self-contained breathing apparatus. Personally, completes forms, records, and reports, as required. Reads service manuals and any other written material necessary to perform repairs and maintenance. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations. Assists in providing for the needs of firefighters and other emergency personnel at the scene of an incident.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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



Must possess a valid driver's license.

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

Must have at least three (3) years of experience in maintenance work with general skills in carpentry, painting, electrical, plumbing, and computers.

Fire Services and Supply Technician OF

Original Adoption: 05-24-05

Revision Dates: 04-17-09, 09-02-15, 04-06-16, 04-12-18, 08-27-20

# AUTOMOTIVE MECHANIC

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible mechanical positions, the primary duties of which include the repair and maintenance of fire department vehicles and equipment. Employees of this class make repairs to the fire apparatus and fire apparatus equipment, perform maintenance tasks on fire department vehicles, test repairs from outside services and complete safety inspections as required. Fire Department Automotive mechanics are subject to deployment to firegrounds to assist with firefighting operations. Fire Department Automotive Mechanics work independently in certain designated areas, with specific instructions for most duties. Employees of this class report to and have work reviewed by the Automotive Mechanic II.

## **EXAMPLES OF WORK**

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

Performs maintenance, repairs or adjustments on various systems of fire department apparatus and vehicles including braking, cooling, fuel, drive train, lubricating, suspension, electrical and air conditioning systems. Install replacement parts to systems as necessary.

Performs maintenance and repairs to diesel and gasoline engines and to accessories on automotive equipment. Use automotive maintenance instruments in the maintenance or repair of fire automotive equipment. Repair fire apparatus fixtures, such as pumps. Diagnose mechanical problems from information supplied by fire suppression personnel.

Performs body repair work by repairing dents, priming and painting. Weld various items or temper steel in body repair work. Completes required safety inspections on all departmental vehicles.

Provides for the repair and maintenance on portable equipment, self-contained breathing apparatus, small power tools and any department equipment as required. Respond to alarms with additional needed equipment. Makes repairs to fire apparatus or fire equipment at the emergency scene when necessary. Employees of this class are regularly deployed to firegrounds to assist with operations.

Inspects, tests and ensures completed repairs from outside services on all vehicles and equipment, including communications equipment, were effectively accomplished.

Assists in the purchase of equipment and supplies and maintain records in accordance with department procedures. Orders and disburses inventory of supplies and equipment for the maintenance division.

Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Participates in any training required. Completes any forms and records required.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. 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 have five (5) years of full-time experience repairing, rebuilding, and maintaining heavy equipment, diesel engines, hydraulic systems, and water pumps.

Automotive Mechanic OF

Original Adoption: 03-15-66

Revision Dates: 08-30-73, 11-30-76, 12-15-83, 01-12-88, 12-13-01, 03-22-06, 04-17-09,  
04-12-18, 01-27-22, 03-23-23

# AUTOMOTIVE MECHANIC II

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and technically skilled position, the primary duties of which involve the repair and maintenance of fire department vehicles and equipment. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Incumbent maintains and distributes inventory of department property, equipment and supplies. The Automotive Mechanic II participates in the personnel management function; oversees the maintenance of records and reports as well as daily supervisory tasks such as work schedules, work assignments, and other responsibilities of automotive mechanics. Employees of this class perform duties with little supervision in most areas and report to the Automotive Mechanic Supervisor.

## **EXAMPLES OF WORK**

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

Supervises and performs the 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, crankshaft, engine bearings, tappets, gaskets, valves, camshafts and valve lifters. Oversees and performs the maintenance and repairs to diesel engines, which may include adjusting or replacing governors, fuel spray nozzles and turbochargers. Participates in the repairs of fire apparatus hydraulic equipment such as hydraulic motors and hydraulic cylinders. Manages the maintenance and repairs of fire apparatus fixtures including rotary gear and water towers.

Supervises and performs maintenance, repairs or adjustments on cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Manages the maintenance, repairs or adjustments on brake, drive train, emission and suspension systems. Oversees the installation of necessary replacement parts to such systems including replacing drum, disc or power brakes, clutches, transmissions, mufflers, tires and wheel bearings.

Supervises the general maintenance tasks on departmental vehicles and fire apparatus such as refueling vehicles, changing or adding oil, and adjusting headlights as needed, in order to assure peak performance. Provides for the repairs or replacements of accessories on automotive equipment such as windshield wipers, lights and flashers, speedometers, and tachometers as

needed. Maintains or repairs automotive equipment using instruments such as voltmeters, dwell-tachometer, and vacuum gauges. Changes air filters on air conditioning and heating systems. Operates all equipment on vehicles, including communications equipment to determine what repairs are needed or to determine that repairs were effectively accomplished.

Provides for the repair and maintenance of portable equipment and small power tools such as portable generators and pumps, power saws, lawn mowers and edgers.

Performs and oversees required safety inspections on all department vehicles. Diagnoses mechanical problems using information received from fire department personnel. Reads service manuals, parts books, and any other written or internet-based material necessary to determine how to perform required repairs and maintenance duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments or calibrations. Participates in any continued training required by the department. Provides informal or "on-the-job" training for new employees. Trains subordinates in the use of operating manuals and in the use of work orders.

Provides for repairs at the emergency scene when needed. Determines if firefighting apparatus involved in an accident is safe for continued use. Locates and arranges for outside repair and maintenance services on department equipment or vehicles as necessary. Transports, delivers, and picks up equipment for repair or maintenance by driving department vehicles. Inspects repairs completed by outside services to ensure work was effectively accomplished and equipment or vehicles are in proper working order. Road tests and conducts required safety inspections on all department vehicles.

Maintains accurate inventory of department property, equipment and supplies. Organizes and stores inventory items in an orderly fashion to allow ease of locating and retrieving such. Provides for sufficient inventory of supplies and equipment necessary to perform the work of the automotive maintenance division. Oversees the distribution of supplies and equipment to fire department employees and divisions in accordance with department policy. Supervises department employees by inspecting the appearance of assigned equipment and subordinate personnel.

Supervises the preparation and maintenance of records and reports of the division by reviewing records completed by subordinates and periodically inspecting systems. Writes reports and personally completes all forms and records as required. Files records and reports, retrieving such from division files as needed.

Supervises assigned subordinate employees. Assigns duty areas and assists Automotive Mechanic Supervisor with work schedules. Assists with evaluating work performance to discuss with subordinates and superiors. Delegates assignments, reviews work to be done, work pace and written reports to determine if jobs were completed. Assists Automotive Mechanic Supervisor with outlining responsibilities, duties, and evaluating job needs for subordinates.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must be a certified Emergency Vehicle Technician.

Must be a regular and permanent employee in the class of Automotive Mechanic for at least 1 year immediately preceding closing date for application to the board.

|   |
|---|
| Automotive Mechanic II OF<br>Original Adoption: 01-27-22<br>Revision Dates: |
|---|

# AUTOMOTIVE MECHANIC SUPERVISOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and technically skilled position, the primary duties of which involve the supervision of classified mechanics and unclassified helpers, providing training and monitoring work performance, as well as performing repair and maintenance duties to fire department vehicles and equipment. The employee of this class has the responsibility for maintaining adequate supply of parts and equipment, preparing records to document department activity, and directing division operations. The Automotive Mechanic Supervisor performs routine tasks with a high degree of independence, reporting to and having work reviewed directly by the Administrative Assistant 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.

Oversees and performs the maintenance, repairs or adjustments on various systems of fire department apparatus and vehicles including braking, cooling, fuel, drive train, lubricating, suspension, and electrical systems. Installs replacement parts to systems as necessary. Diagnoses mechanical problems from information supplied by fire suppression personnel.

Oversees and performs the maintenance, repairs and adjustments to gasoline and diesel engines, and fire automotive accessories and equipment, using automotive maintenance instruments when required. Supervises the repairs and inspections of fire pumps, hose couplings, nozzles and nozzle assemblies or fixtures used on fire apparatus, making such repairs at an emergency scene when needed. Oversees the maintenance of general tasks such as refueling vehicles, changing and adding oil and adjusting headlights, personally performing such tasks as needed. Supervises and performs maintenance and repairs to portable equipment and small power tools.

Oversees arrangements made with local service providers for the repair and maintenance of department equipment or assigns such to qualified division personnel. Provides for the inspection of equipment after repairs to ensure proper working order. Oversees the transportation, delivery, and pick up of equipment in need of repair.

Manages the operations of the division and work performance of subordinate employees. Oversees the assignment of and delegation of duties, work schedules and areas. Evaluates work performance, and writes employee evaluation reports. Discusses work performance with subordinate employees and counsels those experiencing work problems. Resolves employee complaints and maintains discipline. Approves leave. Provides technical assistance and trains in the use of operating manuals and work orders to subordinates. Provides informal or on-the-job training for new employees.

Participates in any training required by the department. Reads service manuals, part books, and any other written material necessary to determine how to perform required duties.

Assists in the preparation of expenditure estimates for the departmental operating budget. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Supervises and participates in the purchase of equipment and supplies, keeping such purchases within the established budget. Writes specifications for new fire department equipment and prepares specifications for public bids.

Oversees and maintains inventory of supplies and equipment and ensures the organization and storage of such for locating and retrieving materials. Meets with sales representatives to review products.

Personally, completes forms and records and writes reports. Files records, reports, or forms required, and retrieves such from the files when needed.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

After offer of 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 Louisiana driver's license.

Must be a certified Emergency Vehicle Technician.

Must be a regular and permanent employee in the class of Automotive Mechanic II for at least one (1) year immediately preceding closing date for application to the board.

|  |
|--|
| Automotive Mechanic Supervisor OF<br>Original Adoption: 08-10-07<br>Revision Dates: 08-27-20, 01-27-22 |
|--|



# INFORMATION TECHNOLOGY SPECIALIST

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible, nonsupervisory position, the primary duties of which include maintenance and oversight of the fire department's computer networking system and the computerized records management system. The incumbent of this class works closely with departmental administrative and supervisory personnel assuring the records management system is kept current and maintained for the purposes of tracking departmental activity. The Information Technology Specialist works with little supervision, reporting to and having work reviewed by the Administrative Assistant 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.

Serves as computer network administrator. Determines how department computer/networking system should be organized, including number of computers, printers, etc. Designs and implements various networks for the department including voice and wide area network. Assists network providers in setting up computer network. Assists network providers in overseeing the maintenance of the local computer network. Monitors network to ensure availability to all system users and resolves data communication problems. Provides administrative services such as password assignment and maintenance and security troubleshooting. Performs remedial actions to correct problems based on knowledge of system operation. Enters diagnostic commands into computer and determines nature of problem to assist operators to resolve network communication problems. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Develops, recommends, or sets management policies, goals, objectives, and procedures for a division. Observes and evaluates the operations of the division, and takes steps to correct any problems observed.

Meets with division heads to review requests for computer equipment and software. Accounts for the money and assets of the Information Technology Division of the department. Prepares and submits to the proper authority an operating budget for the division. Makes recommendations for the purchase of computer network equipment, hardware and software. Prepares purchase requisitions according to department procedures. Meets with computer hardware and software vendors to review products related to the departmental computer/networking systems. Orders supplies and equipment for the Information Technology Division. Distributes supplies and equipment as required. Produces identification cards or badges for department personnel. Organizes and stores department computers, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials.

Implements and maintains various department equipment and systems such as telephone switches, network servers and department website. Maintains department's and user's access to

internet and email accounts. Records problems which occur, such as down time and actions taken. Maintains security of department's licensed software. Performs appropriate backup functions. Locates repair services and arranges for repairs and maintenance of all department facilities, equipment, or operating systems. Inspects equipment or property after repairs to see that repairs were properly accomplished. Maintains mobile data equipment, and other public safety software applications on fire department first responder vehicles including interfacing with the records management system. Repairs or replaces software applications in department vehicles. Investigates all accidents involving department computer equipment, determines cause, and formulates procedure to avoid future accidents. Reviews employee violations of computer security procedures recorded by computer and reports violations to department managers. Deletes data access of unauthorized users.

Uses computer information systems to enter, update, retrieve, and/or exchange data. Copies computer data from computer's hard drive to back up drive, flash drive, external hard drive, or server. Maintains and modifies a computerized records management system. Develops and recommends policies for use of records management systems. Examines and evaluates existing records management system in order to develop new system or to recommend improvements in system's format, use, and control. Confers with department personnel to identify problems and to gather suggestions for improvements to records management system. Assures that departmental records management system is kept current and maintained for the purpose of tracking departmental activity. Analyzes data through the use of statistics. Maintains records of all software license agreements. Maintains equipment replacement schedule. Maintains inventory records on all department owned computer hardware and peripherals. Develops new forms or revises old ones to improve accuracy and efficiency of documentation. Files, retrieves and personally completes all forms and records required. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Runs queries as needed to obtain information for department records. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Prepares correspondence in answer to requests to the department or as needed to address problems or needs of the department through letters or emails. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements.

Participates in the training program by preparing written procedures and manuals to be used by department personnel in the operation of the computer systems and applications. Participates in the training program by serving as an instructor for training courses relating to computer/network functions taught by the department in addition to providing informal and "on-the-job" training for new employees. Provides technical assistance and training to system users. Attends training on computer software as required.

Administers and monitors computer program that controls user access to system. Specifies which users can access databases and what data can be accessed by user. Plans, coordinates, and implements security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure. Reviews plan to ensure compatibility of planned security measures with establishment computer security system software. Corrects

program errors, using methods such as modifying program or altering sequence of program steps. Responds to inquiries concerning problems with systems and/or operations.

Evaluates work load and capacity of computer system to determine feasibility of expanding or enhancing computer operations. Installs, modifies, and makes repairs to department computer hardware and software. Installs or assists department personnel in installation of hardware and peripheral components, such as monitors, keyboards, printers, and disk drives following design of installation specifications. Inactivates, individually or in combination, each component of computer system, such as central processing units, tape drives, and mainframe coolers. Coordinates installation of, inspects and repairs network wires and cables. Makes mathematical calculations to perform accurate and correct measurements, adjustments, or calibrations. Loads software such as operating systems, word processing, or spreadsheet programs into computers. Performs software audits to insure compliance with all software license agreements.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Must have at least two (2) years of work experience in a computer & networking related field that involved designing, installing, and maintaining local area networks.

|  |
|--|
| Information Technology Specialist OF<br>Original Adoption: 05-02-24<br>Revision Dates: |
|--|

# ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position within the fire service, the primary duties of which include data entry, data analytics, asset tracking, and requisition processing. This position will provide assistance with payroll functions performed by the chief's secretary. The Administrative Assistant to the Fire Chief has the authority to work independently in most areas, performing special tasks with only general instructions. The Administrative Assistant to the Fire Chief 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.

Participates in the research and planning for programs and activities of the department. Inspects various divisions to evaluate and improve productivity; efficiency, and procedures of departmental programs. Reviews new employment applications and verifies the information provided. Assists the Fire Chief in planning and conducting a public relations program for the department. Assists with determining target areas for fire prevention or public education. Helps coordinate special projects related to public relations or the image of the department, and works with local business leaders to provide fire safety education to employees. Assists in conducting and analyzing polls and surveys given to the public. Works with the chief in receiving complaints from the public, records all pertinent information, and processes the complaint following department procedures. Recommends changes to fire operations that will serve to improve ISO ratings for the department.

Assists and participates in the accounting for the money and assets of the fire department and assigned divisions. Reviews accounting records for mistakes or completeness and prepares expense and travel vouchers for employees. Assists in preparing and maintaining payroll and time records. Helps verify payroll records, makes calculations to compute payroll, and takes complaints from employees regarding matters of pay. Assists in the preparation of the departmental operating budget by gathering, compiling and organizing needed data. Prepares requisitions for equipment and supplies. Writes and prepares specifications on new equipment for public bids. Maintains an inventory of and orders supplies and equipment as needed.

Assists in the maintenance of all department records; periodically inspects systems and facilities where records are located. Helps assure that department records are accurately completed and maintained. Works with the fire administration to make decisions concerning what information

should be included in records of the department and the format in which such information should be kept. Completes any forms or records as assigned. Compiles, organizes and analyzes data needed to write reports which document activities of the department. Assists the Fire Chief by responding in writing to written or oral requests addressed to the fire department, or as required to handle problems or other needs of the department.

Writes newspaper articles or any other type of official report about department activities for publication. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Serves as official department representative at meetings of governmental or civic groups as instructed by the Fire Chief.

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 MEET ONE OF THE FOLLOWING REQUIREMENTS**

#### EITHER

Must have a fire science degree and three (3) years' professional fire service experience with a full time, paid fire department.

OR

Must have not less than six (6) years of previous professional fire service experience with a full-time paid fire department.

Administrative Assistant to the Fire Chief OF

Original Adoption: 11-21-24

Revision Dates:

# SECRETARY TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is a responsible clerical position encompassing duties such as composing letters for the fire chief, typing, filing and retrieving information from files, keeping specified records for department employees, and performing related duties to relieve the chief of minor clerical problems. Although this position is basically non-supervisory, the Secretary to the Fire Chief is responsible for the general supervision of lower ranking office clerical personnel including assigning and reviewing work. The Secretary to the Fire Chief works independently in most areas, with general instructions for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief, who directs and reviews work of this class.

## **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.

Types letters, forms, memos, statements, formal reports, etc.; proofreads typed material and corrects errors.

Selects and handles any routine correspondence or requests on own initiative. Composes letters from written or oral directions by the chief. Writes routine correspondence.

Completes forms such as personnel action forms, payroll authorization forms, etc. Keeps records as required, such as annual, sick, or compensatory leave earned and taken by employees.

Makes and answers telephone calls; screens the chief's calls by redirecting calls to other individuals or offices that can better take care of the call or by handling routine questions or requests; screens visitors to determine if their business warrants seeing the chief or directs them to other offices or individuals that can help. Answers questions and handles any routine requests by visitors to the office.

Schedules appointments for the chief. Reminds the chief of all appointments, meetings, etc. Assist the chief in interviewing perspective lower ranking office clerical personnel.

Sets up a filing system and revises such system when necessary. Decides what is to file and what is to throw away. Files correspondence, cards, forms, and records in files which may be sequenced alphabetically, numerically, or chronologically. Retrieves information or documents from the files.

May also perform duties such as opening, sorting, and distributing mail.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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

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

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

Secretary to the Fire Chief OF

Original Adoption: 09-19-77

Revision Dates: 12-15-83, 12-13-01, 05-24-05, 03-22-06, 04-17-09, 09-02-15, 04-12-18



# FIRE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions of the classified service, the primary responsibilities of which include processing department records and reports. Fire Records Clerks receive, sort, prepare, and organize records, reports, correspondence, or other information for use by department personnel. Employees of this class input data which is electronically stored on computer storage media for proper filing in accordance with established procedures. Fire Records Clerks report to and have work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

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

Receives, reviews, processes, and files department records, reports, correspondence, and other materials in accordance with departmental procedures. Determines subject matter, and sorts according to filing procedures. Stamps material to be filed to record the date and time of receipt.

Enters routine information in department records and fills out all forms or records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them for correction. Extracts information or summarizes contents of files for use by department personnel. Compiles and organizes data needed for reports.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media. Retrieves information or documents from the files and computer database.

Processes departmental records utilizing other office equipment including typewriter, copying machine, facsimile machine, calculator, or adding machine.

Processes incoming and outgoing mail, and interdepartmental correspondence for the department. Acts as receptionist to department visitors; answers telephones; and types letters, forms, memos, statements, and other assigned documents.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. 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 not be less than eighteen (18) years of age.

Fire Records Clerk OF

Original Adoption: 10-23-96

Revision Dates: 12-13-01, 03-22-06, 04-17-09, 09-02-15, 04-12-18

# CHIEF OF ADMINISTRATION

(Competitive class)

## **DISTINGUISHING FEATURES OF THIS CLASS**

This class encompasses a highly responsible administrative and supervisory position within the fire service. The Chief of Administration assists the Fire Chief in the organization and management of the department. The Chief of Administration may be required to perform the duties of the Fire Chief in the absence of the Chief. An employee of this class supervises subordinate personnel and assists with the accounting and operating budget. The Chief of Administration works with a high degree of independence, 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.

Performs the duties of the Fire Chief in the absence of the chief. Assists with the management of the operations of the department. Helps develop, recommend, and set management policies, goals, and procedures. Researches and participates in programs and activities of the department. Assists the Fire Chief with organizing departmental operations dealing with equipment, apparatus, and personnel. Assists with determining how the department should be organized. Aids in the inspection of various divisions, evaluates their effectiveness, and takes action to correct problem areas. Helps establish and maintain a balance of meeting employee needs without jeopardizing organizational goals. Assists with analyzing demographic information for the purpose of projecting growth and expanding services. Helps the Fire Chief create work cycles and deploy available manpower. Recommends changes in department operations which will help the district to improve ISO ratings. Assists with identifying conditions which could produce accidents and financial losses. Directs intermediate command staff members within the emergency management plan. Assists the chief with monitoring and evaluating local conditions which may become fire or safety hazards.

Sees that all department personnel policies conform to EEOC standards. Reviews employment applications and verifies the information provided. Assists with developing interview questions. Helps interview prospective employees, and makes recommendations for hiring. Oversees performance standards for department personnel, establishes procedures and systems by which performance may be evaluated, and provides training for supervisors who will use the system. Assists with investigations of complaints against personnel and formulates recommendations for reply or action to be taken.

Supervises positions in training, communications, and fire support classifications. Oversees and evaluates the work performance of subordinates. Outlines responsibilities and duties to set expectations for performance. Sets long term goals for work to be completed. Holds meetings

for the purpose of receiving reports and disseminating information. Oversees work to be done and delegates assignments. Reviews reports written by subordinates. Inspects the appearance of assigned equipment and personnel. Provides tools and resources necessary for job performance. Assigns duty areas, work schedules and approves leave. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Aids subordinates in technical areas of work and assists with counseling employees who are experiencing work problems. Helps resolve employee complaints and grievances. Assists the chief with conducting corrective interviews and by recommending, notifying, and administering disciplinary action.

Assists in the preparation of correspondence in answer to requests or to address problems or needs of the department through letters or emails. Writes public service announcements and news releases. Manages the preparation and maintenance of records and reports of the department and determines in what form this information should be kept. Personally completes any forms and records required. Compiles, organizes, and analyzes data needed and writes reports requiring the ability to effectively communicate information in written form.

Assists the Fire Chief with the accounting and operating budget for an assigned function or division of the department. Assists with the authorization of expenditures of funds; preparing and/or signing requisitions, and reviewing all financial statements for accuracy or completeness. Verifies and reconciles account balances. Helps prepare expense and travel vouchers for employees. Helps with reviewing divisional operating budgets, compiling and organizing data, and preparing revenue and expenditure estimates. Assists with preparing, maintaining, and verifying payroll records.

Participates in the purchase of equipment and supplies. Prepares purchase requisitions. Makes major purchases for the department, writes and prepares specifications on new equipment for public bids, and meets with sales representatives to review products and evaluate specifications. Maintains an inventory of and periodically inspects supplies and equipment. Orders supplies and equipment for the department, and distributes to personnel as required. Directs the testing of equipment and assures that it meets all applicable federal, state, and local standards. Assists in the care, maintenance, and use of departmental equipment. Aids the chief in arranging for repairs and maintenance of facilities, equipment, or operating systems. Manages the inspection of equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Manages the testing and maintenance of fire hydrants.

Oversees a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Prepares lesson plans and training materials for classes. Prepares written tests to evaluate success in training.

Recommends to the Fire Chief accident and loss control systems and programs for incorporation into operational policies. Assists the Fire Chief with collecting and analyzing data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level. Monitors the results of a risk management program by investigating all accidents or injuries involving department equipment

or personnel, determining the cause, and making changes in procedures to avoid future accidents. Oversees the preparation of accident and injury reports for review.

Assists the Fire Chief with the public relations program for the department. Promotes a positive public image of the work of the department in the daily performance of duties. Assists the Fire Chief with writing and delivering speeches or lectures, and conducting demonstrations at school or meetings of citizens groups. Directs tours of department facilities. Answers inquiries or handles complaints from the public. Acts as department representative to the news media. Serves as department representative at any required meetings the Fire Chief is unable to attend. Manages the fire public education program. Assists the Fire Chief with determining target areas for fire prevention. Directly works with local business leaders to provide fire safety education to employees. Oversees the training of fire service personnel and volunteers who participate in the fire safety education program.

Oversees fireground communication. Assists with providing for the needs of firefighting and other emergency personnel at the scene of an incident. Oversees complaints from the public, records all pertinent information, and processes the complaint following departmental procedures. Oversees incident reports written by fire suppression personnel to determine if further action on the incident should be taken by fire prevention personnel.

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.

Must possess a valid driver's license.

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

Must not be less than 21 years of age.

**§2541.2. Chief of administration of fire department; competitive appointment**

*B.(1) The chief of administration of fire department shall have not less than ten years of full-time fire service experience.*

*(3) Eligibility for admission to the competitive test for chief of administration of fire department shall be limited to members of the same department as the fire chief at the time of appointment.*

|  |
|--|
| Chief of Administration OF<br>Original Adoption: 11-21-24<br>Revision Dates: |
|--|