

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**RAPIDES FIRE PROTECTION DISTRICT 2 (ALEXANDRIA)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### RAPIDES FIRE PROTECTION DISTRICT 2 (ALEXANDRIA)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER \*

FIRE EQUIPMENT OPERATOR \*\*

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FIRE CHIEF \*

##### LINE SUPPORT CLASSES

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08-22-06, 12-10-19

# 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 a Fire Captain. This class ranks directly below that of Fire Equipment Operator.

## **EXAMPLES OF WORK**

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

Trains for and performs firefighting and rescue tasks such as carrying, connecting, and operating hose lines and nozzles; using direct streams or water curtains; forcible entry; ventilation; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety. Evaluates smell and color of smoke and effects of environmental conditions to determine appropriate procedures to extinguish fire. Observes burning structure and locates and extinguishes fire source, hidden fires and hot spots.

Rides in fire apparatus to and from fire or emergency scene. Communicates with dispatcher and fire vehicles using two-way radio. Evaluates navigational problems such as narrow alleys or structural impediments and determines a means of entrance and egress. Directs or assists in the positioning of apparatus at the fireground or gives directional assistance to operators raising or lowering aerial equipment. Observes fireground for fire victims, water supplies, and fire exposures, and determines if position is safe for firefighting crews by evaluating stability of supporting surfaces, roof, floor, etc. Observes and responds to changes in fireground conditions while performing firefighting operations.

Estimates length of hose needed to reach fire source and deploys hose at the scene by using either a forward lay, reverse lay, or split lay. Connects and disconnects hose to intake and discharge valves of pumper. Operates fire hydrant for additional water supply. Operates various types of nozzles to produce appropriate stream to reduce extent or intensity of fire. Identifies and protects potential exposures by using direct streams or water curtains. Applies appropriate fire streams and agents for the most effective fire extinguishment.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Protects salvaged property from theft by observing bystanders. Carries or removes burning items to reduce fire and smoke damage. Picks up water after fire is extinguished using appropriate method. Constructs catch-alls to trap and dispose of water. Shores up or tears down weak and dangerous structural components. Wedges or clamps sprinkler heads after fire is extinguished to shut off flow of water.

Responds to medical emergencies and provides emergency medical care to the sick or injured at the scene or while in transport to the emergency care facility. Performs emergency medical services such as basic first aid, CPR, and first responder services. Examines injured persons for medical alert tag and obtains comprehensive drug history on patient to determine if special treatment is necessary. Examines victims for signs of injury to determine the nature and extent of injury and illness. Inspects scene of poisoning or drug overdose to determine nature of poisoning. Drives emergency vehicles to and from the scene of a fire or other emergency to provide medical care at the emergency and/or to transfer the injured to an emergency care facility. Notifies dispatcher to call for emergency medical help when needed. Cuts or pries open vehicles or machinery to free persons trapped.

Participates in assigned training drills either as an individual or as a member of a group. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, location of streets, building layout, type of occupancy, water mains, and hydrants in response area. Participates in pre-fire planning inspections in both public and private properties. Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws and regulations or updates related to performance of work. Learns and maintains proficiency in the location and purpose of all equipment, and in the principles of fire behavior.

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as communications equipment, hoses, nozzles, hand tools, portable breathing apparatus, turn-out equipment, ladders, or related equipment. Performs regular maintenance of equipment such as fire pump, aerial ladders, tillers elevating platforms, and emergency medical equipment to make sure they are in proper working order.

Performs tasks necessary for the proper maintenance and function of the station and grounds such as cleaning floors and windows, changing bed linens, cutting grass, and performing other maintenance duties. Assists in preparing meals for firefighters at the station and cleans kitchen area. Provides for the security of the station by locking station doors and securing valuable items. Inspects fire station and notifies officer in charge of needed repairs. Grooms and presents oneself in proper attire and lines up for roll call on time, prepared for work. Maintains satisfactory interpersonal relations with other members of shift.

Performs public relations duties such as calming excited citizens at emergency scene, receiving and responding to questions, and providing information to the public concerning the work of the fire department. Assists visitors at the station. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public.

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.

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

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

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

Prior to confirmation in the class, must obtain Firefighter I certification as measured by NFPA Standards.

Prior to confirmation in the class of Firefighter, must obtain and maintain certification as a National Registered Medical Technician-Basic and State of Louisiana certification as an Emergency Medical Technician-Basic.

Firefighter RB

Original Adoption: 09-02-65

Revision Dates: 02-25-65, 03-01-75, 04-28-92, 03-30-93, 04-27-94, 08-22-06, 06-21-13

# FIRE EQUIPMENT OPERATOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the fire suppression line, the major duties of which are driving or tillering fire equipment to and from the scene of a fire or emergency and operating pumps or other equipment at the emergency scene. Fire Equipment Operators may also form part of the fire attack and suppression team when not engaged in operating fire equipment. Work is physically strenuous and often hazardous and requires continuous practice and training on the part of employees. This class ranks directly below that of Fire Captain and employees of this class work directly under and have work reviewed by the Fire Captain in charge of an assigned fire company.

## **EXAMPLES OF WORK**

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

Drives or tillers fire equipment to the scene of a fire or emergency; positions pumper to supply water to the hose lines; connects pumper to source of water supply as needed and lays supply lines; connects and disconnects hoses.

Operates pump to build or increase water pressure to supply adequate pressure at the nozzle; monitors all gauges and performs any calculations required to make necessary adjustments to equipment; operates all equipment carried by the pumper.

Performs duties as part of the fire attack and suppression team when not engaged in operating pump or other equipment.

Performs routine service and maintenance on fire department apparatus and equipment, including cleaning apparatus after use and seeing that necessary equipment is in working condition and replaced on apparatus as required.

Assists lower ranking employees in required maintenance of fire stations and grounds.

Participates in drills and training exercises as required by the department.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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 closing date for application to the board.

Fire Equipment Operator RB

Original Adoption: 09-02-65

Revision Dates: 03-01-75, 03-30-93, 08-22-06

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the fire suppression division, the primary duty of which is the command of an assigned fire company. This class ranks directly below that of District Fire Chief and the Fire Captain has work assigned and reviewed by the District Fire Chief in charge of the assigned shift. Fire Captains supervise all subordinate employees assigned to their company, both at the fire scene and at the station unless relieved by a superior. Other duties include providing training in fire suppression and related subjects, performing fire prevention work, and operating or overseeing the operation of the fire communications system.

## **EXAMPLES OF WORK**

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

Responds to all fire alarms and emergency calls assigned to his company, selects route for driver to follow to scene of fire or emergency, sizes-up fire; directs and supervises work of subordinates at emergency scene; performs salvage and overhaul.

Inspects apparatus and equipment, grounds, and station to insure they are in proper working conditions and that fire apparatus is always ready for instant use.

Performs duties such as making reports on fires, personnel, and activities of company; prepares requisitions for supplies.

Inspects public buildings, businesses, hospitals, schools, and places of public gatherings under the special direction of the assigned Assistant Chief for the purpose of detecting fire hazards or conditions which are hazardous to life or property; gives fire prevention talks to school children and other civilian groups.

Directs and evaluates the work of all subordinates in the assigned fire company.

Prepares and conducts employee training courses, using lectures, practical performance, demonstration, and tests.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

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

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



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 Equipment Operator immediately preceding application to the board.

Fire Captain RB

Original Adoption: 09-02-65

Revision Dates: 03-30-93, 08-22-06

# DISTRICT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The District Fire Chief responds to all emergency calls received on the assigned shift and directs emergency scene activities. Employees of this class also have the primary responsibility for supervising subordinate personnel on their assigned shift, planning and organizing departmental operations having to do with equipment and apparatus, and for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles, and property. District Fire Chiefs have the authority to work independently and have their work reviewed by an Assistant Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operations of the fire suppression division on an assigned shift, including conducting inspections of the division, evaluating the effectiveness of the division, and taking appropriate action to correct or improve problem areas. Plans and organizes departmental operations having to do with equipment and apparatus. Monitors and evaluates local conditions which may become fire or safety hazards. Investigates all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Keeps informed on modern firefighting methods and administrative practices. Participates in conferences, conventions, and other educational meetings as required.

Responds to all emergency calls on an assigned shift for which the department is answerable. Performs size-up of an emergency scene and directs subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Takes charge of all safety procedures at the scene of an emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel and provides for the needs of emergency personnel at the emergency scene. Secures the fire scene to protect evidence of suspected arson.

Supervises subordinate fire department personnel in the fire suppression classes. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel and assigns duty areas. Oversees and evaluates the work performance of subordinates by discussing work performance with subordinates. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by counseling employees and recommending disciplinary action to the appointing authority.

Makes recommendations concerning what information should be included in records of the department and in what form this information should be kept. Supervises the preparation and maintenance of department records by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift. Completes any forms and records required, including LFIRS reports.

Assists with the supervision of the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Maintains inventory of supplies and equipment by ordering supplies and equipment as required. Distributes supplies and equipment.

Answers questions for the public concerning the operations of the fire department or any related area of emergency services. Coordinates special projects designed to improve the public image of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

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

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

Must have a valid Louisiana driver's license.

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

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

District Fire Chief RB Original Adoption: 08-22-06 Revision Dates:
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# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses high level administrative and supervisory positions, the primary duties of which are assisting the Fire Chief in overseeing the operations of the department. Employees in this class are responsible for overseeing operations of the fire suppression division, fire prevention and training activities, as well as assisting the Fire Chief with administrative functions. An Assistant Fire Chief may perform the duties of the Fire Chief in the absence of the Chief. Employees of this class work with a high degree of independence, reporting to and having work reviewed by the Fire Chief. This class ranks immediately 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 on an assigned shift, including overseeing the activities of the fire suppression division, activities of fire prevention and training. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus. Conducts inspections of various divisions of the department, evaluating the effectiveness of various divisions, and taking appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern firefighting methods and administrative practices. Participates in conferences, conventions, and other educational meetings as required.

Responds to all emergency calls for which the department is answerable to act as incident commander if needed. Supervises subordinate employees at the scene of an emergency, performs size-up, including determining the nature and extent of the fire, condition of the buildings, and source of water supply. Participates in handling hazardous materials and maintains emergency scene communications.

Recommends management policies, goals, and objectives for the department. Sets goals and objectives for an assigned shift. Investigates complaints against department personnel and formulates recommendations for reply to the complaint or for action to be taken. Investigates all accidents involving department equipment and personnel, determines cause and makes recommendations on procedure to avoid future accidents. Recommends changes in department operations that will help the city to obtain favorable ISO ratings.

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.

Supervises employees by inspecting appearance and assigning work areas and schedules. Oversees, evaluates, and discusses work performance with employees and writes employee evaluations. Provides technical assistance to subordinates and discusses performance of subordinates with superiors. Ensures that discipline is maintained by counseling employees who are experiencing work problems and recommending disciplinary action to the appointing authority. Delegates authority to subordinates for effective operation of the department when such delegation is allowed by law. Holds meetings for the purpose of receiving reports and disseminating information.

Assists in the preparation of the departmental budget by compiling and organizing data as needed. Makes purchases, keeping within the established budget. Makes recommendations on major purchases for the department.

Supervises the preparation and maintenance of department records and reports by reviewing records and reports completed by subordinates and periodically inspects systems and facilities for maintaining records. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Coordinates the work of the department with related federal, state, and local agencies.

Supervises the care and maintenance of department equipment and property. Arranges for needed repairs and maintenance of department facilities, equipment, or operating systems, or assigns such to qualified personnel. Meets with sales representatives to review products. Maintains inventory of supplies and equipment.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

Must have a valid Louisiana driver's license.

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

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

Assistant Fire Chief RB

Original Adoption: 09-02-65

Revision Dates: 03-30-93, 08-22-06

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief of all fire department operations. The work involves responsibility for the administration and coordination of all fire department activities through supervision of subordinate officers and review of their activities. The employee of this class makes administrative and operational decisions pertaining to firefighting, fire prevention, financial management, public relations, facilities and equipment, training, and the enforcement of fire laws, regulations, and established policies. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the Rapides Parish 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, directing all functions and activities as chief officer. Determines management policies, goals, and objectives for the department. Organizes the work functions to provide the most efficient services to the community while minimizing expense. Develops methods to evaluate effectiveness of productivity, procedures, and programs; makes decisions to continue or discontinue programs and procedures based on program evaluations. Interviews prospective employees and makes recommendations for hiring. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints. Establishes a risk management program and monitors the results by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a safety program. Establishes and maintains a system of internal controls through observation and review by supervisory personnel and through investigations to identify any violation of the code of conduct by department members.

Prepares a departmental operating budget by collecting and analyzing all necessary fiscal information. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget; reviews and approves purchase requisitions, vouchers for payment, or related financial records.

Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and federal, state, and local agencies. Attends any required meetings to give reports, to make recommendations, to give speeches, and to keep informed on local trends that may affect the fire service. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Supervises all employees assigned to the fire department. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Sets task priorities and long-term goals for subordinates in order to best accomplish the goals of the organization. Approves leave. Counsels employees who are experiencing work problems; handles employee complaints and grievances; and maintains discipline among employees.

Evaluates and establishes a training program for the department and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members and provides for outside instruction to meet any training needs not available in the departmental training program. Acts as a consultant for smaller fire departments, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Provides for and supervises a communication system. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Supervises the maintenance of an inventory of supplies and equipment for the department.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials or special tactical situations. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Directs a program of pre-fire planning to provide firefighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires and if they were the result of arson or not.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

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

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

**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 in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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 in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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 a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in 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 full time 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 RB

Original Adoption: 02-25-65

Revision Dates: 04-28-92, 03-30-93



# FIRE PREVENTION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections, enforcing life safety codes, and conducting investigations of fires suspected to be the result of arson. Employees of this class also write reports and keep records required to document Fire Prevention Division activity. Fire Prevention Officers work independently in most areas, with work reviewed by and special assignments received from 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.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems; checking for electrical hazards; determining that buildings meet fire resistance requirements for their construction type; inspecting heating, ventilating, and air-conditioning systems and cooking equipment; evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe; and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

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

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court. Completes a fire investigation report, including photographs, sketches, and diagrams, and all other information the department deems necessary.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Interrogates suspects and evaluates suspect's responses to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution.

Acts as a liaison with law enforcement or other arson investigation agencies to exchange information regarding major investigations in progress. Communicates with the public prosecutor's office to facilitate successful disposition of cases. Testifies in court when needed.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

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

Before appointment, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the required duties of the position.

Must have at least one (1) year of experience in fire prevention work with a paid fire department or fire prevention agency, including performing fire inspections, conducting fire investigations, or conducting fire prevention education programs.

**OR**

Must have at least three (3) years of experience in fire suppression with a paid fire department.

Fire Prevention Officer RB Original Adoption: 12-14-94 Revision Dates:
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# TRAINING OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position in the fire service, the primary duties of which include assembling or developing training materials, conducting training classes, and keeping records of training activities. Incumbent of this class evaluates the performance of department employees during training and maintains records required to document the activity of the Training Division. An employee of this class performs most work with little supervision. The Training Officer 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.

Conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: firefighting, forcible entry, use of protective breathing apparatus, first aid, CPR, ropes, salvage, hoses, fire streams, hydraulics, ladders, ventilation, pre-fire planning, inspection, rescue, sprinklers and standpipes, communications, safety, fire attack, water supplies extinguishers, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, firefighting apparatus, tools, and equipment, supervision, public relations, laws applicable to fire service operations, arson investigation, and fire prevention, or any other related subject assigned or required.

Prepares lesson plans, training material, and training tests. Administers and grades training tests. Conducts research of technical data to integrate such material into the training program. Responds to major fires to make notes and to take photographs for use in training, and to assist in fire suppression if necessary. Schedules training for all department employees. Coordinates the movement of fire companies to and from all training activities. Makes recommendations for improvements in the training program.

Personally, completes all forms and records required to document the activity of the Training Division. Files records and reports as required.

Maintains a public relations program. Informs the public of the necessity and methods of civilian cooperation in fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Participates in public education programs of other fire department divisions, including fire prevention. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Acts as a consultant for the volunteer fire department in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Personally, tests or directs the testing of all equipment of the department; assures that equipment meets all applicable federal, state, and local standards. Researches the best methods of handling specific fire department tasks, such as testing fire hydrants, and sees that such jobs are either contracted for or assigned to qualified department personnel.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

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

Before appointment, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the required duties of the position.

### **EITHER**

Must have at least two (2) years of experience in conducting training in fire suppression and related topics for a fire department, training agency, or institution of higher education, and must have at least three (3) years fire suppression experience with a full time paid fire department.

### **OR**

Must have at least ten (10) years of fire suppression experience with a full time paid fire department, at least three (3) years of which must have been at the rank of Fire Captain or above.

Before confirmation, must be certified as a Fire Instructor according to NFPA Standards.

Training Officer RB

Original Adoption: 04-27-94

Revision Dates:

# SECRETARY TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing duties required to manage office functions and handle clerical and administrative duties. The work involves frequent contacts with the public through acting as receptionist for the Chief's office. The employee of this class maintains records for the Fire Chief, types records and reports, and assists with financial management duties. The Secretary to the Fire Chief performs routine duties independently, with instruction 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.

Places and receives telephone calls for the Fire Chief. Schedules appointments for the Fire Chief as directed and keeps records of the schedule and notifies the Fire Chief of appointments, meetings, or other scheduled events. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief and directs them to other individuals or offices when necessary.

Answers questions about the operation of the department, conducts tours of department facilities, and handles any routine requests by visitors to the office. Coordinates the work of the department with other agencies, releasing information and giving assistance when needed.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Opens incoming mail, sorts and distributes the mail to the proper person, section or office. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation. Takes minutes or notes at meetings.

Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically and numerically. Stamps material to record date and/or time that the material was received. Briefly reads or reviews incoming materials and sorts according to subject matter. Keeps records on the location of materials removed from files, and to whom materials were released.

Enters, locates, and retrieves information or documents which are stored in hard copy files, or in the computer database. Operates a word processor or a computer terminal in order to enter or retrieve information from files. Copies computer data to diskette from computer's hard drive or other diskettes. Operates a copying machine, facsimile machine, and calculator or computer software application to assist in mathematical computations.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures, then processes or files them according to department procedures. Enters routine information in department records. Fills out all forms or records required or assigned to this position.

Compiles and organizes data needed for reports, including reading charts, graphs, and related department documents. Writes reports requiring the ability to compose complete sentences, to use correct grammar and punctuation, and to organize ideas in a logical sequence.

Prepares payroll records, makes calculations necessary to compute payroll. Assists the Chief in the preparation of the departmental budget. Orders supplies and equipment. Locates repair services and arranges for repairs and maintenance of all assigned equipment. Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

After offer of 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 have a high school diploma or a valid certificate of equivalency issued by a state department of education.

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

Secretary to the Fire Chief RB
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Original Adoption: 05-16-97
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Revision Dates: 07-20-07
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