MUNICIPAL FIRE AND POLICE CIVIL SERVICE

RAPIDES FIRE PROTECTION DISTRICT 7 (RUBY-KOLIN)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

RAPIDES FIRE PROTECTION DISTRICT 7 (RUBY-KOLIN)

FIRE SERVICE

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Original Adoption:	08-27-96
Revision Dates:	09-23-14, 06-30-16, 09-29-22, 06-08-26

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises non-supervisory entrance level positions in the classified firefighting division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department equipment and vehicles. Firefighter/Operators participate in the completion and maintenance of records to document the activity of the department. Employees of this class assist with fire prevention tasks such as fire inspections and public fire education. Firefighter/Operators report to and are supervised by the Fire Lieutenant. This class ranks directly below the class of Fire Lieutenant.

EXAMPLES OF WORK

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

Drives fire apparatus to and from emergency scene. Selects shortest route, removing any obstacle from roadways. Observes fireground for victims, water supplies, and fire exposures. Positions and stabilizes apparatus as instructed by commanding officer. Approaches emergency scene with tools necessary for hydrant connection and pulls hose from hose bed. Determines the length and number of hose lines necessary for fire suppression. Calculates required water flow, intake and discharge pressures. Makes and unmakes hose connections, opens and controls water flow, deploys hose at the scene and tightens or loosens hose connections. Operates various nozzles and hoselines. Protects, inspects, and repairs or replaces hoselines as needed during fireground operations. Operates pumper from self-contained water source until a connection is made to an uninterrupted incoming water supply source. Drafts water from an open water source, when needed. Operates pump to supply adequate pressure to the nozzle. Operates sprinkler systems and connects/disconnects hose to intake and discharge valves of pumper. Resets alarms and restores sprinkler systems.

Examines fire structures to determine location of fire and identify signs of fire extension. Evaluates the environmental effects on the fire and recognizes conditions that may lead to backdraft. Observes and responds to changes in fireground and notifies officer in charge of new information on conditions. Evaluates smell and color of smoke to determine proper extinguishing agent and extinguishes source of fire. Uses correct procedures when attacking certain types of fires and makes recommendations to officer in charge regarding appropriate equipment and procedures. Protects potential exposures by using direct streams or water curtains. (123) Gains control of uncontrolled hoselines. Uses appropriate extinguishing agents and fire streams for the most effective extinguishment of the fire. Determines correct ladder to use, maneuvers ladders to needed locations and carries tools up and down ladders. Raises or lowers objects, like hoseline, tools, and equipment, using hoisting or lifting tools. Performs forcible entry operations,

ventilation operations, and opens windows to forcibly ventilate the building. Enters smoke filled building using portable air breathing apparatus or air pak. Places smoke ejectors in appropriate windows or doors. Carries and operates portable generator and emergency lighting equipment. Uses various tools to control and extinguish grass fires. Receives and relays orders from officers to other firefighters. Maintains awareness of other firefighters' efforts and assists them to ensure safe and coordinated performance.

Recognizes HAZMAT symbols. Removes containers of flammable or hazardous materials and contains spills. Operates shut off valves. Performs salvage and overhaul operations. Removes burning mattresses, furniture and burned waste from building to reduce fire and smoke damage. Uses appropriate tools to locate hot spots. Drains and removes water after fire is extinguished. Protects salvaged property from theft; secures windows and doors with nails, hasps, and locks. Assists in identifying cause of fires; recognizes evidence of arson and (162) informs officer in charge. Guards and observes premises where arson is suspected. Testifies in court, as required.

Performs search and rescue operations by searching smoke filled rooms, freeing trapped victims, or carrying victims away from the scene. Reports all injuries to superiors. Examines victim to determine the extent of any injury and if special treatment is necessary, then notifies dispatcher to call for medical help, if needed. Obtains a comprehensive drug history on the patient. Performs emergency medical services such as basic first aid, CPR, and first responder services. Responds to medical emergency calls and inspects the scene to determine the nature of call. Cuts or pries open vehicles, machinery, etc. under supervision to free persons trapped or pinned. Calms and comforts emotionally distraught victims at emergency scenes.

Participates in critical evaluation of emergency response upon return to station. Participates in assigned training drills either as an individual or as a member of a group. Studies and learns direct routes, location of streets, water mains, and hydrants in station area. Assists with occasional on-the-job training for new employees and practices with apparatus and equipment under supervision. Assists a superior officer with fire inspections of commercial buildings, schools, and residences to identify fire hazards and ensure compliance with fire codes. Participates in the review and documentation of information on local buildings regarding exposures, type of occupancy, and areas of high life or monetary loss risk. Monitors, gathers and relays information regarding conditions affecting station zone of response such as weather events or closed roadways. Records activity in district in order to be prepared for later calls, and delivers written reports after each shift. Completes assigned forms, compiles data and writes reports requiring the ability to compose complete sentences and organize ideas in a logical sequence. Participates in the maintenance of department records such as records of activity, inventory records, or any others which may be required. Records entries in daily log, and records results of alarm, radio, apparatus, and equipment tests.

Inspects fire apparatus to ensure proper operation. Maintains appearance of fire apparatus and performs repairs, as needed. Shuts down pumper using correct procedures. Transports spare apparatus to other stations. Maintains inventory of tools/equipment and inspects all tools on fire apparatus; replaces equipment as needed. Cleans and stores equipment upon return to the station; fills air cylinders. Inspects turnout gear and firefighting equipment to ensure they are ready to be used. Tests and inspects hoselines for leaks, wear, damage, and smoothness of operation; Drains, rolls, or folds hose sections. Loads hose on fire pumper and records equipment and apparatus missing or needing repair. Inspects and cleans air pak, emergency lighting, power

generators and ladders. Makes minor repairs to equipment and tools. Operates and maintains self-contained breathing apparatus.

Performs tasks necessary for the proper maintenance of stations and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, and notifying officer in charge of needed repairs. Conducts fire station tours; demonstrates and explains fire equipment/firefighting techniques to the public. Provides non-emergency services such as releasing children or animals locked in cars. Interacts with the public in a courteous manner at the emergency scene, at the department and in the community.

Performs related duties as 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 of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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.

Prior to employment, 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.

Prior to employment, must possess a valid Louisiana driver's license. Must maintain a valid Louisiana driver's license at all times during employment.

During the working test period in the class of Firefighter/Operator, employee is expected to obtain First Responder certification. During the working test period in the class of Firefighter/Operator employee is expected to obtain Firefighter 1 certification as measured by NFPA standards.

Firefighter/Operator RG	
Original Adoption:	08-27-96
Revision Dates	03-08-18, 05-27-19, 11-18-19, 09-29-22

FIRE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include the supervision of the operations of a fire station, and the supervision of Firefighter/Operators, volunteer firefighting personnel, and departmental equipment as assigned. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the department's fire prevention and public fire education programs. Fire Lieutenants report to and have work reviewed by a Fire Captain. This class ranks directly below the class of Fire Captain.

EXAMPLES OF WORK

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

Manages the operation of one fire station during an assigned shift in the absence of a superior officer. Answers fire alarms from dispatcher, records pertinent information, and proceeds with en route size-up. Drives or supervises driving of fire apparatus, making sure all laws and safety regulations are followed. Directs or assists in the positioning of apparatus at the fireground in order to initiate the most effective fire attack. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, source of water supply, and setting the perimeter for crowd and traffic control. Maintains communications between the fire scene and other authorized personnel. Observes and responds to new information on conditions.

Supervises subordinate full-time and volunteer fire employees at the scene of an emergency in fire-fighting duties. Oversees and participates in forcible entry, ladder, and ventilation operations. Recognizes internal and external fire exposures and takes measures to protect them from extension. Oversees hose operations; provides for the protection of hoses and ensures the appropriate fire stream and extinguishment agent is used for the type of fire. Observes fireground from appropriate vantage point and makes recommendations to officer in charge regarding extinguishing agents, equipment and fireground operations. Performs automatic sprinkler system support operations. Oversees and participates in pumper operations to ensure adequate pressure at the nozzle by priming the pump; setting the throttle, relief valve and pressure governor; opening and closing discharge valve; monitoring all gauges, and making necessary adjustments to supply and regulate water to hose lines from self-contained water sources until connections are made to incoming water supply. Operates fire hydrant, making connection to the truck for additional water supply. Operates pumpers in relay or tandem pumping operation. Performs standpipe system support operations through Siamese connections and calculates gpm of water flow. Performs discharge and friction loss calculations.

Supervises and participates in overhaul and salvage operations in order to complete fire extinguishment and to protect civilian/fire department property from damage. Identifies hazardous materials, and directs or assists in the handling of hazardous materials incidents. Directs operations at the emergency scene until relieved by a superior.

Notifies occupants or neighbors to vacate the premises to ensure safety. Operates self-contained breathing apparatus in smoke filled environment. Performs search and rescue operations by searching smoke filled rooms, freeing trapped victims, or carrying victims away from the scene. Reports all injuries to superiors. Examines victim to determine the extent of any injury and if special treatment is necessary, then notifies dispatcher to call for medical help, if needed. Obtains a comprehensive drug history on the patient. Performs emergency medical services such as basic first aid, CPR, and first responder services. Responds to medical emergency calls and inspects the scene to determine the nature of call. Cuts or pries open vehicles, machinery, etc. to free persons trapped or pinned. Calms and comforts emotionally distraught victims, relatives and spectators at emergency scenes.

Delegates authority to subordinates, as allowed, for the more effective operation of the department. Issues orders and designates duty areas. Provides assistance to subordinates in technical areas of work. Inspects the appearance of assigned equipment and subordinate personnel. Oversees and evaluates work performance of subordinates. Participates in the formal evaluation of subordinate work performance; discusses results of the evaluation with superior officer and subordinate employee. Participates in counseling employees who are experiencing work problems and assists in resolving employee complaints. Participates in corrective interviews conducted with subordinates to determine if disciplinary action should be recommended to the appointing authority. Provides informal, on-the-job training to subordinate employees. Conducts and participates in training drills and classroom instruction. Briefs incoming officer of activities that occurred on shift and of activities that may occur on next shift.

Participates in evaluating the efficiency of response units following emergency incidents. Monitors and evaluates local conditions which may become fire or safety hazards. Oversees and participates in the inspection of all hand tools, equipment, and appliances on fire apparatus to make sure that they are properly stored and in proper working order. Supervises and participates in the regular maintenance of equipment such as fire pumps, aerial ladders, tillers, elevating platforms, emergency medical equipment, and the routine maintenance of fire hydrants. Provides for required safety testing of fire department apparatus/equipment and inspects station house, buildings, and facilities to ensure they comply with departmental maintenance standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Oversees and participates in the cleaning of assigned apparatus, tools, equipment, and hose after each use. Ensures station grounds and interior are clean and maintained in accordance with departmental standards. Participates in maintaining an accurate inventory of supplies and equipment.

Plans for fires in residential and industrial areas by performing pre-fire planning inspections and drawing pre-planning maps and diagrams. Inspects homes, businesses, public assemblies, and schools for fire hazards. Oversees and participates in reporting fire hazards or safety violations to the appropriate authority. Investigates the causes, origins, and circumstances of fires, especially those suspected to be the result of carelessness or arson. Informs officer in charge of suspected arson. Provides for the security of the fire scene to prevent removal or damage of

evidence. Supervises and participates in searching for, protecting, preserving, reporting, and maintaining the chain of custody of any evidence of arson. Assists arson investigation personnel by questioning witnesses to a fire incident in order to collect information.

Provides for maintenance of department records such as records of activity, inventory records, or any others which may be required. Supervises and participates in the completion of assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Compiles data and writes reports requiring the ability to compose complete sentences and organize ideas in a logical sequence. Participates in and assists with presentations and demonstrations related to fire prevention and fire safety. Oversees and conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid Louisiana driver's license. Must maintain a valid Louisiana driver's license at all times during employment.

Must have served as a regular and permanent employee in the class of Firefighter/Operator for at least one (1) year immediately preceding closing date for application to the board.

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

During the working test period in the class of Fire Lieutenant, employee is expected to obtain Officer 1 (IFSAC or ProBoard) certification.

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, apparatus and equipment on an assigned shift and the supervision of Fire Lieutenants and volunteer fire personnel. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of the Fire Chief and provide training for all department employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the 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 operation of one fire station on shift; manages all department operations and stations, in the absence of the Fire Chief. Oversees training activities for the department. Participates in the research and planning for departmental programs and activities. Recommends management policies, goals, and objectives for consideration by a superior officer. Coordinates the work of the department with related agencies, such as law enforcement, State Fire Marshal's Office and mutual aid, releasing information and providing assistance when needed. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends and implements operational changes that will help the fire district obtain favorable ISO ratings.

Supervises all department employees in the absence of the Fire Chief. Briefs incoming officer on all pertinent activities that occurred or will occur on the upcoming shift and reviews records of previous shift activity. Inspects the appearance of assigned equipment and subordinate personnel. Delegates authority to subordinates and issues orders; assigns work schedules and duty areas. Assists employees in technical areas of work. Oversees and evaluates the work performance of subordinates; conducts employee performance evaluations. Counsels employees who are experiencing work problems and conducts corrective interviews. Makes recommendations on whether subordinates should be referred for disciplinary action. Investigates and resolves employee complaints and grievances. Recommends policies, goals, and objectives for the department. Investigates all department accidents and complaints involving equipment or personnel to determine what actions should be taken to avoid future incidents.

Develops departmental training programs and sees that such programs are properly staffed and supplied with appropriate resources. Provides for regular employee training at all levels within the department by evaluating training needs, and scheduling departmental or outside training, as approved by the Fire Chief. Coordinates the movement of fire employees to and from all

training activities. Conducts classroom training, drills, evolutions, and on-the-job training for new employees. Conducts training in all basic firefighting operations, such as driving, forcible entry, methods of fire suppression, hydraulics, pump operations, fire equipment, ventilation, salvage, overhaul, hazardous materials operations, rescue, first aid, safety and any other subject, as assigned. Develops job simulation exercises to rate skills acquired during training. Oversees the maintenance of a training library. Prepares lesson plans and materials used for training. Develops, administers and grades training exams. Makes notes and takes pictures for training purposes when responding to fires. Evaluates industrial, technical and scientific publications related to safety management. Participates in activities of fire-related professional organizations to update knowledge of safety program developments. Conducts research of technical data, local reports, statistics, bulletins and specifications in order to incorporate such into the training program. Evaluates the effectiveness of training to identify the need for additional training or for changes in the training programs.

Directs and supervises subordinate employees at the scene of an emergency. Answers fire alarms from dispatcher, records pertinent information and proceeds with en route size up. Supervises driving of fire apparatus and directs the positioning of apparatus at the fireground. Oversees or performs size-up of the fire scene and sets up perimeter for crowd and traffic control. Maintains communications between fire scene and authorized personnel. Provides for the needs of emergency personnel responding to the scene. Coordinates the on-site activities of fire suppression, emergency medical and law enforcement personnel. Performs and supervises search and rescue; forcible entry, ladder, ventilation, and hose operations; salvage and overhaul; handling hazardous materials and emergency medical services. Observes and responds to changes in fireground conditions and takes measures to protect from fire extension. Operates self-contained breathing apparatus to enter smoke filled environment. Uses appropriate fire streams and extinguishing agents to contain fires. Performs pumper operations and utilizes water supplies from public water systems. Searches for, protects and preserves the chain of custody of any evidence of arson; secures the fire scene to prevent the removal or damage of evidence. Serves as fire safety officer at the scene of an emergency and directs operations at the scene until relieved by superior officer.

Drives emergency medical 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 a hospital or other emergency care facility. Notifies dispatcher to call for additional emergency medical help if needed. Provides emergency medical care such as basic first aid, CPR, and first responder services to the sick or injured at the emergency scene. Obtains a comprehensive drug history on the patient. Provides for and ensures that accurate emergency medical records are maintained.

Performs pre-fire planning inspections to become familiar with areas which may be important in a fire or emergency situation. Reviews plans or blueprints for new construction and makes recommendations concerning such plans. Participates in the department's fire prevention and pre-fire planning programs by inspecting homes, schools, businesses and places of public assembly to identify fire hazards and violations. Conducts fire drills for schools and businesses. Reports fire hazards and safety violations to appropriate authority. Proposes additions to or changes in local fire codes. Oversees and participates in presentations and demonstrations related to fire prevention and fire safety. Investigates causes of fires occurring within the jurisdiction. Assists arson investigators, questions witnesses to collect information, and testifies in court as necessary.

Inspects fire apparatus and conducts required tests. Provides for the repair and maintenance of department property and equipment. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Performs or directs personnel to perform daily radio checks. Reports and receives reports about any maintenance problems with fire department property or equipment. Oversees and participates in maintaining inventory and ordering supplies and equipment. Assists in writing specifications for new fire department equipment, participates in meetings with sales representatives, and assists the Fire Chief by making recommendations on major purchases for the department.

Provides for the maintenance of department records such as records of activity, inventory records, or any others which may be required. Completes assigned forms and records, such as maintenance records, incident reports, NFIRS reports and preliminary investigation reports. Prepares payroll records. Compiles data and writes reports. Reads correspondence addressed to the fire department and determines how to reply, or forwards to a superior officer for response. Writes letters necessary to address problems or needs of the department.

Oversees and participates in presentations and demonstrations related to fire prevention and fire safety. Responds to questions and complaints from the public about operations of the fire department or any related areas of emergency services. Supervises tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must possess a valid driver's license. Must maintain a valid Louisiana driver's license at all times during employment.

Must have served as a regular and permanent employee in the class of Fire Lieutenant for at least one (1) year immediately preceding closing date for application to the board.

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

During the working test period in the class of Fire Captain, employee is expected to obtain Officer II and Instructor II (IFSAC or PROBOARD) certifications.

Fire Captain RG	
Original Adoption:	09-23-14
Revision Dates	11-18-19, 09-29-22

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer for the fire department. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class develops policies and procedures, oversees operations, and organizes the personnel management functions of the department. The Fire Chief works with a high degree of independence, and reports to and works under the general direction of the Fire Board of Commissioners.

EXAMPLES OF WORK

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

Manages the total operation of the department. Develops management policies, goals, objectives, and procedures for the department. Organizes the department in order to best utilize available resources in providing fire protection services for the community. Oversees departmental structure and operations by conducting research and planning for programs and activities, making decisions on necessary new programs or changes. Creates work cycles and deploys manpower in a manner that most efficiently provides the required services while minimizing expense. Identifies target areas for improvement in productivity or effectiveness; develops and initiates programs and procedures to improve the quality and effectiveness of services in the area. Analyzes demographic information for the purpose of projecting growth of the jurisdiction and expansion of services. Utilizes maps, records, and reports for planning purposes.

Oversees that all department personnel policies conform to EEOC standards. Reviews new applications, develops interview questions, and interviews prospective employees. Reviews recruitment policies to ensure effectiveness. Determines performance standards for department personnel, establishes procedures and systems by which performance is evaluated, and provides training for supervisors who will use the system. Develops and administers a personnel plan providing for employee compensation and benefits. Maintains promotional eligibility lists and recommends or authorizes promotions. Oversees an internal affairs review process to investigate conduct violations of department members.

Oversees the accounting for all money and assets of the department. Authorizes expenditure of funds, prepares and/or signs requisitions and reviews all financial statements for mistakes or completeness. Reviews divisional operating budgets and prepares expenditure estimates. Provides financial and business information to auditors as required.

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. Provides tools and resources necessary for job performance. Holds meetings for the purpose of receiving reports and disseminating information or to discuss work problems. Approves employee leave. Reviews work to be done and delegates assignments. Supervises the work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required. Resolves employee complaints and grievances. Writes employee evaluation reports and discusses work performance with subordinates. Counsels' employees who are experiencing work problems. Motivates employees by evaluating their job needs. Meets employee needs without jeopardizing goals. Conducts correctives interviews, recommends disciplinary action, and notifies employees of disciplinary actions to be taken.

Evaluates the training needs of the department. Trains personnel by providing informal or "on-the-job" training for employees. Personally conducts drills and evolutions, and oversees a library of training materials. Attends training courses to acquire or maintain certification in fire-fighting, emergency medical operations, or other related areas as required.

Oversees size-up of an emergency scene. Directs fireground operations, making decisions on strategy and reevaluating decisions as necessary. Establishes a central communications point at the emergency scene. Manages water supply operations**.** Oversees the application of fire streams and agents for fire extinguishment. Supervises emergency medical technicians at the emergency scene. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness. Manages fire department equipment and personnel in special tactical situations. Handles emergencies involving hazardous materials.

Writes and prepares specifications on new equipment for public bids. Meets with sales representatives to review products and evaluate specifications. Oversees the preparation of requisitions for equipment and supplies. Periodically inspects equipment and supplies. Arranges for repairs and maintenance of facilities or equipment. Inspects equipment and supplies after repairs to ensure repairs are completed. Maintains proficiency in the use of department equipment and apparatus.

Prepares correspondence to address problems or needs of the department, including responding to requests through letters or emails. Writes public service announcements, news releases, newspaper articles, or any other type of official department position papers. Directs the preparation and maintenance of records and reports. Compiles, organizes, and analyzes data needed for reports. Writes reports.

Promotes a positive public image of the work of the department in the daily performance of duties. Acts as department representative to the news media and at any required meetings. Writes and delivers speeches or lectures, conducts demonstrations at schools or meetings of citizen's groups. Conducts fire drills for business, educational, and assembly occupancies.

Oversees the response to complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Monitors the risk management program by investigating accidents involving department personnel or equipment, determining causes, and implementing procedural changes to prevent future incidents. Develops and implements a safety program for the department. Devises methods for conducting evaluation of the safety program and makes recommendations for improvement. Participates in continuing education efforts in safety. Develops and implements an emergency management system and directs and monitors intermediate command staff members who are responsible for various aspects of the operation.

Oversees a program of pre-fire planning. Reviews building plans to identify potential problems related to fire protection. Directs fire inspection programs in accordance with all laws. Discusses inspection findings with the building owner or manager. Receives complaints from the public on hazards or possible violations. Investigates the causes, origins, and circumstances of fires. Examines the interior and exterior of fire structures and uses all observations from the examination to determine whether the fire was the result of natural causes, carelessness, or arson. Oversees the completion of fire investigation reports. Testifies in court when required.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

MUST MEET ONE OF THE FOLLOWING THREE EDUCATION QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department, or documented equivalent volunteer fire service, or a

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

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, 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 possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Must also possess an IFSAC, ProBoard, or DOD certification in Firefighter2, Instructor 1, and Fire Officer 2. A certificate of completion shall not be sufficient to substitute for a diploma or equivalency certificate and must have at least ten (10) years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, 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.

YEARLY TRAINING REQUIREMENTS

Training hours will begin on January 1 and end on December 31.

Officer Training- 12 Hours
NIMS- 1 Course

The Fire Chief will be required to complete the Louisiana State Ethics (public servant), sexual harassment for all employees, sexual harassment for supervisors, and all training that the Rapides Parish Police Jury assigns to the department.

Fire Chief RG Original Adoption: 06-08-26 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 providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as a receptionist for the department. The employee of this class prepares the department payroll records and purchase requisitions. The Secretary to the Fire Chief performs routine duties independently with some supervision, 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.

Acts as receptionist for the department. Answers the telephone and handles routine calls or transfers caller following departmental procedure. Places telephone calls for the department. Answers questions from visitors, screens them to determine their business, and directs them to the appropriate individual or office. Schedules appointments and maintains calendar of events for the department. Maintains a roster for department personnel and documents leave. Opens incoming mail; sorts and distributes mail to proper person, section, or office. Processes outgoing mail and interdepartmental correspondence. Replies to routine correspondence or requests from oral or written directions.

Assists the Fire Chief in typing letters, forms, memos, statements, formal reports, or any other documents assigned. Proofreads typed materials, checks for accuracy and completeness, and corrects errors. Enters routine information in department records and fills out all forms required or assigned. Compiles and organizes data needed for reports, including reading graphs, charts, manuals, records, or related documents. Takes and transcribes dictation.

Sets up and maintains a filing system. Periodically inspects system to ensure system is adequate. Files correspondence, forms, records, or reports alphabetically, numerically, chronologically, by subject matter, or by code. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Processes or files records and reports according to departmental procedures. Maintains a library or archives of materials and extracts information for use by department personnel. Disposes of obsolete files and records in accordance with established retention schedules or legal requirements.

Enters, locates, and retrieves information or documents stored in hard copy files or in the computer database. Operates a computer terminal in order to enter or retrieve information from

files. Serves as computer network administrator. Performs appropriate back-up functions as required to preserve computer files and copies computer's hard drive data to appropriate external hard drive device. Operates a copying machine, computer scanning equipment, a fax machine, and a calculator or computer software application when required.

Assists the Fire Chief in writing requests for grants or other special funds to aid in the operation of the fire department. Makes calculations necessary to compute payroll and prepares payroll records. Responds to questions or complaints from employees regarding errors or changes to payroll. Issues payments from petty cash. Orders and maintains office supplies and equipment. Prepares purchase requisitions and purchase orders. Runs errands for the department as 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 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.

Secretary to the Fire Chief RG	
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