

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### ST. GEORGE FIRE PROTECTION DISTRICT (BATON ROUGE)

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### ST. GEORGE FIRE PROTECTION DISTRICT (CITY OF ST. GEORGE)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*  
FIRE LIEUTENANT \*\*  
FIRE CAPTAIN \*\*  
BATTALION FIRE CHIEF \*\*  
ASSISTANT FIRE CHIEF \*\*  
CHIEF OF OPERATIONS \*\*  
FIRE CHIEF \*

##### LINE SUPPORT CLASSES

CHIEF ADMINISTRATIVE OFFICER \*

TECHNOLOGY OFFICER \*

PARAMEDIC \*  
ASSISTANT CHIEF OF EMERGENCY  
MEDICAL SERVICES \*\*  
CHIEF OF EMERGENCY MEDICAL  
SERVICES \*\*

SPECIAL SERVICES OFFICER \*  
CHIEF OF SPECIAL SERVICES \*\*

FIRE PUBLIC EDUCATION OFFICER \*

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

FIRE TRAINING AND SAFETY OFFICER \*  
FIRE TRAINING OFFICER \*  
CHIEF OF TRAINING \*\*

\*Competitive class

\*\*Promotional class

##### LINE SUPPORT CLASSES (continued)

FIRE SAFETY OFFICER \*  
ASSISTANT CHIEF OF SAFETY \*  
CHIEF OF SAFETY \*\*

SPECIAL OPERATIONS OFFICER II \*  
SPECIAL OPERATIONS SHIFT COMMANDER \*  
ASSISTANT CHIEF OF SPECIAL OPERATIONS \*\*  
CHIEF OF SPECIAL OPERATIONS \*\*

FIRE COMMUNICATIONS OFFICER \*  
FIRE COMMUNICATIONS SUPERVISOR \*\*

SG Index

Original Adoption: 04-22-87

Revision Dates: 09-30-87, 09-03-91, 03-20-96, 11-05-98, 06-21-00, 08-02-00, 10-05-06,  
04-03-09, 05-07-10, 10-15-10, 08-12-11, 08-01-14, 09-15-20, 11-12-20,  
10-06-21, 05-26-22, 02-15-23, 10-18-23, 02-08-24, 04-05-24, 08-16-24,  
06-06-25, 07-25-25, 09-12-25, 12-02-25, 08-21-26

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter/Operator comprises 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 vehicles. Employees of this class report to, have work reviewed by, and are supervised by a company officer. This class ranks directly below that of Fire Lieutenant.

## **EXAMPLES OF WORK**

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

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

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

Drives fire apparatus to and from fire. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required fire flow, friction loss, intake and discharge pressures necessary for fire suppression.

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

Performs tasks necessary to protect property using covers, tarps, or other materials. Constructs catch-alls and chutes to trap and dispose of water. Locates and extinguishes hidden fires and hot spots. Removes debris and charred waste.

Participates in fire investigation and fire cause determination. Informs officer in charge of suspected arson. Observes witnesses at the fire scene and questions witnesses to determine fire cause. Testifies in court.

Completes forms and records as required.

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

Performs periodic tests on apparatus and equipment as required. Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, and notifying officer in charge of needed repairs.

Performs public relations duties such as calming excited citizens at a fire scene, receiving and responding to complaints from the public, and providing information to the public concerning the work of the fire department. Participates in fire inspections.

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.

After offer of employment, but before beginning work in this class, must pass a medical examination, a drug screen, a psychological evaluation, a fitness evaluation, a criminal records review, and a driver's license check, 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.

Applicant 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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Prior to confirmation in the class of Firefighter/Operator, must become Louisiana State Certified and Nationally Registered as an Emergency Medical Technician (EMT) or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Firefighter/Operator.

|                                                                  |
|------------------------------------------------------------------|
| Firefighter SG                                                   |
| Original Adoption: 03-20-96                                      |
| Revision Dates: 01-12-00, 10-02-06, 05-07-10, 08-01-14, 10-06-21 |

# FIRE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting a company of Firefighter/Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Lieutenants respond to all emergency calls, assuming command until relieved by a superior officer. Employees of this class supervise the daily maintenance of all equipment and apparatus, participate in the training of subordinate employees, and assist the Fire Captain with completion and maintenance of records and reports. The Fire Lieutenant receives general instructions from the Fire Captain, has the authority to work independently in most areas and becomes the officer in charge in the absence of the Fire Captain. This class ranks directly below that of Fire Captain.

## **EXAMPLES OF WORK**

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

Assists Fire Captain with the management of the operation of one fire station for one shift by overseeing and evaluating the work performance of a company of Firefighter/Operators. Inspects, supervises, instructs and drills personnel in firefighting techniques, departmental procedures, and rules and regulations. Conducts employee performance evaluations, discusses work performance with subordinates and keeps Fire Captain advised of subordinates' work performance. Resolves employee complaints and grievances. Counsels subordinates when there is a performance or personnel problems. Recommends corrective action. Reviews records of previous shift activity and issues work assignments to subordinates.

Responds to all fire alarms and determines the most direct route to the fire to be taken by the fire company making sure all laws and safety regulations are followed. Determines the positioning of apparatus at the fireground in order to initiate the most effective fire attack. Supervises and performs emergency scene operations involving fire suppression, including size-up, pumper operations, forcible entry, ventilation, salvage and overhaul, and the containment and control of hazardous materials. Supervises search and rescue and emergency medical procedures. Makes recommendations to officer in charge regarding appropriate equipment procedures. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Assumes incident command and directs work until relieved of command by a superior officer.

Supervises and provides for the maintenance of department records, such as records of activity, payroll records, inventory records, or any other records which may be required. Writes reports, including incident reports, maintenance records, NFIRS reports, and preliminary investigation reports, and personally completes forms and records, as assigned.

Directs and assists with the regular inspection and maintenance of apparatus and equipment such as fire pump, aerial ladders, elevating platforms, and emergency medical equipment. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Maintains inventory of supplies and equipment; orders and disburses supplies and equipment to personnel as required.

Participates in fire prevention and safety education. Performs pre-fire planning inspections by visiting businesses, schools, places of public assembly, and private properties located in an assigned area. Studies information regarding location of hydrants and standpipes, building layout, hazardous material storage, occupancy patterns, and structural information. Recommends corrections for unsafe practices and conditions. Draws preplanning maps and diagrams.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Informs officer in charge of suspected arson. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, and maintains the chain of custody of any evidence of arson. Assists arson investigation personnel. Testifies in court when required.

Participates in special community projects designed to improve public relations or the image of the fire department. Coordinates the work of the department with related agencies, such as law enforcement, State Fire Marshall's Office and mutual aid, releasing information and giving assistance when needed. Oversees and participates in tours of department facilities.

Performs other related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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 reasonable accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least four (4) years immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter I, Firefighter II, Driver/Operator – Aerial, Fire Service Instructor I, Fire Inspector I, Incident Safety Officer and Fire Officer I, according to National Fire Protection Association (NFPA) standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Lieutenant.

Effective January 1, 2027 must have attained an associate degree in Fire Science or related Fire Service management as approved by the Fire Chief, or completed technical program approved by the Fire Chief.

|                                              |
|----------------------------------------------|
| Fire Lieutenant SG                           |
| Original Adoption: 05-07-10                  |
| Revision Dates: 10-06-21, 12-19-23, 12-02-25 |

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of firefighting personnel and equipment on an assigned shift. 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 training of subordinate employees. Fire Captains work with a high degree of independence, and report to and have work reviewed by the Battalion Fire Chief. This class ranks directly below the class of Battalion 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 a fire station on one shift. Answers fire alarms from dispatcher, records necessary information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from fire scene. Assumes command until relieved by a superior officer. Supervises emergency scene operations in size-up, rescue, emergency medical procedures, forcible entry, ventilation, fire suppression, use of water supplies, nozzle and hose handling, and salvage and overhaul.

Supervises subordinate fire department personnel. Inspects the appearance of assigned equipment and personnel. Issues orders and assigns duty areas. Supervises and evaluates the work performance of subordinates. Counsels employees who experience work problems. Resolves employee complaints and grievances. Maintains discipline. Trains subordinates in basic firefighting by personally conducting training in the classroom, drills and evolutions, and by "on-the-job" training.

Investigates the causes, origins, and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; searches for, protects, and preserves evidence; reports and maintains the chain of custody of evidence of suspected arson. Assists arson investigation personnel.

Supervises the maintenance of department records. Completes assigned forms and records, such as maintenance records, incident reports, records of activity, inventory records, pre-fire plan and inspection reports, and preliminary investigation reports.

Supervises the repair and maintenance of property and equipment. Conducts required tests of fire department apparatus and equipment. Inspects station house, building, and facilities to insure compliance with departmental maintenance standards. Reports all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and

equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools. Supervises daily radio checks.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects public occupancies to ensure compliance with fire codes and local ordinances. Reports fire hazards or safety violations to the appropriate authority.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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 reasonable accommodation.

Must possess a valid driver's license.

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

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Inspector I, Incident Safety Officer, Fire Officer I and Fire Officer II, according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2027 must have obtained Fire Service Instructor II certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Captain.

Prior to the closing date for application to the board, must have attained an associate degree in Fire Science or related fire management curriculum as approved by the Fire Chief, or completed technical program approved by the Fire Chief.

Fire Captain SG

Original Adoption: 11-05-98

Revision Dates: 01-12-00, 06-21-00, 08-02-00, 03-23-01, 02-28-02, 10-02-06, 06-18-07, 05-07-10, 10-06-21, 11-28-22, 12-19-23, 12-02-25

# BATTALION FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory positions in the fire suppression division. Battalion Fire Chiefs oversee the operations of a single battalion on an assigned shift, and coordinate work schedules and daily activities to see that all assigned stations are manned, to provide for training of subordinate personnel, and to perform administrative duties related to the assigned shift. Employees of this class ensure that departmental regulations and procedures are observed. Battalion Fire Chiefs command fire ground operations within the assigned district until relieved by a superior officer. Employees of this class work with a high degree of independence, receiving only general instruction from the Assistant Fire Chief. This class ranks immediately below that of Assistant Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operations of a fire battalion on an assigned shift. Assists superior officers in planning and organizing operations having to do with personnel and equipment of the assigned district. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on local trends which may affect the fire service, and reports findings to superior officer. Investigates all accidents involving personnel and equipment of the assigned district. Investigates complaints against subordinate personnel and recommends appropriate action.

Manages fire suppression and emergency operations of the assigned district. Responds to all alarms within the assigned district, and functions as incident commander until relieved by superior officer. Supervises the performance of subordinate personnel during emergency incidents and directs emergency scene operations such as size-up, forcible entry, ventilation, protection of exposures, fire extinguishment, salvage and overhaul, and emergency medical services. Personally, acts as part of the fire attack team. Oversees all safety procedures at the emergency scene. Maintains communications between the fire scene and authorized personnel and calls for assistance when needed. Participates in incidents involving hazardous materials. Investigates causes of fires within the assigned district. Assists arson investigation personnel.

Supervises all company officers assigned to the district for which responsibility has been delegated. Holds meetings with personnel for the purpose of receiving reports and disseminating information. Inspects the appearance of personnel and equipment. Assigns work and duty areas to subordinates. Assigns work schedules and approves leave. Evaluates work performance of subordinate employees and discusses performance evaluations with both superiors and employees. Provides technical assistance to subordinates when needed. Maintains discipline. Supervises training of subordinates in fire suppression techniques. Conducts training in firefighting, safety, rescue, first aid and emergency medical services, ventilation, nozzle and hose

handling, fire streams, water supplies, use of tools and equipment, salvage and overhaul, pre-fire planning, and fire inspection.

Provides for the preparation and maintenance of all forms, records, and reports required to document the activities of the assigned district. Personally, completes any forms or records assigned.

Informs the public about fire department operations through talks, demonstrations, and distribution of literature. Answers questions for the public about the operations of the fire department or other related emergency services

Oversees the general care and maintenance of property and equipment assigned to the delegated district. Provides for sufficient supplies and equipment for the assigned district.

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.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation prepared and administered under the authorization of 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 and maintain a valid driver's license.

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

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Inspector I, Fire Officer I, and Fire Officer II, according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2024 must have obtained Incident Safety Officer certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Officer III certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Battalion Fire Chief.

Effective January 1, 2010 must have an associate degree in fire science or a related fire management curriculum as approved by the Fire Chief.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related fire management curriculum as approved by the Fire Chief or graduated from the Managing Officer Program through the National Fire Academy.

Battalion Fire Chief SG

Original Adoption: 11-05-98

Revision Dates: 01-12-00, 06-21-00, 10-02-06, 06-18-07, 10-06-21, 11-28-22

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible administrative and supervisory positions, the primary duty of which is overseeing the operations of all fire districts on an assigned shift. Assistant Fire Chiefs direct and supervise the work of Battalion Fire Chiefs on an assigned shift, participate in the research and planning for programs and activities of the department, and assist chief officers in determining how the department should be organized. Employees of this class provide for employee training, the maintenance of equipment and property, and records management through Battalion Fire Chiefs. Assistant Fire Chiefs are required to perform the duties of their position with a high degree of independence, with assignments received from and work reviewed by the Chief of Operations. This class ranks directly below that of Chief of Operations.

## **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 operations of all fire districts on an assigned shift. Conducts inspections, observes and evaluates the effectiveness of assigned operations, and takes appropriate action to correct or improve problem areas. Participates in the research and planning for programs and activities of the department. Assists chief officers to determine how the department should be organized and recommends the number and distribution of operational units. Investigates all accidents involving assigned equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents.

Oversees the preparation and maintenance of records and reports to document department activity on the assigned shift. Compiles and organizes data needed for reports. Prepares payroll records for the assigned shift.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Answers questions for the public about fire department operations, or any other related areas of emergency services. Writes letters in response to written or oral requests addressed to the fire department.

Supervises all subordinate employees on an assigned shift. Holds meetings for the purpose of receiving reports or disseminating information. Inspects the appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules and approves leave in accordance with department policies. Oversees and evaluates the work performance of and reviews reports written by subordinates. Assists subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline, including conducting corrective interviews and recommending disciplinary action to a superior.

Functions as incident commander at the fire scene until relieved by a superior officer. Ensures that standard operating procedures are observed and takes charge of all safety procedures at the scene of the incident. Ensures that fire scenes are secured to prevent the removal or damage of evidence of possible arson. Participates in fire investigations; determines causes, origins, and circumstances of fires. Participates in hazardous materials incidents.

Oversees training of department personnel. Participates in classroom training and drill evolutions in fireground operations, including fire suppression techniques, safety, nozzle and hose handling, fire streams, water supplies, rescue, forcible entry, first aid and emergency medical services, salvage and overhaul, use of tools and equipment, pre-fire planning, and fire inspection.

Oversees the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Arranges for repairs of fire department facilities and equipment. Orders supplies and equipment and provides for the distribution of supplies and equipment in accordance with department procedures.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation 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.

Must have and maintain a valid driver's license.

Must have continuously been a regular and permanent employee in the class of Battalion Fire Chief for the two (2) years immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Officer I, Fire Officer II and Fire Officer III, according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2024 must have obtained Incident Safety Officer certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Officer IV certification according to National Fire Protection Association (NFPA) standard.

Effective January 1, 2023 must have obtained Fire Service Instructor II certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Assistant Fire Chief.

Effective January 1, 2010 must have an associate degree in fire science or a related fire management curriculum as approved by the Fire Chief.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Assistant Fire Chief SG

Original Adoption: 11-05-98

Revision Dates: 01-12-00, 06-21-00, 02-28-02, 10-02-06, 01-02-07  
06-18-07, 10-06-21, 11-28-22

# CHIEF OF OPERATIONS

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is to manage the Operations Divisions. The Chief of Operations sets management policies, goals, and objectives for the assigned divisions. The incumbent of this class assists the Fire Chief in planning, research, and organization of the fire department having to do with equipment and personnel. The Chief of Operations performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the Operations divisions. Assists with research and planning for programs and activities of the department. Studies and reviews laws, regulations, ordinances, and court rulings relating to fire department operations. Recommends policies, goals, and objectives for consideration by the Fire Chief. Plans, organizes, and conducts inspections of department operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas.

Keeps informed on modern firefighting methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Recommends changes in department operations which will improve ISO ratings.

Assists the Fire Chief in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Works with boards and agencies whose rules and regulations affect the careers of fire department employees. Investigates all accidents involving department equipment and personnel, determines causes, and proposes changes in procedures to avoid future accidents. Investigates complaints against department personnel, and formulates recommendations in response to the complaints.

Coordinates the work of the department with private sector organizations and other public agencies, and organizes special projects related to public relations. Informs the public about fire department work by means of talks, demonstrations, and distribution of literature. Writes letters in response to written or oral requests addressed to the fire department; answers questions for the public about the operation of the fire department or any related areas of emergency services.

Functions as incident commander at the fire scene until relieved by the Fire Chief. Oversees emergency scene operations, including size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler

and standpipe systems, use of water supplies, salvage and overhaul, safety, and emergency medical services. Participates in emergencies involving hazardous materials. Acts as coordinator between firefighting and law enforcement personnel. Maintains fire ground communications.

Oversees the supervision of department employees by seeing that discipline is maintained, counseling employees who are experiencing work problems, and meeting and working with employee groups. Holds meetings with subordinate personnel for the purpose of receiving and disseminating information. Inspects the appearance of equipment and personnel. Oversees the assignment of duties and work schedules and approves leave. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates.

Assists the Fire Chief in writing specifications for new fire department equipment. Prepares specifications for public bid. Oversees the bidding process. Orders supplies and equipment. Makes recommendations on major purchases for 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 examination.

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

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation 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 reasonable accommodation.

Must have continuously been a regular and permanent employee in the class of Assistant Fire Chief for the two (2) years immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Fire Officer I, Fire Officer II and Fire Officer III, according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2024 must have obtained Incident Safety Officer according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2024 must have obtained Fire Investigator certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Officer IV certification according to National Fire Protection Association (NFPA) standard.

Effective January 1, 2026 must have obtained Fire Service Instructor II certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Chief of Operations.

Effective January 1, 2027 must have attained a master's degree in Fire Administration or related curriculum as approved by the Fire Chief or Must have successfully completed the Executive Fire Officer Program at the National Academy.

Prior to the closing date for application to the board, must have an associate degree in fire science, a related fire management curriculum or a bachelor's degree in business or public administration curriculum.

Chief of Operations SG

Original Adoption: 11-05-98

Revision Dates: 01-12-00, 06-21-00, 03-23-01, 02-28-02, 10-02-06, 08-12-11, 10-06-21

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the fire department. The Fire Chief is directly responsible for the organization and administration of the department, for managing fire suppression activities, for the supervision of all departmental personnel for financial planning and budgeting of funds, and for public relations. The incumbent of this class is also responsible for providing for employee training and for developing and administering a fire prevention program. The Fire Chief has the authority and responsibility to carry out the duties of the position independently and is accountable to the St. George Fire Protection District No. 2 Board of Commissioners, which reviews and evaluates the work of this class.

## **EXAMPLES OF WORK**

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

Manages all the operations of the fire department. Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure to provide fire protection services for the community. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods which may be used to evaluate productivity or effectiveness and uses these methods to evaluate and make decisions concerning department operations. Compiles, organizes, and analyzes data needed and writes reports required to document department activity.

Uses information developed in performance evaluations to make personnel decisions. Establishes and maintains a balance of meeting employee needs with meeting organizational goals. Develops a report review system to be used as an inspection process for analyzing the quality of fire service.

Manages the operation of the general accounting system for the department. Authorizes the expenditure of funds allocated for fire department operation. Prepares a departmental operating budget, including procedures such as collecting and analyzing necessary fiscal information and preparing revenue and expenditure estimates.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. 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. Determines target areas for fire prevention or public education efforts.

Supervises subordinate department personnel. Reviews work to be done and delegates assignments, outlines duties and responsibilities for subordinates, sets task priorities, evaluates

work performance, and writes employee evaluation reports. Inspects the appearance of department equipment and personnel to ensure that these meet departmental standards for safety and propriety. Provides for good housekeeping and takes action to control hazards; trains subordinates in safety. Handles employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for and oversees a communications system for the department. Prepares specifications on new fire department equipment for public bids.

Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. Directs and controls fireground operations, making decisions on strategy, and directing and monitoring intermediate command staff members. Directs the handling of emergencies involving hazardous materials. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness. Establishes and implements effective fireground communications procedures.

Directs a program of fire inspections, provides materials and equipment, insures that assigned department members have requisite training, and oversees and reviews the work of subordinate personnel engaged in fire inspections. Directs a program of pre-fire planning in order to prepare for rescue and firefighting operations. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson.

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, must possess a valid driver's license, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination, a drug screen, a psychological evaluation, a fitness evaluation, a criminal records review, and a driver's license check, 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.

Must have obtained certifications as Fire Officer I, Fire Officer II and Fire Officer III and Fire Officer IV, according to National Fire Protection Association (NFPA) Standards.

Must have master's degree in emergency management, leadership and supervision, management, public administration, or any other field deemed appropriate by the Civil Service Board, and at least twelve (12) years of progressively responsible experience as a full-time member of a paid fire service organization, with at least five (5) years of which must have been in positions which included administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have successfully completed the Executive Fire Officer Program at the National Academy, and at least twelve (12) years of progressively responsible experience as a full-time member of a paid fire service organization, with at least five (5) years of which must have been in positions which included administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief SG

Original Adoption: 09-03-91

Revision Dates: 11-02-94, 10-02-06, 06-18-07, 10-04-19, 10-06-21

# CHIEF ADMINISTRATIVE OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department service. The primary duties and responsibilities include managing the Administrative Division. The Chief Administrative Officer assists the Fire Chief in the organization and management of the fire department in areas such as human resources administration, planning and research, maintaining records and reports, preparing department budget, and maintaining supplies and equipment. The employee of this class has the authority to work independently and performs duties with little or no supervision. The incumbent of this class reports to and has work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operation of and sets management policies for the Administrative Division of the fire department. Assists with the planning and organization of departmental operations involving personnel, equipment and apparatus.

Participates in developing a personnel recruitment and selection program, interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law.

Holds meetings with fire department personnel to receive reports, disseminate information, inspect appearance or discuss work performance. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Conducts inspections of various divisions of the department, observes operations and evaluates the effectiveness of each division.

Takes appropriate action or makes recommendations to correct or improve problem areas. Investigates all accidents involving department equipment or personnel, determines cause and makes recommendations on procedure to avoid future accidents.

Acts as chief medical records officer for the department, supervising occupational health practices, overseeing the return-to-work process for employees who have been on extended leave and coordinating the release of medical records as needed.

Assists with the preparation of PIAL ratings by participating as a member of the departmental PIAL rating team. Gives reports, offers advice, makes recommendations and keeps informed on local trends that may affect the fire service when attending meetings required by the local governing authority. Testifies in court when required.

Supervises and evaluates positions in the Administrative Division by assigning work or duty areas, providing assistance in technical areas of work, assigning schedules, reviewing reports, delegating authority, approving leave, discussing performance with subordinates, writing employee evaluation reports and recommending disciplinary action when necessary.

Promotes peace and harmony by counseling subordinates who are experiencing work problems, resolving employee grievances, ensuring that discipline is maintained, meeting and working with employee groups or by taking any other action deemed necessary.

Personally completes any forms and records required, including payroll records. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Composes letters in response to written or oral requests directed to the fire department or to address other department needs. Writes newspaper articles or any other official department position paper for publication. Oversees and writes requests for grants or other special funds to aid in the operation of the fire service. Works with superiors to provide oversight and accounting for the money and assets of the department.

Assists in the preparation and submission of departmental and divisional operating budgets by compiling and organizing financial data. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Orders and maintains inventory of supplies and equipment for the fire department and various divisions, distributing such to authorized personnel as required. Coordinates and oversees programs related to personal protective equipment and uniforms.

Informs the public about fire department work by means of talks, demonstrations or distribution of literature to schools, civic groups, building owners and employees. Answers questions for the public about the operation of the fire department, fire prevention or any related areas of emergency services.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

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

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

Must possess a valid driver's license.

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.

Prior to the closing date for application to the board, must have an associate degree in fire science, a related fire management curriculum or a bachelor's degree in a business or a public administration curriculum and at least ten (10) years of full-time fire service experience.

Effective January 1, 2027, must have attained a Bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Eligibility for admission to the competitive test for Chief Administrative Officer shall be limited to members of the same department as the fire chief at the time of appointment.

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| Chief Administrative Officer SG    |
| Original Adoption: 08-01-14        |
| Revision Dates: 10-06-21, 12-02-25 |

# TECHNOLOGY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises responsible, non-supervisory positions, the primary duties of which include the design, implementation, and maintenance of a computerized fire department records management system and maintenance of department network servers. The employee of this class ensures the departmental records management system is kept current and maintained for the purposes of tracking departmental activity. The Technology Officer provides technical assistance and training to fire department personnel. The employee of this class is familiar with servers utilizing Active Directory, Exchange, and SQL. The Technology Officer reports to and has work reviewed by the Chief of Communications.

## **EXAMPLES OF WORK**

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

Assists the Chief of Communications in the development and maintenance of the fire department computer network and CAD systems. Assists in the operation of the division, and recommends steps to correct any problems observed. Monitors network to ensure availability to all system users and resolves data communication problems. Maintains security of department's licensed software. Performs remedial actions to correct problems based on knowledge of system operation. Assists in the administration and monitoring of computer program that controls user access to system. Maintains security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure. Responds to inquiries concerning problems with systems and/or operations. Maintains mobile data equipment, and other public safety software applications on fire department first responder vehicles including: interfacing with the records management system, repairing/replacing equipment, updating software, and training department employees.

Installs, modifies, and makes repairs to department computer hardware and software. Loads software such as operating systems, word processing, or spreadsheet programs into computers. Maintains inventory records on all department owned computer hardware and peripherals. Repairs or replaces software applications in department vehicles. Meets with computer hardware and software vendors to review products related to the departmental computer/networking systems. Makes recommendations for the purchase of computer network equipment, hardware and software. Distributes supplies and equipment as required. Assists in the investigation of all accidents involving department computer equipment, determining cause, and formulating procedures to avoid future accidents. Responds to all alarms or emergency calls for which the department is answerable, in order to ensure mobile data computer equipment on fire department vehicles is functioning properly.

Assists in the design, implementation, maintenance, and modification of a computerized records management system. Participates in the examination and evaluation of the existing records management system in order to develop new system or to recommend improvements in system's format, use, and control. Runs queries as needed to obtain information for department records. Develops new forms for departmental use as required. Transfers data from records, reports and forms from paper files to electronic files.

Assists the Chief of Communications in the development of a formal training program for all computer/network functions of the department. Participates in the preparation of written procedures and manuals to be used by department personnel in the operation of the computer systems and applications. Assists in the instruction of training courses relating to computer/network functions taught by the department. Assists with informal or on-the-job training for new employees.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

Must possess a valid driver's license.

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 minimum of an associate degree in Fire Science and/or college credits in an information Technology degree, along with at least three (3) years of work experience in an electronic computer and/or communications equipment-related field.

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| Technology Officer SG |                    |
| Original Adoption:    | 05-26-22           |
| Revision Dates:       | 11-28-22, 03-28-25 |

# PARAMEDIC

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, the Paramedic drives emergency medical vehicles and provides intensive care paramedic services and medical aid at the emergency scene. Employees of this class operate and maintain fire apparatus/fire equipment and also perform the full range of fire suppression duties, when not providing emergency medical care at the scene. Paramedics assist and participate in training programs and related fire prevention/public education activities. Employees of this class perform duties as assigned, reporting to and having work reviewed by a superior officer as designated by the Fire Chief. This class ranks directly below that of Assistant Chief of Emergency Medical Services.

## **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 emergency medical calls, emergency rescues, fire alarms and public service calls where life or property is at risk. Drives emergency medical vehicles to and from the scene of a fire or other emergency to provide medical care and/or to transfer the injured to a hospital or emergency care facility. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department using communications and medical equipment provided. Notifies dispatcher to call for additional emergency medical help if needed. Uses breathing apparatus, as required for protection at the emergency scene. Frees trapped victims using extrication equipment in order to administer emergency medical care. Monitors vital signs and takes appropriate action to preserve life as prescribed by standing orders or by a doctor. Provides advanced life support services to patients including conducting and interpreting EKG's, endotracheal intubations in airway, administering IV fluids and using defibrillators to shock a stopped heart. Follows triage procedures while operating and interpreting monitors, apparatus and other equipment used to provide emergency medical services. Obtains a comprehensive drug history, administers medication to the patient at the emergency scene or while in transport to the hospital and observes and documents the effects of the medication that was administered. Keeps informed on any specific signs or circumstances under which it is not appropriate and may be harmful to administer a drug to patients.

Drives fire apparatus to and from the fire scene making sure to follow all laws and safety regulations. Places apparatus at fire scene according to the direction of commanding officer. Performs the duties of a fire suppression/rescue team at the scene of a fire or emergency when not offering medical care. Positions the pumper, deploys hose by using a forward, reserve or split

lay and connects/disconnects hose to opening and discharge valves of pumper. Attacks fires using correct procedures. Identifies and protects potential exposures by using direct streams or water curtains. Calms distraught family members of the victim during an emergency medical situation. Maintains appearance of fire apparatus by cleaning apparatus and removing dirt, mud, grease, oil and soot. Performs routine maintenance and custodial work on emergency medical vehicles, equipment and station grounds. Completes inventory and maintains supplies and equipment.

Promotes a positive public image of the fire department and the emergency medical services division. Studies new laws, techniques and information relating to emergency medical services in order to incorporate such into the operations of the department. Participates in training exercises to practice and learn new skills in the areas of emergency medical care and basic firefighting. Conducts tours of department facilities for schools or civic groups.

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 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.

Prior to confirmation in the class of Paramedic, must possess Firefighter I, Firefighter II, HazMat Awareness, HazMat Operations and Driver/Operator certifications.

Must possess an American Heart Association BLS Certification (CPR card) (or equivalent as approved by the department.)

Must hold a current certification as a Nationally Registered Paramedic (NRP).

Must possess a current Louisiana State Paramedic License.

Paramedic SG

Original Adoption: 05-26-22

Revision Dates: 09-01-22, 04-05-24

# ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary duty of which is assisting the Chief of Emergency Medical Services in overseeing the daily operations of the fire department's Emergency Medical Services (EMS) Division. The employee of this class uses clinical expertise and knowledge of emergency medical procedures and reporting to aid superiors in managing the workload of the EMS division. The Assistant Chief of Emergency Medical Services provides for the maintenance of accurate EMS records by performing quality assurance audits on all records and reports generated by employees of the division. The employee of this class provides for the general care and maintenance of all EMS related equipment, maintains inventory, and obtains authorization to purchase equipment and supplies for the division. The Assistant Chief of Emergency Medical Services works with limited supervision, reporting to and having work reviewed directly by the Chief of Emergency Medical Services.

## **EXAMPLES OF WORK**

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

Assists the Chief of Emergency Medical Services in overseeing the operation of the fire department's EMS division. Participates in discussions concerning the review and evaluation of emergency medical services and contributions made by the different service elements; makes recommendations to correct or improve problem areas. Conducts orientation sessions for newly appointed EMS employees, performing all duties associated with employee onboarding. Assists in distributing information to EMS personnel concerning changes to divisional and departmental policies and procedures. Provides on-the-job, informal training for EMS employees in the work of the division. Meets with individual EMS division employees in order to discuss established EMS procedures, to resolve EMS software issues, or to remedy quality assurance problems with reports prepared and submitted by the employee.

Oversees the maintenance of emergency medical services records and reports, and periodically inspects systems and facilities for maintaining such records. Performs quality assurance audits on medical charts or reports completed by EMS personnel to detect problems or errors, and to ensure that accurate EMS records are maintained. Reads computer printouts, conducts research, organizes data, compiles statistics and assembles information for use in EMS records, reports and training. Maintains EMS Division training records; documents and tracks the acquisition of EMS employee training certifications and credentials. Files and retrieves records and reports, as required. Assists the Chief of EMS in gathering and compiling information requested by courts, attorneys, or other authorized persons regarding EMS incidents or lawsuits.

Supervises the general care, maintenance, and use of EMS division communications equipment, apparatus and related property. Maintains inventory of all equipment and medical supplies used by the division. Generates purchase orders for approval by a superior officer and places orders for needed EMS items, keeping such purchases within the established budget. Checks all EMS

equipment on a regular basis to ensure proper working order. Oversees the use and daily operation of all fire department EMS equipment, and performs routine maintenance or custodial work on medical vehicles and related equipment.

May be required to drive emergency vehicles and/or provide emergency medical care at the scene of a fire or emergency. Participates in operations at mass casualties. Acts as a consultant for other emergency medical services in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and emergency medical efforts, when required. Promotes a positive public image of the fire department and the emergency medical services division. Coordinates and participates in special projects designed to enhance the public image of the Emergency Medical Services Division.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Paramedic. Must also have at least four (4) years of full-time service with the St. George Fire Department immediately preceding the closing date for application to the board.

Prior to the closing date for application to the board, must have completed the National Association of EMS Educators Level 1 & 2 EMS Instructor course.

As of **January 1, 2027**, must possess a bachelor's degree (or higher) in Emergency Medical Services Management or in a related field. Completion of the Executive Fire Officer Program in lieu of a bachelor's degree will be accepted if the applicant has an associate degree in a related field.

As of **January 1, 2027**, must possess current certification as a either a Flight Paramedic -or- as a Critical Care Paramedic.

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|--------------------------------------------------|
| Assistant Chief of Emergency Medical Services SG |
| Original Adoption: 02-08-24                      |
| Revision Dates: 04-05-24                         |

# CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises an Emergency Medical Services (EMS) position in the Fire Department, the primary duty of which includes assisting the Fire Chief in implementing EMS programs, policies, training and procedures. The Chief of Emergency Medical Services observes, documents, and reviews all aspects of EMS operations; provides EMS training to ensure compliance with all applicable standards; makes recommendations for maintaining competency of all personnel performing EMS functions and provides for the maintenance of division records, equipment and supplies. The employee of this class exercises no direct supervision over the line classes; however, the incumbent exercises functional supervision over employees with respect to EMS procedures and directs the emergency medical services operations of the department. The Chief of Emergency Medical Services works 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.

Develops and implements an emergency medical service training program for the department and provides for regular or outside employee training at all levels within the division. Conducts formal training classes in areas necessary to prepare personnel for EMS certification tests. Sets priorities for EMS training, including scheduling, location and personnel. Assembles teaching materials for use in EMS training and participates in the development of policy and procedure manuals for the division. Prepares and administers examinations. Evaluates the effectiveness of the training program by observing EMS procedures at the emergency scene and by reviewing results of training examinations. Works with medical experts and training division personnel to critique field operations. Studies new laws, regulations, ordinances, court rulings, pharmacological information and medical techniques and incorporates such into departmental operations and training. Consults and works with all necessary medical professionals and experts to ensure the EMS training program meets acceptable medical standards. Evaluates the clinical work of candidates for intermediate or paramedic-level EMS. Utilizes informal training sessions or on-the-job training as needed.

Manages the operation of the EMS division. Assists the Fire Chief in determining how the division should be organized with respect to the number and distribution of operating units. Works with the Fire Chief to set management policies, goals and objectives for the division regarding equipment and personnel assignments. May be required to direct and evaluate fire personnel who perform emergency medical services at the scene to ensure effective fireground operations and proper use of medical equipment. Reviews and evaluates EMS and contributions made by the different service elements, recommending changes in standard operating procedures as needed. Keeps informed on modern methods of emergency medical work, and any local situations which may affect emergency medical service response.

Responds to fire and emergency calls, and supervises EMS staff members who provide emergency medical care and advanced life support to the sick or injured at the emergency scene or while in transport to the hospital. Evaluates work performance of fire personnel who provide EMS and discusses performance with employees and their supervisors. Holds meetings with fire personnel to receive or provide information on EMS and to relay changes to departmental policies or procedures. Investigates complaints against division personnel and formulates a recommendation for reply to the complaint or action to be taken. Ensures proper management and discipline of the members of the division. Makes recommendations on policy such as types of equipment needed, placement of equipment, and personnel assignments. Supervises division employees by assigning work schedules and equipment, approving leave, aiding in technical areas of work, and resolving employee complaints and grievances. Maintains discipline by counseling or recommending disciplinary action against subordinates and writes employee evaluation reports. Participates in personnel recruitment and interviews prospective division employees to make recommendations for placement. Transfers employees within the division to maintain division strength and efficiency of operation.

Accurately prepares and maintains all related EMS records, reports, and forms and reviews EMS records completed by division personnel. Decides what information should be included in EMS records and determines in what form this information should be kept. Files records and reports, and periodically inspects filing systems and facilities. Reads graphs, charts, manuals, computer printouts, compiles statistics and assembles information to write narrative reports on any areas related to the operation of EMS or to the training of personnel including reports on operations, emergency medical statistics, trends, requests, proposed legislation, or local ordinance. Reviews official emergency medical service correspondence and responds by letter, phone, or personal contact. Gathers information requested by courts, attorneys or other authorized persons regarding EMS incidents or lawsuits.

Gathers information to be used in compiling the budget for the Emergency Services Division and develops specifications for new emergency medical equipment. Consults with the governing body and prepares and submits a divisional operating budget by preparing budget calendar, revenue and spending estimates. Writes requests for grants or other special funds to aid in the operation of the emergency medical service. Meets with sales representatives to review products. Recommends and assists with the purchase, repair, maintenance, and inspection of equipment and supplies for the division.

Promotes a positive public image of the fire department and of the EMS division by providing information on EMS and related topics to the general public when responding to phone inquiries, conducting workshops, publishing articles, and conducting department tours. Conducts polls, surveys, and related information gathering devices, using members of the public, employee groups, firefighting professionals, etc., on questions or problems relating to the emergency medical service. Coordinates special projects to enhance the public image of the department by working with other public service agencies on projects of mutual concern. Attends official meetings to deliver speeches and answer questions regarding all matters relating to EMS provided by the department. Coordinates the work of the division with related federal, state, and local agencies, acts as a consultant for other EMS in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or emergency medical efforts. Communicates with medical professionals dealing with complaints, answering questions, and

discussing division operations or training.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must have served as a regular and permanent employee in the class of Assistant Chief of Emergency Medical Services for at least three (3) years immediately preceding the closing date for application to the board.

Must possess a master's degree (or higher) in a related field or must possess a master's degree in any field with a bachelor's degree in a related field. Completion of the Executive Fire Officer Program in lieu of a master's degree will be accepted if the applicant has a bachelor's degree in a related field.

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|----------------------------------------|
| Chief of Emergency Medical Services SG |
| Original Adoption: 11-12-20            |
| Revision Dates: 05-26-22, 04-05-24     |

# SPECIAL SERVICES OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF CLASS**

This class encompasses a position in the Special Services division of the fire department. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, adjust and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Special Services Officers perform duties with a high degree of supervision and receive specific instructions for most duties. Special Services Officers report to and have work reviewed by the Chief of Special Services.

## **EXAMPLES OF WORK**

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

Provides for the general care and maintenance of firefighting apparatus. Inspects apparatus for accident prevention devices and to ensure compliance with occupational safety and health regulations. Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights, and similar tasks. Disinfects, refills, maintains correct dew point levels of air, and provides for proper storage of self-contained breathing apparatus. Inspects, maintains, tests, and repairs nozzles and nozzle assemblies, fire hose and hose couplings, emergency station power generator for fuel and lubrication, emergency lighting and electrical equipment, ground ladders, aerial ladders, and turn-out equipment and clothing.

Operates, adjusts, or tests department property, equipment and supplies which have been returned as defective to determine or recommend repair or replacement. Inspects specified areas for fire service equipment and other safety and first-aid supplies. Provides for the general care of stations and grounds. Inspects supply facilities to ensure compliance with department maintenance standards. Repairs and maintains plumbing systems and component parts, including pipes, faucets, plumbing fixtures, water heaters, and sewer lines. Performs carpentry work on station buildings. Repairs and maintains electrical system, switches, wiring connections, and component parts.

Provides for the general care and maintenance of department communications equipment and any other specialized equipment owned and operated by the fire department. Gets estimates on repair costs for any assigned equipment. Transports, delivers, and picks up equipment for repair or maintenance. Demonstrates safety equipment and practices.

Maintains inventory of supplies and equipment and counts items according to department procedures to assure adequate inventory. Organizes and stores department property, equipment, and supplies in an orderly fashion to allow ease of locating and retrieving materials. Makes arrangements for the shipping and receiving of supplies by communicating with transportation and delivery services. Distributes supplies to department personnel as required.

Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Reads graphs, charts, manuals, reports, or related documents. Prepares purchase requisitions according to department procedures.

Performs any related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must have at least five (5) years of work experience in a full-time paid fire department which must include experience in the maintenance and repair of fire apparatus, fire department equipment, and buildings.

Prior to the closing date for application to the board, must have attained an associate degree in Fire Science or related fire management curriculum.

Applicant 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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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| Special Services Officer SG |
| Original Adoption: 08-01-14 |
| Revision Dates: 10-06-21    |

# CHIEF OF SPECIAL SERVICES

(Promotional Class)

## **DISTINGUISHING FEATURES OF CLASS**

This class encompasses a responsible, supervisory position in the Special Services division of the fire department. Employees of this class coordinate and supervise maintenance on all departmental vehicles, fire apparatus and equipment. The Chief of Special Services is a highly responsible class and requires little supervision. The Chief of Special Services 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 the class.

Supervises the position comprising special service support classifications such as Special Services Officer. Supervises the general care and maintenance of department equipment, property, and supplies. Supervises department employees by overseeing and evaluating work performance of subordinates, writing employee evaluation reports, and maintaining discipline within the department.

Manages the operation of one division within the fire department. Plans and organizes departmental operations having to do with equipment and apparatus. Supervises the general care and maintenance of firefighting apparatus. Oversees the inspection of apparatus and machinery of the department to ensure compliance with occupational safety and health regulations and for accident prevention devices. Inspects the testing and repairs of open-circuit breathing apparatus, breathing air compressors, and self-contained breathing apparatus. Manages the proper storage, correct dew point levels, flow testing, and the recording of the use and maintenance of self-contained breathing apparatus. Ensures that nozzles and nozzle assemblies, fire hose and hose couplings, emergency station power generator, emergency lighting and electrical equipment, ground ladders, aerial ladders, and turn-out equipment and clothing is properly inspected, maintained, tested, and repaired.

Supervises the general care and maintenance of department stations and grounds. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems and assigns such to qualified department personnel. Inspects specified areas for fire service equipment and other safety and first-aid supplies.

Investigates all accidents involving department personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Ensures equipment and machinery comply with occupational safety and health regulations and have accident prevention devices. Demonstrates safety equipment and practices. Supervises the general care and maintenance of department communications equipment and any other specialized equipment owned and operated by the fire department. Directs the testing of equipment, assuring that all applicable federal, state, and local standards are met. Oversees the repair of faulty equipment at the fire scene, arranges for repair which cannot be repaired within the department, gets estimates on

repair costs, and inspects equipment after repairs to see that repairs were properly accomplished.

Identifies and appraises conditions which could produce accidents and financial losses. Directs research studies to identify hazards and evaluate loss-producing potential of a given operation. Recommends changes in department operations that will help the district obtain favorable ISO ratings. Manages the research of the best methods of handling specific fire department tasks and sees that such jobs are either contracted for or assigned to qualified department personnel.

Makes recommendations on major purchases for the department. Writes specifications for new fire department equipment, prepares specifications for public bids, and assists in overseeing the bidding process. Purchases equipment and supplies, keeping such purchases within the established budget for the department. Prepares purchase requisitions and expenditure estimates according to department procedures.

Compiles, organizes, and analyzes data needed for reports. Writes narrative reports such as reports on operations, accidents and injuries, and personnel evaluations. Types letters, forms, memos, statements, formal reports, or any other documents assigned. Supervises the completion of all forms and records required, including inventory cards, stock cards, order forms, requisition forms, repair records, inventory log sheets, charge-back forms, transmittal forms, and budget requests.

Performs any related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

After offer of 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.

Prior to the closing date for application to the board, must have attained an associate degree in Fire Science or related fire management curriculum.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Effective January 1, 2024 must have obtained Fire Officer I certification according to National Fire Protection Association (NFPA) standard.

Effective July 1, 2025 must have obtained Fire Officer II certification according to National Fire Protection Association (NFPA) standard.

Effective January 1, 2026 must have obtained Fire Officer III certification according to National Fire Protection Association (NFPA) standard.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Special Services Officer.

Chief of Special Services SG

Original Adoption: 08-12-11

Revision Dates: 08-01-14, 10-06-21

# FIRE PUBLIC EDUCATION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses specialized, non-supervisory positions in the Fire Prevention Division, the primary duties of which include public education, developing educational programs, public speaking, inter-agency educational programs, and acting as a spokesperson for the department. Incumbents in this class educate the public on fire hazards and safety and maintain records and reports required to document the activity of the Fire Prevention Division. Fire Public Education Officers work with some supervision having the authority to work independently in most areas. Employees of the 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 and participates in programs designed to educate the public about fire hazards and conditions which may increase the possibility of fire. Develops a fire prevention education curriculum by analyzing the targeted audience and designing the appropriate method of presentation. Utilizes information, such as incident reports, demographic data, and injury information from hospitals in order to customize fire prevention education to certain target audiences. Assists the fire administration in identifying the most important local fire problems in order to focus the fire education effort on populations and locations categorized as high risk. Selects program components and objectives to meet community needs by conducting an inventory of community resources and available materials, then estimating the costs and benefits of possible programs. Determines the specific content and format of fire safety messages, and develops instructional materials, audio-visual aids and fire safety presentations to be distributed within the community and to be used in public fire education programs. Structures presentations to provide information to the public about fire dynamics, human behavior during fires, built-in fire protection and injury prevention.

Writes speeches and structures presentations on community risk reduction and fire safety topics to be used by assigned department members and volunteers in the public fire education program. Oversees and delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or civic groups. Organizes and trains fire service personnel and volunteers who participate in the public fire education program. Provides for the safety of fire equipment and the proper appearance of personnel involved in the public fire education program. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work. Responds in person to all alarms or emergency

calls for which the department is answerable in order to assist suppression personnel and gather information to be used in the public fire education program.

Serves as a classroom instructor for public fire education training. Participates in conferences, conventions, and other educational meetings, and reads and studies current literature to keep informed on modern fire prevention methods and administrative practices.

Works to develop support within the community for public safety programs, fire safety programs and fire-related ordinances. Collects information for pre-fire plans by visiting businesses, schools and other public assembly locations in order to record features which might become important in a fire or emergency situation. Contacts business leaders and provides fire safety education to workers or enlists the businesses as sponsors for public education efforts by the department. Evaluates the impact and effectiveness of the public fire education program by comparing baseline data on number of fire incidents, number of fire deaths or injuries, and amount of property loss with new data collected after the implementation of the program. Makes modifications and improvements to the public fire education program, as needed.

Writes and submits public service announcements and news releases on fire safety to be used by local television and radio stations and by local newspapers and magazines, using accepted procedures necessary for working with the news media. Writes newspaper articles and letters to handle problems or to address needs of the division, using accepted format for business correspondence. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities by effectively communicating information in a written format, using logical organization and correct grammar.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed or assisting in projects of mutual concern to both the agency and the fire prevention division. Serves as a division representative to the news media, releasing information and answering questions concerning the work of the division. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services. Provides information about firefighter personal protective equipment, gear, tools, and fire apparatus. Coordinates field trips to the fire department and schedules tours of department facilities for schools or civic organizations, providing for appropriate guides, instructors, and informational materials during the visit.

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 medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must have a bachelor's degree in education, fire science, fire administration, public administration, or other related curriculum by 2027 and must also have at least five (5) years of experience as a public educator.

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| Fire Public Education Officer SG |
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| Original Adoption: 05-26-22 |
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| Revision Dates: 02-15-23 |
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# FIRE PREVENTION OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Positions of this class are specialty positions in the fire prevention section of fire department operations. Employees of this class perform initial inspection of buildings to insure compliance with fire codes, perform re-inspections to ascertain that fire hazards have been corrected, work with law enforcement officials on arson cases, and keep records of fire prevention and investigation work performed. The position is non-supervisory in nature and fire prevention officers work independently in certain designated areas with specific instructions for non-routine duties. The Chief of Fire Prevention is the immediate supervisor for employees of this class and reviews all work performed.

## **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 commercial or business buildings, multi-unit residential buildings, single family residences, schools, institutional buildings; checks buildings for violations of fire codes in areas such as fire extinguishers, exit doors and lights, general housekeeping, wiring, heating/air-conditioning vents or maintenance, cooking equipment safeguards, fire protection for special equipment, outside accessibility to buildings, outside building maintenance;

Discusses inspection findings with building owner/manager; makes recommendations for the correction of fire hazards; gets information such as owner's name, opening/closing hours, emergency phone numbers;

Reinspects buildings where violations of fire codes occurred; issues written warnings for uncorrected violations;

Fills out report forms and keeps records of fire inspection and investigation work; writes narrative reports related to work performed; maintains all files of the inspection/investigation division;

Inspects fire scene both as fire is being fought and afterwards to determine cause and origin of fire; works with law enforcement personnel and searches for, collects, and labels evidence; turns evidence over to laboratory experts for analysis; may talk with witnesses or other informants or search for information to locate suspects in arson cases; assists arson prosecutor in preparing arson cases for trial;

Answers questions on fire prevention for the public; replies to correspondence concerning fire prevention problems; consults with institutions or companies on fire prevention problems; gives lectures, talks, demonstrations on fire prevention subjects to schools, clubs, etc., using audio-visual equipment such as slide projector, etc.;

Issues burning permits; conducts fire drills;

Coordinates work of prevention/investigation with law enforcement or other fire prevention agencies;

Maintains reference library on inspection/investigation areas; orders supplies and equipment for the inspection/investigation section;

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise stated, 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.

Must possess a valid driver's license.

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.

Prior to the closing date for application, must have completed five (5) years of experience in a full-time paid fire department and/or related fire inspection service.

Prior to the closing date for application to the board, must have obtained certifications as, Fire Inspector I, Fire Inspector II and Fire Investigator, according to National Fire Protection Association (NFPA) Standards.

Prior to the closing date for application to the board, must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Responder (EMR.) By confirmation date must be an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Prevention Officer.

Prior to confirmation, must have an associate degree in fire science or a related fire inspection curriculum.

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| Fire Prevention Officer SG                                                           |
| Original Adoption: 04-22-87                                                          |
| Revision Dates: 11-02-94, 06-25-97, 10-02-06, 10-15-10, 10-06-21, 02-15-23, 12-02-25 |

# ASSISTANT CHIEF OF FIRE PREVENTION

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position, the major duties of which are assisting the Chief of Fire Prevention in the management and operation of the Fire Prevention Division in the department. The incumbent in this class provides supervision and support for all Fire Prevention Officers and facilitates preparation and maintenance of division records and reports for inspections, investigations, plan review, and other fire prevention programs. This employee also interacts with the public regarding complaints of hazards or code violations, burn permitting, occupancy issues, etc. The Assistant Chief of Fire Prevention works with little supervision, having work reviewed by and reporting directly to the Chief of Fire Prevention.

## **EXAMPLES OF WORK**

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

Assists with managing the operation of the Fire Prevention Division. Develops management policies, goals, objectives, and procedures for the division. Researches, plans, and organizes departmental operations and activities of the division. Performs the duties of the Chief of Fire Prevention in his/her absence. Develops and initiates programs and procedures to improve the quality and effectiveness of service. Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order or meets any applicable standards.

Supervises division employees by assigning work schedules and approving leave, overseeing and evaluating work performance of subordinates, assisting with writing employee evaluation reports, discussing work performance with subordinates and superiors, and counseling employees who are experiencing work problems. Trains personnel by providing informal or "on-the-job" training for employees and providing assistance in technical areas of work.

Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping the records. Personally completes all forms and records required. Receives requests for release of fire prevention records, evaluates the request, and approves or disapproves the request according to applicable laws and department policies. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Assesses the occupant load of a building and inspects to see if the means of egress are sufficient for this load. Assists in reviewing building plans to identify potential problems related to fire protection, and develops solutions for fire prevention problems. Prepares for an inspection by

reviewing previous reports, building plans, and occupancy codes. Inspects fixed fire extinguishing systems by making periodic checks to assure that qualified personnel are maintaining and testing systems and ensuring that they will perform properly during a fire. Inspects functional aspects of fire detection and alarm systems, heating, ventilating, and air-conditioning systems, and cooking equipment. Inspects portable fire extinguishers, standpipe systems, structures, and sites for the storage of hazardous materials, ensuring proper safety precautions including ventilation of flammable and combustible liquids and meeting applicable codes. Inspects the exterior and interior of the building, including locked areas, and collects information to be used in determining fire safety and compliance with applicable codes. Performs a field sketch, discusses inspection findings with the owner and completes a report of each fire inspection, recording all necessary information collected and enforcing fire prevention codes and ordinances. Receives complaints from the public on hazards or on possible violations of fire codes. Prepares information and evidence from inspections for use in a court proceeding, and testifies in court. Assists in issuing permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Oversees fire investigations. Secures the fire scene and searches for, identifies, and collects evidence. Examines exterior and interior of fire structure, including vehicle fires, and uses all observations to determine whether the fire was the result of natural causes, carelessness, or arson. Takes extensive notes concerning each phase of the investigation, and performs sketches and diagrams of the building including notes pertaining to the items on the diagram, as well as measurements. Checks the surrounding area for unusual debris; identifies and preserves evidence. Takes photographs of the interior and the exterior of the building; keeps accurate records of photographs taken and any other information necessary for identification. Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects by interviewing logical sources of information. Interviews firefighters and/or witnesses regarding circumstances that may have been noted before or during the fire, and determines the cause of the fire; requesting expert assistance if needed. Applies for and executes a search warrant or obtains a signed consent to search form from the owner or occupant of a burned building to conduct a search after the premises have been returned to the owner or occupant. Obtains information from departmental records or other business, court, or agency records, to review and analyze data that may be used to prove whether or not a fire was the result of arson and to prepare a case for prosecution. Interrogates suspects after having informed them of their rights. Secures and executes arrest warrants. Completes a fire investigation report. Communicates with the public prosecutor's office to exchange information about pending cases. Testifies in court when required.

Conducts fire drills for business, educational, and assembly occupancies. Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of fire. Oversees fire safety in public assembly occupancies at major public events. Assists in utilizing information, such as incident reports, demographic data, and injury information from hospitals to customize fire prevention education to certain target audiences.

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.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer for at least four (4) years immediately preceding closing date for application to the board.

Prior to closing date for application to the board, must have an associate degree in fire science or a related fire inspection curriculum.

Must have obtained certification as Incident Safety Officer, Officer I, Officer II, Fire Inspector I, Fire Inspector II, and Fire Investigator according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2026 must have obtained Fire Officer III certification according to National Fire Protection Association (NFPA) standard.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Assistant Chief of Fire Prevention.

Assistant Chief of Fire Prevention SG

Original Adoption: 09-12-25

Revision Dates:

# CHIEF OF FIRE PREVENTION

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duties of which involve planning, organizing and directing the department's fire prevention program, including fire inspections, fire investigations and public fire education. The Chief of Fire Prevention supervises subordinate personnel assigned to the division, provides for the maintenance of records and reports of division activity, and personally performs fire inspections. The Chief of Fire Prevention works with a high degree of independence, receiving work assignments and direction for special projects 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.

Oversees and directs the operations of the Fire Prevention Division, which include the program for fire inspections, fire investigations and public fire education. Conducts research and oversees planning for programs and activities of the division. Recommends management policies, goals and objectives for the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed. Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance as needed.

Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary to route work to the appropriate person or location. Recommends policy concerning what information should be included in division records and determines in what form this information should be kept. Provides for the preparation and maintenance of division records and reports. Reviews records completed by subordinates. Periodically inspects systems and facilities for maintaining division records. Writes newspaper articles and other official position paper for publication when designated to do so by the Fire Chief. Prepares correspondence in response to inquiries about the operations of the division.

Supervises subordinate division employees, sets work schedules and approves requests for leave of absence. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and maintains discipline. Resolves employee complaints and grievances. Conducts on-the-job training in inspection, investigation and public fire education. Assists in technical areas to subordinates and employees of other department divisions.

Performs fire inspections and enforces fire prevention codes and ordinances. Issues citations assesses fines and serves court summonses for non-compliance with fire codes. 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 because of findings.

Inspects fire scene both as fire is being fought and afterwards to determine cause and origin of fire; works with law enforcement personnel and searches for, collects, and labels evidence; turns evidence over to laboratory experts for analysis; may talk with witnesses or other informants or search for information to locate suspects in arson cases; assist arson prosecutor in preparing arson cases for trial.

Receives and responds to complaints from the public on hazards or on possible violations of fire codes. Assists in the development of evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans. Oversees fire safety in public assembly occupancies at major events. Reviews building plans to identify potential problems related to fire protection. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Develops a fire prevention education program by analyzing target audience, designing the appropriate method for presentation, and evaluating the effectiveness of the program. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organizations. Educates the public about fire hazards, and conditions which may increase the possibility of fire. Develops support of the public fire education program through contact with businesses and community leaders.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Chief of Fire Prevention.

Prior to the closing date for application to the board, must have obtained certification as Incident Safety Officer, Fire Officer I, Fire Officer II, Fire Inspector I, Fire Inspector II, and Fire Investigator according to National Fire Protection Association (NFPA) Standards.

Effective January 1, 2026 must have obtained Fire Officer III certification according to National Fire Protection Association (NFPA) standard.

Prior to closing date for application to the board, must have an associate degree in fire science or a related fire inspection curriculum.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Chief of Fire Prevention.

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| Chief of Fire Prevention SG                                      |
| Original Adoption: 08-02-00                                      |
| Revision Dates: 02-28-02, 10-15-10, 08-12-11, 10-06-21, 12-02-25 |

# FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible and specialized fire department positions, the major responsibility of which is assisting in the observation, evaluation, documentation, and implementation of fire training and safety procedures for the fire department operations. The Fire Training and Safety Officers are responsible for assisting in the development of related programs and activities, conducting classes for departmental employees and providing related information to the public. The employees of this class have no direct supervision over fire department personnel; however, the incumbents perform functional supervision over departmental employees as it relates to safety procedures and during training. The employees of this class work with some supervision, having the authority to work independently in most areas, and reporting to and having work reviewed by the Chief of Administration, except in Incident Command Situations.

## **EXAMPLES OF WORK**

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

Supervises and provides for employee training at all levels to meet the needs of the department. Assists in the development of a training program and maintains supply of training resources and library of training materials. Conducts training classes, either in the classroom, at the drill field, or at the fire station in the following areas: basic firefighting, fire attack, forcible entry, ventilation, fire streams, nozzle and hose handling, pump operations, hydraulics, extinguishers, rescue, salvage and overhaul, use of protective breathing apparatus, tools, equipment, and fire apparatus, driving fire equipment, or any other related subjects assigned or required. Supervises and conducts training in fire service areas of first aid, CPR, EMS, containment and control of hazardous material, communications, pre-fire planning, fire prevention, investigation, inspection, and supervision or in laws applicable to fire service operations. Coordinates and schedules department or outside training for all department employees as directed. Prepares lesson plans, training material, and written tests for training classes. Administers and grades tests. Develops job stimulation exercises to rate skills acquired during training. Assists with evaluating the effectiveness of training to determine the need for additional training, or to recommend changes in the training program.

Develops and supervises the coordination of a safety program for the department by assuring that such program is properly supplied with training sources and implementing safety activities with supervisors of departmental divisions throughout the fire department. Participates in the evaluation of a safety program, devises evaluation methods, and makes recommendations for improvements. Demonstrates safety equipment and practices. Observes department personnel to determine use of prescribed safety equipment. Develops and recommends accident and loss control systems and programs to reduce or eliminate occupational injuries or financial losses. Investigates all accidents involving department equipment or personnel to determine cause and

make recommendations on procedures to avoid future accidents. Participates in activities of related professional organizations to update knowledge of safety program developments.

Recommends management policies, goals, and objectives for the training and safety division for consideration by a superior officer. Conducts inspections, observes operations, and assists superior officers in evaluating the effectiveness of the various divisions in the department. Takes appropriate action to correct or improve problem areas in the department as directed. Participates in the research and planning for programs and activities of the division. Keeps informed on modern firefighting methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards. Responds to fires to make notes or take photographs for use in training. Participates in developing a personnel recruitment and selection program. Arranges for agility and drug testing for newly hired employees. Provides informal or "on-the-job" training for new employees.

Personally, completes all forms and records for the training and safety division as required. Read graphs, charts, and manuals, and compiles and organizes data needed for reports. Prepares accident and injury reports for review by administrative personnel. Coordinates with accounting regarding the first report of an injury to workman's compensation. Files records and reports as required. Writes letters or reports concerning the operation of the division. Assists with written requests for grants or other special funds to aid in the operation of the fire service. Assists with written specifications for new fire department equipment.

Performs public relations functions by informing the public about the work of the fire department through answering telephone inquiries, delivering talks or demonstrations, distributing literature, or by participating in public education programs with other fire department divisions. Participates in conferences, conventions, and other educational meetings. Acts as a consultant for volunteer fire departments by providing technical expertise, assistance and cooperation in training and safety.

Performs other 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 medical examination and fitness evaluation 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.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, 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 certification of graduation.

Must have at least three (3) years full-time experience in fire service training.

Prior to the closing date for the application to the board, must have obtained certification as Firefighter I, Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Fire Department Safety Officer, Apparatus Driver/Operator - Aerial, Apparatus Driver/Operator - Pumper, Fire Inspector I, Fire Inspector II, Fire Investigator, Hazardous Materials - Awareness, and Hazardous Materials - Operations according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) or higher.

Prior to closing date for application to the board, must have an associate degree in fire science or a related fire management or education curriculum.

Effective January 1, 2026 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

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|----------------------------------------------|
| Fire Training and Safety Officer SG          |
| Original Adoption: 04-03-09                  |
| Revision Dates: 10-15-10, 10-06-21, 02-15-23 |

# FIRE TRAINING OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible and specialized fire department positions, the major responsibility of which is assisting in the observation, evaluation, documentation, and implementation of fire training procedures for the fire department operations. The Training Officers are responsible for assisting in the development of related programs and activities, conducting classes for departmental employees, and providing related information to the public. Employees of this class have no direct supervision over fire department personnel; however, the incumbents perform functional supervision over departmental employees as it relates to training procedures and during all training classes and exercises. Employees of this class work with a high degree of independence, reporting to and having work reviewed by the Chief of Training.

## **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. All assignments listed in the following job classification will pertain only to the Training Division.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Conducts research of technical data for the purpose of integrating such material into the training program. Evaluates the training needs of the department. Prepares lesson plans, training material, and written tests for training classes. Administers and grades tests. Develops job simulation exercises to rate skill acquired during training. Performs statistical analyses of examinations to determine reliability of the examination, appropriateness of test material covered and level of test material, and adverse impact. Coordinates and schedules department or outside training for all department employees. Conducts training classes, either in the classroom, at the drill field, or at the fire station in the following areas: basic firefighting, fire attack, ladders, ropes, ventilation, pump operations, sprinkler and standpipe systems, water supplies, hydraulics, salvage and overhaul, hazardous materials, inspection, investigation, safety, supervision, tools, equipment, fire apparatus, and driving fire equipment. Evaluates the effectiveness of training to determine the need for additional training, or to recommend changes in the training program. Maintains a library of training materials.

Files and retrieves records and reports as required. Personally completes all forms and records for the training division as required. Writes reports concerning the operation of the division. Participates in the purchase and inventory of equipment and supplies by making recommendations for major purchases, preparing requisitions for equipment and supplies, and ordering supplies and equipment as needed.

Recommends management policies, goals, objectives, and procedures for the training division for consideration by a superior officer. Researches and plans programs and activities of the division. Develops methods to evaluate and improve productivity, efficiency, and procedures of departmental programs. Responds to fire scenes to gather observations for use in training, and based on the findings, make recommendations for improvements in the training program. Ensures continuous enhancement of training quality and effectiveness.

Supervises employees by providing assistance in technical areas of work, discussing work performance with subordinates, and by discussing performance of subordinates with superiors.

Maintains a positive public image of the work of the department in the daily performance of duties.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Prior to the closing date for the application to the board, must have obtained certification as Firefighter I, Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Incident Safety Officer, Apparatus Driver/Operator – Aerial, Apparatus Driver/Operator – Pumper, Fire Inspector I, Fire Inspector II, Fire Investigator, Hazardous Materials – Awareness, and Hazardous Materials – Operations according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Training Officer.

Prior to closing date for application to the board, must have an associate degree in fire science or a related fire management or education curriculum.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Fire Training Officer SG

Original Adoption: 12-02-25

Revision Dates:

# CHIEF OF TRAINING

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the primary duty of which is the direction of a comprehensive training program for the department. The Chief of Training plans and organizes the training program, assembles materials needed, keeps required records of training activities, coordinates the operation of the training division with other department activities, and directs the work of subordinates who conduct training classes, in addition to personally conducting selected classes. The employee of this class works primarily independently, reporting to and having work reviewed directly by the Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operation of the fire department's training division. Works with other divisions to manage policies, goals, objectives, and procedures that affect the entire department and training division. Researches and plans programs and activities for the training division. Develops methods which may be used to evaluate and improve productivity, efficiency, and procedures of departmental programs by observing and inspecting various divisions, evaluating and taking appropriate action to improve problem areas, and developing and initiating programs and procedures to improve the quality and effectiveness of service.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Evaluates the training needs of the department. Prepares lesson plans and training material for classes. Prepares, administers, and grades written tests to evaluate success in training. Maintains a library of training materials. Schedules departmental or outside training. Personally trains personnel by conducting drills and evolutions, training in the classroom as an instructor, and providing informal or "on-the-job" training for employees, explaining policies, procedures, and providing assistance in technical areas of work. Conducts training in supervision, safety, basic firefighting, ventilation, fire attack, pump operations, driving fire equipment, fire fighting apparatus, tools, and equipment, ladders, ropes, hydraulics, water supplies, and laws applicable to fire service operations. Develops job simulation exercises to rate skills acquired during training. Evaluates the effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Makes recommendations for improvements in the training program. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program.

Supervises subordinate employees assigned to the training division. Inspects the appearance of equipment and personnel. Assigns work or duty areas and approves leave for the training

division. Holds meetings to receive reports and distribute information or discuss work problems. Evaluates work performance of subordinates. Writes employee evaluation reports and discusses performance with subordinates and superiors. Counsels employees who are experiencing work problems. Reviews work to be done and delegates assignments to subordinates.

Determines what information should be included in divisional records and in what form this information should be kept. Files and retrieves records and reports as required. Completes all forms and records needed. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data.

Participates in the accounting for the money and assets of the training division by preparing requisitions to facilitate recording expenses, disbursements, and related financial transactions of division accounts to maintain accurate fiscal records. Participates in the preparation of an operating budget by preparing expenditure estimates for the training division.

Performs size-up of an emergency scene, including determining the nature and extent of fire, locating the seat of the fire, condition of the building, exposure danger, available water supply, evaluation of smoke characteristics and environmental conditions.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Prior to the closing date for the application to the board, must have obtained certification as Firefighter I, Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Fire Department Safety Officer, Apparatus Driver/Operator – Aerial, Apparatus Driver/Operator – Pumper, Fire Inspector I, Fire Inspector II, Fire Investigator, Hazardous Materials – Awareness, and Hazardous Materials – Operations according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) or higher.

Prior to closing date for application to the board, must have a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Chief of Training SG

Original Adoption: 07-25-25

Revision Dates: 12-02-25

# FIRE SAFETY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible and specialized fire department positions, the primary duties of which are assisting in the observation, evaluation, documentation, and implementation of safety procedures for the fire department. Fire Safety Officers are responsible for assisting in the development of related programs and activities, conducting classes for departmental employees and providing related information to the public. The employees of this class have no direct supervision over fire department personnel; however, the incumbents perform functional supervision over departmental employees as it relates to safety procedures. Fire Safety Officers work with some supervision, reporting to and having work reviewed by the Assistant Chief of Safety.

## **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 emergency calls and takes charge of all safety procedures at the scene. Provides for the needs of firefighting and other emergency personnel at the scene and makes notes during emergency response for use in safety training. Recommends policies, goals, objectives, and procedures for consideration by a superior officer. Researches and plans programs and activities for the safety division. Develops methods which may be used to evaluate and improve productivity; efficiency, and procedures of departmental programs. Investigates all accidents involving department equipment or personnel to determine cause and make recommendations to avoid future accidents. Prepares accident and injury reports for review, evaluates potential injuries resulting from accidents, and compiles, analyzes, and interprets data concerning occupational illnesses and accidents. Participates in departmental loss control efforts by developing and recommending accident and loss control systems and programs, identifying and appraising conditions which could produce accidents and financial losses, and conducting or directing research studies to identify hazards and evaluates loss-producing potential of a given operation. Inspects specified areas for fire service equipment and first-aid supplies. Inspects apparatus, equipment, machinery, and working conditions of the department to ensure compliance with occupational safety and health regulations. Inspects department apparatus and equipment for accident prevention devices. Inspects working areas for noise, toxic and other hazards, and observes personnel to ensure use of prescribed safety equipment. Assists the Chief of Safety in developing a safety program and devising methods for conducting and evaluating the program. Makes recommendations for improvements in the safety program, demonstrates proper use of safety equipment and practices, and coordinates safety activities with other supervisors of departmental divisions and companies to ensure implementation of safety activities. Studies industrial, technical, and scientific safety management publications and

participates in activities of related professional organizations to update knowledge of safety program development.

Supervises employees by controlling accident hazards by training in safety. Personally trains personnel by conducting training in the class room as an instructor. Conducts training in safety.

Participates in the purchase and inventory of equipment and supplies by preparing requisitions for equipment and supplies, ordering supplies and equipment as needed, and distributing supplies and equipment to personnel as required. Maintains inventory of supplies and equipment.

Files and retrieves records and reports as required. Personally completes all forms and records. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Takes charge of all safety procedures at the scene of a fire or emergency. Provides for the needs of fire-fighting and other emergency personnel at the scene of an incident. Responds to the fire scene to make notes for use in training.

Promotes a positive public image of the work of the department in the daily performance of duties.

Performs other related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Prior to the closing date for the application to the board, must have obtained certification as Firefighter I, Firefighter II, Fire Service Instructor I, Fire Service Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Incident Safety Officer, Apparatus Driver/Operator - Aerial, Apparatus Driver/Operator - Pumper, Fire Inspector I, Fire Inspector II, Fire Investigator, Hazardous Materials - Awareness, and Hazardous Materials - Operations according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Safety Officer.

Prior to closing date for application to the board, must have an associate degree in fire science or a related curriculum as approved by the Fire Chief.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or a related curriculum as approved by the Fire Chief.

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| Fire Safety Officer SG<br>Original Adoption: 12-02-25<br>Revision Dates: |
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# ASSISTANT CHIEF OF SAFETY

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position, the major duties of which are assisting the Chief of Safety in the management and operation of the Safety Division in the department. The incumbent in this class provides supervision and support for all Safety Officers, while also assisting in departmental accident and injury investigations. The Assistant Chief of Safety responds to and observes departmental emergency operations, and maintains statistical data in order to evaluate and recommend modifications to departmental operating procedures, regulations, or training related to the safety of employees and the safe use of equipment. The employee of this class works with little supervision, having work reviewed by and reporting directly to the Chief of Safety.

## **EXAMPLES OF WORK**

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

Assists with managing the operation of the Safety Division. Develops management policies, goals, objectives, and procedures for the Safety Division. Researches and plans programs and activities of the division. Performs the duties of the Chief of Safety in his/her absence.

Investigates all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. Prepares accident and injury reports for review, evaluates potential extent of injuries resulting from accidents, and compiles, analyzes, and interprets statistical data related to exposure factors concerning occupational illnesses and accidents. Assists with departmental loss control efforts by developing and recommending accident and loss control systems and programs for incorporation into operational policies. Identifies and appraises conditions which could produce accidents and financial losses. Participates in departmental safety by inspecting specified areas for fire service equipment and other safety and first-aid supplies, and ensures use of prescribed safety equipment.

Assists with developing a safety program for the department, demonstrating safety equipment and practices and making recommendations for program improvement, as needed. Devises methods for and directs the evaluation of the safety program. Coordinates safety activities with supervisors of departmental divisions and companies to ensure implementation of safety activities throughout the department. Participates in continuing education efforts in safety by studying industrial, technical, and scientific safety management publications and participating in activities of related professional organizations to update knowledge of safety program developments.

Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping the records. Oversees completion of all forms and records required. Assists with reviewing and analyzing data for reports and departmental planning. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Supervises employees by holding meetings to receive reports and distribute information or discuss work problems. Supervises and conducts training in safety, and provides assistance in technical areas of work. Writes employee evaluation reports. Evaluates and discusses work performance with subordinates and superiors.

Takes charge of all safety procedures at the scene of a fire or emergency. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident.

Prepares requisitions to assist in the purchase and inventory of equipment and supplies for the Safety Division.

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.

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

Must possess a valid driver's license.

Must have obtained certification as Firefighter II, Incident Safety Officer, Fire Officer I, Fire Officer II, Fire Officer III, Fire Service Instructor I, Instructor II, and Health and Safety Officer according to National Fire Protection Association (NFPA) Standards.

Prior to closing date for application to the board, must have an associate degree in fire science or a related fire inspection curriculum.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Assistant Chief of Safety.

Assistant Chief of Safety SG

Original Adoption: 12-02-25

Revision Dates:

# CHIEF OF SAFETY

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position, the major duties of which are developing and overseeing a safety program to be implemented in all areas of fire department operations. The incumbent in this class conducts research and informational studies on safety factors, including accidents and injuries involving departmental personnel and equipment. The Chief of Safety responds to and observes departmental emergency operations, and maintains statistical data in order to evaluate and recommend modifications to departmental operating procedures, regulations, or training related to the safety of employees and the safe use of equipment. The employee of this class reports directly 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.

Assists in the management of the operation of fire safety programs for the department. Researches local and federal safety regulations, and recommends management policies, goals, and objectives related to safety. Conducts training in safety for the department. Takes charge of all safety procedures at the scene of a fire or emergency and provides for the needs of firefighting and other emergency personnel.

Investigates all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. Performs accident investigation by preparing accident and injury reports for review, evaluating potential extent of injuries resulting from accidents, and compiling, analyzing, and interpreting statistical data related to exposure factors concerning occupational illness and accidents. Provides for departmental safety by inspecting specified areas for fire service equipment, other safety and first-aid supplies, and ensures the use of prescribed safety equipment. Establish compliance with occupational safety and health regulations as well as accident prevention by inspecting apparatus, equipment, machinery, work areas and working conditions of the department.

Develops a safety program for the department by conducting and directing evaluations of the safety program, making recommendations for improvement, demonstrating safety equipment and practices, and coordinates safety activities to ensure implementation of safety practices. Coordinates continuing education efforts in safety by studying industrial, technical, and scientific safety management publications and participates in activities of related professional organizations to update knowledge of safety program developments.

Compiles and organizes data needed for completing forms and reports. Files and retrieves records and reports as needed. Determines what information should be included in divisional records and in what form this information should be kept.

Participates in the purchase and inventory of equipment and supplies for the safety division by ordering supplies and equipment, preparing requisitions, and making recommendations for major purchases.

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.

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

Must possess a valid driver's license.

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

Applicant must hold the following certifications prior to the closing date for application to the board:

- Firefighter II
- Fire Service Instructor I
- Fire Service Instructor II
- Fire Officer I, II, III and IV
- Incident Safety Officer according to National Fire Protection Association (NFPA) Standards

Prior to the closing date for application to the board, must have successfully completed the Safety Program Operations course at the National Fire Academy.

Must have current Louisiana state certification and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher. Must maintain current Louisiana state certification and remain nationally registered as an Emergency Medical Technician (EMT) basic or higher while working in the class of Chief of Safety.

Must have an associate degree in fire science or a related fire management curriculum as approved by the Fire Chief.

Effective January 1, 2027 must have attained a bachelor's degree in fire administration or related curriculum as approved by the Fire Chief.

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| Chief of Safety SG          |
| Original Adoption: 08-16-24 |
| Revision Dates: 12-02-25    |

# SPECIAL OPERATIONS OFFICER II

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory positions, the primary duty of which is to ensure situational readiness for technical and water rescue, hazardous materials incidents, conventional suppression, and medical incident needs. The Special Operations Officer II conducts training for atypical incidents and ensures target hazard pre-incident planning is performed. Employees of this class work with a high degree of independence, report to and have work reviewed by the Special Operations Shift Commander. This class ranks directly below that of Special Operations Shift Commander.

## **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 Special Operations at a fire station on one shift. Develops goals, objectives, and procedures for the Special Operations division. Assists superior with planning and organizing departmental operations having to do with the equipment, apparatus, and personnel. Conducts research to be used in overseeing the planning for programs and activities of the division for problem solving. Assists superior with researching and planning programs and activities of the Special Operations division. Develops methods which may be used to evaluate and improve productivity, efficiency, and procedures of departmental programs by evaluating and taking appropriate action to improve problem areas and developing and initiating programs and procedures to improve the quality and effectiveness of service. Participates in a personnel recruitment and selection program for the Special Operations division by developing appropriate interview questions. Collects and analyzes data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level. Participates in the departmental safety program by making recommendations for improvement in the safety program in areas that pertain to special operations response. Studies industrial, technical, and scientific safety management publications. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals.

Supervises positions in special operations classifications. Directs subordinate employees in the Special Operations division by outlining responsibilities and duties to set expectations for performance, setting task priorities, assigning work or duty areas, altering workspaces as needed, and providing tools and resources necessary for job performance. Assists superior with setting long term goals for work to be completed. Supervises employees by inspecting the appearance of equipment and personnel, holding meetings to receive reports and distribute information or discuss work problems, and providing assistance in technical areas of work. Reviews work to be

done and delegates assignments to subordinates. Oversees and evaluates work performance of subordinates, writes employee evaluation reports, and discusses work performance with subordinates and superiors. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Supervises subordinate employees by enforcing departmental policies. Assists superior with maintaining discipline by conducting corrective interviews.

Assists in developing a training program for the Special Operations division and ensures that such program is properly staffed and supplied with training resources. Participates in the training program by evaluating the training needs of the department, preparing lesson plans and training material for classes. Personally trains personnel by conducting drills and evolutions, conducting training in the classroom as an instructor, and providing informal or "on-the-job" training for employees, explaining policies, procedures, and providing assistance in technical areas of work. Conducts training in driving fire equipment, fire fighting apparatus, tools, and equipment, ladders, fire extinguishers, breathing apparatus, first aid, fire attack, pump operations, nozzle and hose handling, hydraulics, ventilation, salvage and overhaul, hazardous materials, safety, and pre-fire planning. Develops job simulation exercises to rate skills acquired during training.

Performs size-up of special operations emergency scenes and coordinates activities of Special Operations division personnel with law enforcement personnel at special operations incidents, until relieved by a superior officer. Participates in the following special operations at the Special Operations scene: forcible entry, ventilation, nozzle and hose handling, exposure protection, fire extinguishment, pump operations, use of sprinkler and standpipe systems, and salvage and overhaul. Personally acts as part of the special operations attack team and handles emergencies involving hazardous materials. Directs special operations activities to supply water to hand lines or master stream appliances, or to supply or supplement sprinkler or standpipe systems. Maintains communications between the special operations scene and other authorized personnel, calls for assistance when needed, and relays necessary information on special operations activities. Provides for the needs of Special Operations and emergency personnel assigned to special operations incidents.

Participates in search and rescue special operations and the use of specialized equipment in the following areas: technical rope, structural collapse, confined-space, trench and excavation, vehicles, machinery, water, and wilderness. Participates in rapid diving (SCUBA) and Marine/Maritime procedures at the scene of an emergency. Provides actions to mitigate the effects of hazardous materials on the scene of an emergency incident. Participates in the actions to triage and protect structures at the scene of a wildland urban interface incident.

Participates in the preparation and maintenance of records and reports by reviewing records and reports completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes all forms and records required. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Writes reports by organizing ideas in a logical sequence, applying knowledge of appropriate sentence structure, and by using rules of correct grammar and punctuation. Prepares NERIS reports.

Assists superior in the purchase and inventory of equipment and supplies by meeting with sales representatives to review products and evaluate specifications, periodically inspect supplies and equipment, and maintain inventory of supplies and equipment. Recognizes needs and submits

requests for repairs and maintenance of facilities, equipment, or operating systems. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Participates in the general care, maintenance, and use of departmental equipment including motor driven vehicles, stations and grounds, and communications equipment.

Promotes a positive public image of the work of the department in the daily performance of duties. Participates in maintaining a positive public opinion of the department through public relations by serving as a department representative at meetings of governmental or civic committees and public groups, speaking, distributing literature, and/or conducting demonstrations at schools, or meetings of citizen's groups, and conducting tours of department facilities for school or civic groups. Assists superior officer as a department representative to the news media, releasing information and answering questions concerning the work of the department, and avoids social media interaction which may shed a negative light on the public image and work of the department. Actively listens to questions/concerns from the public in person or by telephone about the operation of the department and related areas.

Assists in the preparation of an operating budget for the Special Operations division by compiling and organizing data needed to prepare the budget.

Collects information for pre-fire plans and target-hazard planning by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation.

Investigates the causes, origins, and circumstances of fires at special operations scenes; secures the fire scene to prevent removal or damage of evidence of suspected arson; searches for, protects, and preserves evidence; reports and maintains the chain of custody of evidence of suspected arson. Assists arson investigation personnel.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Prior to the closing date for application to the board, the applicant must have obtained the following certifications according to National Fire Protection Association (NFPA) standards:

- Firefighter II
- Fire Service Instructor I
- Fire Inspector I
- Fire Officer I
- Fire Officer II
- Incident Safety Officer
- Fire Instructor II (*Effective January 1, 2027*)

Prior to the closing date for application to the board, must have obtained certification as a Hazardous Materials Technician based on NFPA 470: Standard for Hazardous Materials/Weapons of Mass Destruction Standard for Responders and meets or exceeds OSHA 29 CFR 1910.120 (q).

Prior to the closing date for application to the board, must have obtained certifications or course completion for any six of the following certifications according to National Fire Protection Association (NFPA) standards:

- Rope Rescue Technician
- Structural Collapse Rescue
- Confined Space Rescue
- Vehicle Rescue
- Trench Rescue
- Machinery Rescue
- Elevator Rescue
- Swiftwater Rescue
- Rescue Boat Operator
- Boating Safety Course
- High-Profile Vehicle Operator

Prior to the closing date for application to the board, must have obtained an associate degree in Fire Science or related fire management curriculum approved by the Fire Chief; **or** completed technical program approved by the Fire Chief.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Special Operations Officer II.

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| Special Operations Officer II SG<br>Original Adoption: 08-21-26<br>Revision Dates: |
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# SPECIAL OPERATIONS SHIFT COMMANDER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory positions, the primary duty of which is to oversee the operations of Special Operations on an assigned shift, coordinate work schedules and daily activities, and ensure operational readiness. The Special Operations Shift Commander conducts specialized training, performs administrative duties related to the assigned shift, and serves as Incident Commander at the emergency scene. Employees of this class work with a high degree of independence, receiving general instruction from the Assistant Chief of Special Operations. This class ranks directly below that of Assistant Chief of Special Operations.

## **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 and personnel of Special Operations on an assigned shift. Develops management policies, goals, objectives, and procedures for the Special Operations division. Assists superior officer in planning and organizing operations having to do with personnel, equipment, and apparatus of the assigned district. Conducts research and assists in planning for programs and activities of the division. Utilizes information from maps, records, reports, and other documents maintained by the department for planning purposes. Studies industrial, technical, and scientific safety management publications relating to special operations. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals.

Supervises positions in fire suppression and emergency medical services classifications. Reviews work to be done and delegates assignments to subordinates. Directs subordinate employees by outlining responsibilities and duties to set expectations for performance, setting task priorities and long-term goals for work to be completed, and providing tools and resources necessary for job performance. Supervises division employees by inspecting the appearance of equipment and personnel, assigning work schedules, approving leave, reviewing reports written by subordinates, holding meetings to receive reports and distribute information or discuss work problems, providing assistance in technical areas of work, and resolving employee complaints and grievances. Oversees and evaluates work performance of subordinates by writing employee evaluation reports, discussing work performance with both subordinates and superiors, and counseling employees who are experiencing work problems. Maintains discipline by conducting corrective interviews.

Informs the public about fire department special operations through talks, demonstrations, and distribution of literature. Answers questions for the public about the operations of the fire department or other related emergency services.

Performs size-up of an emergency scene. Coordinates activities of fire fighting and law enforcement personnel at the scene of an emergency. Supervises special operations at the emergency scene including: search and rescue, the use of ropes and knots, and hazardous materials. Maintains communication between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident.

Assists in developing a training program for the Special Operations division and ensures that such program is properly staffed and supplied with training resources. Personally trains personnel by conducting drills and evolutions, serving as an instructor in the classroom, and providing informal or "on-the-job" training for employees. Conducts training in hazardous materials, rescue, and ropes. Develops job simulation exercises to rate skills acquired during training.

Provides for the preparation and maintenance of all forms, records, and reports required to document the activities of the assigned shift. Reviews records and reports completed by subordinates. Personally completes any forms and records assigned. Gathers and compiles information for reports or departmental planning by reviewing and analyzing data. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Provides for and distributes supplies and equipment to personnel as required. Assists with periodically inspecting equipment and supplies and oversees the testing of equipment to assure that all applicable federal, state, and local standards are met. Oversees the general care and maintenance of property and equipment assigned to the division.

Collects information for target-hazard planning by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation.

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.

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

Must possess a valid driver's license.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Inspector I, Fire Officer I, Fire Officer II, Fire Officer III, and Incident Safety Officer according to National Fire Protection Association (NFPA) Standards.

Prior to the closing date for application to the board, must have obtained certification as a Hazardous Materials Technician based on NFPA 470: Standard for Hazardous Materials/Weapons of Mass Destruction Standard for Responders and meets or exceeds OSHA 29 CFR 1910.120 (q).

Must have obtained certifications or course completion for any six of the following: Rope Rescue Technician, Structural Collapse Rescue, Confined Space Rescue, Vehicle Rescue, Trench Rescue, Machinery Rescue, Elevator Rescue, Swiftwater Rescue, Rescue Boat Operator, Boating Safety Course and High-Profile Vehicle Operator, according to National Fire Protection Association (NFPA) standards

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Special Operations Shift Commander.

Prior to the closing date for application to the board, must have an associate degree in fire science or related fire management curriculum.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related fire management curriculum as approved by the Fire Chief or graduated from the Managing Officer Program through the National Fire Academy.

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| Special Operations Shift Commander SG |
| Original Adoption: 12-02-25           |
| Revision Dates:                       |

# ASSISTANT CHIEF OF SPECIAL OPERATIONS

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is to supervise the Special Operations Division. The Assistant Chief of Special Operations manages all Special Operations personnel and oversees Special Operations training. The employee of this class accounts for all Special Operations Division resources and assures safe working practices. The incumbent performs regularly assigned duties with a high degree of independence, having work reviewed by the Chief of Special Operations. This class ranks directly below that of Chief of Special Operations.

## **EXAMPLES OF WORK**

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

Supervises the Special Operations division. Participates in the planning and organization of departmental operations having to do with the equipment and apparatus pertaining to Special Operations. Assists with research and utilizes departmental information for planning and problem solving for the division. Performs the duties of the Chief of Special Operations in his absence. Plans, organizes, and conducts inspections of special operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas.

Participates in a personnel recruitment and selection program for the division.

Outlines responsibilities and duties to set expectations for performance, sets task priorities and long-term goals for work, assigns and alters work spaces, and provides tools and resources necessary for job performance. Supervises employees by inspecting the appearance of equipment and personnel, assigning work schedules and areas, approving leave, reviewing reports, holding meetings to receive reports and distribute information or discuss work problems, providing assistance in technical areas of work, and resolving employee complaints and grievances. Oversees the supervision of Special Operations employees by evaluating work performance of subordinates, writing employee evaluation reports, discussing work performance with both subordinates and superiors, counseling employees who are experiencing work problems, enforcing departmental policies, and setting clear expectations of work performance. Reviews work to be done and delegates assignments to subordinates. Maintains discipline by conducting corrective interviews.

Assists in the development of a training program for the Special Operations division and sees that such program is properly staffed and supplied with training resources. Evaluates the training needs of the division. Assists with the training of personnel through drills and evolutions, classroom instruction, and informal or "on-the-job" training. Supervises the training of personnel

in hazardous materials. Oversees the development of job simulation exercises to rate skills acquired during training.

Assists in the accounting for the money and assets of the Special Operations division by preparing requisitions and vouchers for payment. Prepares expense and travel vouchers for employees. Assists with the preparation of an operating budget for the Special Operations division by reviewing, compiling and organizing data, and preparing expenditure estimates for the division.

Assists with the purchase and inventory of equipment and supplies for the division, overseeing the bidding process, preparing specifications on new equipment for public bids, meeting with sales representatives, and supervising the inspection of equipment and supplies. Oversees the ordering of supplies and equipment and assists with maintenance of inventory and distribution of supplies and equipment for the division.

Reviews records and reports completed by subordinate employees and periodically inspects systems and facilities for keeping the records. Determines what information should be included in divisional records and in what form this information should be kept. Ensures all forms and records required are properly completed. Gathers and compiles information for reports or departmental planning by reviewing and analyzing data. Writes reports by organizing ideas in a logical sequence, applying knowledge of appropriate sentence structure, and by using rules of correct grammar and punctuation.

Supervises emergencies involving hazardous materials, provides actions to mitigate the effects of hazardous materials on the scene of an emergency incident, and maintains communication between the fire scene and other authorized personnel. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Collects information and facilitates target hazard planning by visiting businesses, schools, and places of public assembly to record any area features which might become important in a technical rescue or other emergency situation.

Oversees search and rescue special operations and the use of specialized equipment in areas including: technical rope, structural collapse, confined-space, trench and excavation, vehicles, machinery, water, and wilderness. Participates in the actions to triage and protect structures at the scene of a wildland urban interface incident. Assists in the coordination between special operations and law enforcement personnel.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

Must possess a valid 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 reasonable accommodation.

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

Prior to the closing date for application to the board, must have obtained certifications as Incident Safety Officer, Fire Officer I, Fire Officer II and Fire Officer III, according to National Fire Protection Association (NFPA) Standards.

Prior to the closing date for application to the board, must have obtained certification as a Hazardous Materials Technician based on NFPA 470: Standard for Hazardous Materials/Weapons of Mass Destruction Standard for Responders and meets or exceeds OSHA 29 CFR 1910.120 (q).

Must have obtained certifications or course completion for any six of the following: Rope Rescue Technician, Structural Collapse Rescue, Confined Space Rescue, Vehicle Rescue, Trench Rescue, Machinery Rescue, Elevator Rescue, Swiftwater Rescue, Rescue Boat Operator, Boating Safety Course and High-Profile Vehicle Operator, according to National Fire Protection Association (NFPA) standards.

Effective January 1, 2026 must have obtained Fire Service Instructor II certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Assistant Chief of Special Operations.

Prior to the closing date for application to the board, must have an associate degree in fire science or related fire management curriculum.

Effective January 1, 2027 must have attained a bachelor's degree in Fire Administration or related curriculum as approved by the Fire Chief.

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| Assistant Chief of Special Operations SG |
| Original Adoption: 07-25-25              |
| Revision Dates: 12-02-25                 |

# CHIEF OF SPECIAL OPERATIONS

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is to manage the Special Operations Divisions. The Chief of Special Operations sets management policies, goals, and objectives for the division. The incumbent of this class assists the Fire Chief in planning, research, and organization of the division having to do with equipment and personnel. The Chief of Special Operations performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the Special Operations division. Plans and organizes departmental operations having to do with the equipment and apparatus pertaining to Special Operations. Assists with research and planning for programs and activities of the division. Studies and reviews laws, regulations, ordinances, and court rulings relating to special operations. Recommends policies, goals, and objectives for consideration. Plans, organizes, and conducts inspections of special operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas.

Keeps informed on modern special operations methods and administrative practices. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the special operations division.

Assists the Fire Chief in developing a personnel recruitment and selection program for the division.

Coordinates the work of the department with private sector organizations and other public agencies, and organizes special projects related to community risk reduction. Informs the public about special operations work by means of talks, demonstrations, and distribution of literature. Answers questions for the public about the operation of the division.

Oversees emergency special operations scenes, including size-up and rescue. Participates in emergencies involving hazardous materials and other special operations incidents. Acts as coordinator between special operations and law enforcement personnel. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Oversees the supervision of special operations employees by seeing that discipline is maintained, counseling employees who are experiencing work problems, and meeting and working with employee groups. Sets task priorities and sets clear expectations of work performance. Holds meetings with subordinate personnel for the purpose of receiving and disseminating information. Inspects the appearance of special operations equipment and personnel.

Oversees the assignment of duties and work schedules and approves leave for special operations personnel. Oversees and evaluates the work performance of subordinates, discussing performance with subordinates and superiors. Writes employee evaluation reports. Reviews reports written by subordinates.

Trains or facilitates training for Special Operations division personnel by conducting drills and evolutions, leading as an instructor in the classroom, and providing informal or "on-the-job" training for employees. Develops job simulation exercises to rate skills acquired during training.

Assists the Fire Chief in writing specifications for new special operations equipment. Oversees the bidding process. Orders supplies and equipment. Makes recommendations on major purchases for 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 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 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 reasonable accommodation.

Must possess a valid driver's license.

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

Prior to the closing date for application to the board, must have obtained certifications as Incident Safety Officer, Fire Officer I, Fire Officer II, Fire Officer III, and Fire Officer IV according to National Fire Protection Association (NFPA) Standards.

Prior to the closing date for application to the board, must have obtained certification as a Hazardous Materials Technician based on NFPA 470: Standard for Hazardous Materials/Weapons of Mass Destruction Standard for Responders and meets or exceeds OSHA 29 CFR 1910.120 (q).

Must have obtained certifications or course completion for any six of the following: Rope Rescue, Structural Collapse Rescue, Confined Space Rescue, Vehicle Rescue, Trench Rescue, Machinery Rescue, Elevator Rescue, Swiftwater Rescue, Rescue Boat Operator, Boating Safety Course and High-Profile Vehicle Operator, according to National Fire Protection Association (NFPA) standards.

Effective January 1, 2026 must have obtained Fire Service Instructor II certification according to National Fire Protection Association (NFPA) standard.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Chief of Special Operations.

Effective January 1, 2027 must have attained a master's degree in Fire Administration or related curriculum as approved by the Fire Chief or Must have successfully completed the Executive Fire Officer Program at the National Academy.

Prior to the closing date for application to the board, must have an associate degree in fire science, a related fire management curriculum or a bachelor's degree in business or public administration curriculum.

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| Chief of Special Operations SG<br>Original Adoption: 06-06-25<br>Revision Dates: 12-02-25 |
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# FIRE COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the fire department. They answer fire telephones, dispatch firefighting equipment, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by the Fire Communications Supervisor.

## **EXAMPLES OF WORK**

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

Answers telephone and secures the most accurate information possible for any incident from caller; locates street address on map or in street file; determines the correct unit(s) to be dispatched and any other pertinent information by checking address in a cross-reference file, log, or microfiche file; transmits information on fire by telephone, public address, or teletype, and dispatches unit.

Keeps track of location and condition of each unit at all times; receives and transmits messages to and from the fire scene and to and from related department personnel; notifies all specified officers or special units of all working fires.

Calls ambulance service, utilities company, etc., for assistance at the fire scene or in emergencies, when necessary.

Receives emergency calls of a non-fire nature and responds appropriately.

Tests equipment such as fire radios and telephones as prescribed by department policy.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and updating information.

Files reports forms, cards, logs, tapes, or other items for future reference; compiles permanent records, either written or taped, of all working fires.

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.  
Performs 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.

After offer of employment, but before beginning work in this class, must pass a medical examination, a drug screen, a psychological evaluation, a fitness evaluation, a criminal records review, and a driver's license check, 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.

Must be able to type at least thirty (30) words per minute.

Must possess a valid driver's license.

Prior to confirmation in the class of Fire Communications Officer, must have obtained certifications as Firefighter I, according to National Fire Protection Association (NFPA) Standards or APCO Fire Service Communications. In addition, must have obtained Public Safety Telecommunicator (PST), NFPA Hazmat Awareness/WMD and Emergency Medical Responder (EMR) certifications.

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| Fire Communications Officer SG |
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| Original Adoption: 04-22-87 |
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| Revision Dates: 11-02-94, 01-12-00, 10-02-06, 10-15-10, 10-06-21, 09-01-22, 04-05-24 |
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# FIRE COMMUNICATIONS SUPERVISOR

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a supervisory position, the major responsibilities of which are directing the operations of the Fire Communications Division and supervising all employees assigned to the division. The Fire Communications Supervisor reviews the work of subordinates to ensure that dispatching operations are performed in accordance with established departmental procedures and policies. The incumbent of this class provides for the maintenance of division records and communications equipment. The Fire Communications Supervisor is authorized to work independently in most areas. The employee of this class reports to and has work reviewed by the Chief of Communications.

## **EXAMPLES OF WORK**

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

Supervises the operation of the communications system, including CAD, to ensure that proper procedures are being followed. Oversees and participates in the handling of emergency and non-emergency calls, including hearing impaired callers; takes as much information as possible from callers and transmits such using communications radio equipment in compliance with FCC regulations. Supervises the work of communications personnel who determine units to be dispatched, reply to radio requests for information or assistance, and track the location and condition of firefighting equipment and crews, updating records as additional information is received using CAD. Sounds the fire alarm in all stations concerned. Contacts all necessary parties to notify them about emergency situations, and/or request assistance.

Plans, organizes, and directs the operations of the Fire Communications Division with respect to employees and equipment. Recommends management policies, goals and objectives to a superior officer in order to improve division operations. Observes and conducts inspections of division operations, equipment and personnel. Evaluates the effectiveness of operations and takes appropriate action to correct or improve problem areas and the quality and effectiveness of service. Oversees the research and planning for programs and activities of the Communications Division.

Supervises all subordinate dispatching personnel assigned to the Fire Communications Division. Delegates authority and assigns work or duty areas to subordinates. Approves leave and manages assigned work schedules, ensuring that shifts are properly staffed. Evaluates employee's work performance and writes employee evaluation reports. Discusses work performance with

subordinates and superiors. Resolves employee complaints and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and assisting in the administration of disciplinary action as directed. Holds meetings with communications staff to receive reports and distribute information or discuss work problems.

Oversees the accurate preparation and maintenance of division records and reports by reviewing reports completed by subordinates and periodically inspecting systems and facilities for maintaining such. Facilitates the development of new forms or revisions of old ones in order to improve efficiency of documentation. Compiles and analyzes data needed for reports. Personally completes any forms or records required. Ensures that changed entries in designated computer files have been made appropriately, a new print-out has been generated and the revised information distributed.

Participates in the testing of fire radios, fire telephones, bell alarms, public address systems, emergency lines, paging devices, volunteer unit equipment, and recording systems to ensure proper readiness for service. Manages the testing of recording system equipment. Checks back-up power system to ensure that it is ready for operation. Supervises the general care, maintenance and use of stations, grounds, and communications equipment. Provides for the repair of any malfunctioning communications equipment and manages the inspection of equipment after repairs to see that repairs were properly accomplished. Provides for inventory maintenance, periodic inspection, ordering, storing, and disbursement of all supplies and equipment needed by the division. Operates various office equipment. Investigates all accidents involving department equipment or personnel. Participates in the purchase of equipment and supplies for the division including making recommendations for major purchases, overseeing the bidding process, writing specifications, meeting with sales representatives, and preparing requisitions. Provides for the accounting of money and assets for the division by preparing and/or signing requisitions, reviewing accounting records for mistakes or completeness, and preparing expense and travel vouchers.

Oversees the evaluation of the training needs for the communications division. Ensures that all employees receive necessary formal and informal training by scheduling departmental or outside training. Oversees the preparation of training materials, lesson plans, and training material library maintenance. Personally provides on-the-job training in operation of communications equipment, dispatch procedures, and related areas of communications work. Participates in training provided by the department.

Assists in the recommendation of changes in department operations that will help the city obtain favorable fire insurance ratings. Promotes a positive image by answering questions related to fire communications procedures and handling complaints from the public concerning problems in the communications division. Assists in personnel recruitment by reviewing new employment applications, verifying the information provided, developing appropriate interview questions, interviewing prospective employees, and making recommendations for hiring. Maintains promotional eligibility lists and makes or recommends promotions.

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.

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 an associate degree in fire science, a related fire management curriculum or completion of the St. George Fire technical degree program or a bachelor's degree in a business or a public administration curriculum.

Must be a regular and permanent employee in the class of Fire Communications Officer class for at least 10 years, after confirmation, prior to the closing date for applications.

### **OR**

Must have at least five (5) years full-time fire suppression experience with a paid fire department and five (5) years in the class of Fire Communications Officer, after confirmation, prior to the closing date for applications.

Applicant must hold the following certifications prior to the closing date for application to the board:

- APCO International certifications as Communications Center Supervisor
- APCO Communications Training Officer
- APCO Quality Assurance
- APCO Instructor
- Firefighter I & II
- Fire Service Instructor I
- Fire Service Instructor II
- Fire Service Officer I
- Fire Service Officer II according to National Fire Protection Association (NFPA) Standards

**Effective January 1, 2026**, must have obtained Fire Officer III certification according to National Fire Protection Association (NFPA) standard.

Must maintain APCO PST, CPR, Emergency Medical Responder, or higher certification.

Fire Communications Supervisor SG

Original Adoption: 04-05-24

Revision Dates: