

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**ST. LANDRY PARISH FIRE PROTECTION DISTRICT #1 (KROTZ SPRINGS)**

**CONTENTS**

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

FIREFIGHTER/OPERATOR ..... 3

FIRE CAPTAIN..... 5

FIRE CHIEF..... 8

# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### ST. LANDRY PARISH FIRE PROTECTION DISTRICT #1 (KROTZ SPRINGS)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN \*\*

FIRE CHIEF \*

\*Competitive class

\*\*Promotional class

YA Index

Original Adoption: 06-09-66

Revision Dates: 02-28-92, 01-15-14

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting service. Employees of this class receive training for and after training perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Firefighter/Operators report to and have work reviewed by a Fire Captain. This class ranks immediately 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.

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

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

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

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

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

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers; studying the district to become familiar with the location of fire plugs or water lines; interpreting or enforcing fire laws, ordinances, and regulations.

Drives fire equipment to and from fire. Operates fire equipment at fire scene.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Firefighter/Operator YA

Adoption Date: 06-09-66

Revision Dates: 03-09-67, 02-28-92, 12-12-94, 01-15-14

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus 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, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank directly below the class 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.

Supervises the operations of one fire station on an assigned shift.

Directs fire department personnel by assigning work and duty areas and inspecting the appearance of subordinates. Delegates authority to subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates and assists with employee performance evaluations. Assists superior officer with resolving employee complaints and grievances, counseling employees who are experiencing work problems, and conducting corrective interviews as directed by Fire Chief.

Directs the operation of a fire company in response to a fire alarm by gathering and assessing pertinent data provided by dispatcher and proceeding with size-up of an emergency scene. Supervises the driving of fire apparatus, directs the positioning of apparatus at the fireground, and sets up fireground perimeter. Directs emergency scene operations until relieved by a superior officer. Supervises subordinate employees in fighting fire, rescuing persons from life threatening situations, providing emergency medical assistance, and doing salvage work and overhauling. Performs and directs search and rescue operations. Observes and responds to changes in fireground conditions and serves as fire safety officer at the scene of an emergency until relieved of command. Identifies hazardous materials and handles hazardous materials incidents. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Coordinates activities with law enforcement personnel and provides for the needs of firefighting personnel at the scene of an emergency.

Maintains communications between the fire scene and other authorized personnel.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Investigates all accidents involving department equipment or personnel and makes recommendations on procedures when necessary. Evaluates the efficiency of response units following emergency incidents. Monitors and evaluates local conditions which may become fire or safety hazards. Briefs incoming Fire Captain on all pertinent activities that occurred or those

that will occur on the upcoming shift. Reviews records of previous shift activity.

Supervises and performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Participates in training fire department personnel by conducting drills and evolutions, or training in the classroom. Provides informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Personally, completes any forms, records, or reports required, including NFIRS reports. Compiles data and writes reports. Reviews reports written by subordinates.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Makes recommendations on major purchases for the department. Maintains inventory of supplies and equipment. Orders and distributes supplies and equipment to personnel as required.

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. Assists in presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

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

Must possess certification as Emergency Medical Technician - basic.

Fire Captain YA

Original Adoption: 01-15-14

Revision Dates:

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highly responsible administrative and supervisory position of chief officer of the fire department. The employee of this class is responsible for the administration and coordination of all fire department activities involving fire suppression; fire prevention and public fire education; fire investigation; fire communications; personnel management and supervision; training; and public relations. The Fire Chief works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

## **EXAMPLES OF WORK**

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

Directs and controls fireground operations, makes decisions on strategy, determines immediate goals and objectives, and makes task assignments; reevaluates decisions as necessary during operations and implements new objectives and task assignments as necessary. Directs and monitors intermediate command staff members who are responsible for various aspects of the operation, including insuring that objectives are being met in accordance with the procedures set up in the emergency management plan.

Provides for and oversees a communications system for the department that includes a system for receiving calls or alarms from the public, dispatching appropriate units and personnel to respond to the emergency, handling calls to and from the emergency scene, and processing non-emergency communications. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Directs the handling of emergencies involving hazardous materials, including identifying the hazardous material involved, assessing the risk to the community and taking any action necessary to safeguard citizens, communicating information concerning the incident to appropriate authorities, determining the action to be taken to contain or control the incident, and directing subordinate personnel involved in operations. Directs fire department equipment and personnel when the department is called to assist with special tactical situations such as highway accidents, bomb threats, downed power lines, or any other situation which might result in a fire. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness, including overseeing training of personnel, the development of policies and procedures, and the providing of necessary supplies and equipment for emergency medical care.

Develops management policies and determines goals and objectives for the department. Identifies target areas for improvement and develops programs for and procedures to improve the quality and effectiveness of service. Provides for outside audits when they are needed and establishes an internal affairs review process to investigate any violations of the code of conduct for department members. Reviews work to be done and delegates assignments to



subordinates for the effective operation of the department. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures.

Develops a personnel recruitment and selection program in accordance with federal EEO standards in order to ensure that the department can maintain a qualified staff. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Adjusts work schedules and approves leave, making sure that sufficient personnel are available to meet department staffing requirements. Interviews prospective employees and makes recommendations for hiring.

Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the appointing authority, or notifying the employee of disciplinary action taken. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Organizes the personnel management functions of the department by creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expense. Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Records expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget; reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Assists in the development of and administers a comprehensive personnel plan providing for employee compensation and benefits, including administration of the salary plan, health care plan, retirement plan, and fringe benefits offered by the department. Locates relevant grants and assures that grant provisions are met and that funds are used as specified in the proposal.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Obtains estimates on repair costs, labor repair services, and arranges for repairs of all department buildings, property, or equipment, or assigns such to qualified department personnel. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety.

Monitors the results of the risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Monitors any local conditions which may create situations the department may be called upon to handle.

Promotes a positive public image of the department by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings.

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 and maintain a valid driver's license.

Must possess a current national and state EMT Certification.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

**EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least one (1) year of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time fire service positions, at least one (1) year of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. **AND** must have at least nine (9) years of experience in full time fire service positions, at least one (1) year of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief YA

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