

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**ST. LANDRY PARISH FIRE PROTECTION DISTRICT #2 (PORT BARRE)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### ST. LANDRY PARISH FIRE PROTECTION DISTRICT #2 (PORT BARRE)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN \*\*

ASSISTANT FIRE CHIEF \*\*

FIRE CHIEF \*

\*Competitive class

\*\*Promotional class

YB Index

Original Adoption: 07-06-66

Revision Dates: 02-21-77, 01-19-95, 02-09-95, 09-06-96, 04-24-13

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF CLASS**

Drives and operates fire department vehicles and apparatus, extinguishes and prevents spread of fires; performs routine maintenance and custodial work on department vehicles, equipment, stations and grounds, and related work as required.

This work involves skilled and hazardous duties in driving and operating departmental vehicles of all types and departmental equipment of any sort. The work is performed under supervision of a fire captain or as designated by the Fire Chief.

## **EXAMPLES OF WORK**

(Note: These examples are intended only as illustrations of the various types of work performed in this class, the absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

Drives fire trucks and other department vehicles to and from fires or as directed;

Operates pumps of fire truck or portable pumps of the department;

Operates rescue vehicle and transports injured persons or others to hospitals for medical attention.

Operates resuscitator and other rescue vehicle equipment;

Performs proper maintenance work on fire truck and other departmental equipment to keep it in good operational condition. This may consist of washing or other work on equipment;

Operates fire department rescue boat as required;

Keeps station clean and in proper order, does custodial duties, sweeps and mops station; keeps station grounds neat;

Keeps hose in good condition; loads and unloads hose in truck;

Lays and connects hose at fires and at practice sessions;

Operates radio and telephone at station and radio in vehicles;

Does dispatcher work at station;

Learns and practices new methods of firefighting or station operation;  
Performs other work as indicated, required, or directed.

## QUALIFICATION REQUIREMENTS

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

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

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

Must possess a current valid driver's license.

Firefighter/Operator YB

Adoption Date: 07-06-66

Revision Dates: 07-30-93, 10-14-94, 09-06-96, 05-27-99, 09-20-06

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Drives and operates fire department vehicles and equipment, and generally directs the activities of a fire company; performs fire prevention work; trains and drills other employees in standardized methods of firefighting, use of equipment, fire prevention, and first aid; and related work as required. This work involves skilled and hazardous duties in driving fire vehicles and in firefighting activities. Assumes command of fire department activities in the absence of the chief and assistant chief, or as directed or required. The work has both supervisory and non-supervisory duties and is performed under general supervision. Fire Captains report to and have work reviewed by the Assistant Fire Chief. This class ranks directly below that of Assistant Fire Chief.

## **EXAMPLES OF WORK**

(NOTE: These examples are intended only as illustrations of the various types of work performed in this class, the absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

Responds to all fire alarms and emergency calls assigned to his company, drives fire apparatus to fire, sizes up fire and lays hose lines when necessary;

Assumes command of fire department activities in the absence of the chief and assistant chief, or as directed or required;

Operates departmental rescue vehicle and equipment as required;

Operates fire pump at fires, as required; directs and assists in firefighting work of subordinates;

Operates departmental rescue boat and equipment as required;

Supervises and assists in the work of subordinate employees at the stations, as required;

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

Investigates the cause, origin, and circumstances of fires;

Inspects apparatus and equipment, grounds, and station to insure proper order and condition and readiness of fire apparatus for instant use;

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

Performs clerical work such as making fire reports, fire inspection reports, personnel action

reports and other personnel records, requisition of supplies, and other routine clerical duties;

Prepares and conducts employee training courses, using lectures, practical performances, demonstrations, and test methods of teaching.

Performs other work as indicated, required, or directed.

### **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 a 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 immediately preceding closing date for application to the board.

Fire Captain YB

Original Adoption: 07-06-66

Revision Dates: 07-30-93, 10-14-94, 09-20-06, 05-25-13

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position, the primary duties of which are assisting the Fire Chief in the direction and management of all operations of the fire department. The incumbent of this class is required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief is directly responsible for personnel management functions, including supervising fire department employees in the department or at the scene of an emergency, maintaining discipline, assisting in the implementation of a training program, performing public relations duties and overseeing the general care of fire equipment. The employee of this class works independently, discussing work in a general way, reporting to and 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 daily operations of the department by assisting the Fire Chief with determining how the department should be organized and planning operations with concentration on fire personnel, equipment and apparatus. Performs the duties of the Fire Chief in the chief's absence. Recommends management goals, objectives, and policies for consideration by the Fire Chief. Participates in the research and assists with planning for programs and activities of the department. Writes reports. Supervises inspections of various divisions, evaluates their effectiveness, and takes appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Keeps informed on modern firefighting and administrative methods and monitors and evaluates local conditions which may become fire or safety hazards.

Supervises the response to all alarms or emergency calls for which the department is answerable in order to direct activities at the scene of a fire or other emergency. Supervises subordinate employees at the emergency scene while personally performing such firefighting duties as participating in the fire attack team, performing size-up and directing rescue, salvage and overhaul operations or related duties as necessary. Takes charge of all safety procedures, including those involving hazardous materials. Provides for the needs of the firefighting or other emergency personnel, and acts as coordinator between firefighting personnel and law enforcement at the scene. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment.

Assists the Fire Chief with collecting information for pre-fire planning in places of interest in order to become familiar with all area features which might become important in a fire or emergency situation. Supervises the investigation of causes, origins and circumstances of fires occurring within the district with emphasis on those which may have been a result of carelessness or arson.

Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence of suspected arson. Testifies in court when required.

Supervises department employees by inspecting personnel appearance and their assigned equipment, assigning work areas and schedules, and directing and evaluating work performance. Approves leave. Assists the Fire Chief by holding meetings with fire department personnel for the purpose of receiving reports, disseminating information and delegating authority for the more effective operation of the department. Reviews reports written by subordinates. Writes employee evaluation reports.

Discusses employees work performance with the appropriate persons, counseling those who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by promoting peace and harmony within the department, counseling or recommending disciplinary action against subordinates as necessary. Assists Fire Chief in developing a personnel recruitment and selection program, interviewing prospective employees and recommending persons to hire.

Assists in the development of a training program for fire personnel by evaluating needs and providing training with department staff and resources or utilizing outside instruction to meet the needs. Supervises personnel training in the classroom, during drills and evolutions in all areas of basic firefighting, rescue, salvage and overhaul, use of fire equipment, tools and apparatus, pre-fire planning and other areas which effects the fire department and public safety. Provides informal or "on-the-job" training for new employees and assistance to subordinates in technical areas of work.

Supervises the general care and maintenance of department property, such as communications equipment, firefighting apparatus and equipment, stations, grounds and any other related property. Investigates all accidents involving department equipment by personnel, determines cause and makes recommendations on procedure to avoid future accidents. Manages the inspection of property, equipment, and operating systems, or the testing of such if necessary. Meets with sales representatives to review products as directed. Makes recommendations on major purchases for the department, and purchases equipment and supplies while keeping such within the established budget. Supervises the inventory of departmental supplies and equipment, including maintaining, ordering and distributing such.

Assists in public relations duties, including answering questions for or informing the public about the operation of the department or any related areas of emergency services through talks, demonstrations or distributing literature. Participates in conferences, conventions, and other educational meetings. Assists with special projects related to public relations or the image of the fire department. Supervises and conducts tours of department facilities.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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



citizen of the United States, and of legal age.

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

Must possess a valid driver's license.

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

Assistant Fire Chief YB

Original Adoption: 04-24-13

Revision Dates:

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, manages equipment and supplies, and provides for training. The incumbent of this class 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.

Manages the total operation of the fire department as chief officer. Develops management policies and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense.

Collects data from department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions and for planning purposes. Reviews information gathered during research and decides if new programs or policies are needed or if changes in current structure or operation are needed. 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; uses these methods to evaluate departmental programs and procedures and makes decisions to continue or discontinue programs and procedures.

Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service law.

Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints while fostering agency objectives.

Investigates all accidents or injuries involving department equipment or personnel, determining the cause and making changes in procedures to avoid future accidents. Develops and implements a safety program for the department.

Establishes and maintains a system of line inspections to exercise control through the processes of observation and review by supervisory personnel who have direct responsibility for a particular function or activity.

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.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. 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. Personally, completes any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication.

Promotes a positive image of the department in the daily performance of duties, and by interacting with the public. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meetings. Makes speeches before school or civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations. Determines target areas for fire prevention or public education efforts.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long-term goals for subordinates in order to best accomplish the goals of the organization. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline among employees.

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 on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program. Serves as an instructor for formal classroom training.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment.

Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Directs the fire department equipment and personnel when the department is called to assist with special tactical situations. Establishes and implements

effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Directs a program of pre-fire planning in order that the department might be prepared to provide rescue and firefighting services to the community in the most efficient manner possible.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

After offer of employment or promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must possess a valid driver's license.

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

### **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 progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include 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 progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

#### OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include 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 YB

Original Adoption: 02-09-95

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