

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. LANDRY PARISH FIRE PROTECTION DISTRICT #3 (OPELOUSAS)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. LANDRY PARISH FIRE PROTECTION DISTRICT #3 (OPELOUSAS)

FIRE SERVICE

LINE CLASSES

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Original Adoption: 01-17-66

Revision Dates: 03-07-66, 06-23-69, 02-17-70, 03-12-75, 08-22-01, 04-18-16

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter comprises entrance level positions in the firefighting division of fire department operations. Employees of this class primarily receive training for tasks such as controlling and extinguishing fires, performing rescue work, and maintaining fire department equipment, building, and grounds. Such training may consist of formal classroom study and/or drill sessions, as well as closely supervised on-the-job experience. Employees of this class are supervised by a fire captain and this class ranks directly below that of Operator.

EXAMPLES OF WORK

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

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, and related duties.

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.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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

Must possess a valid driver's license.

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

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.

Firefighter YC

Original Adoption: 02-17-70

Revision Dates: 03-12-75, 03-10-76, 05-12-83, 12-16-94, 08-22-01, 04-18-16

OPERATOR

(Promotional Class)

DISTINGUISHING FEATURES OF CLASS

Drives and operates fire department vehicles and apparatus, extinguishes and prevents spread of fire; 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. This work is performed under supervision as designated by the Fire Chief of St. Landry Parish Fire District #3.

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;

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

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

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

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 be a regular and permanent employee in good standing in the class of Firefighter.

After offer of 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 accommodation.

Operator YC
Original Adoption: 01-17-66
Revision Dates: 07-28-69, 05-11-70, 10-19-93, 12-16-94, 05-20-13

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.

This work has both supervisory and non-supervisory duties and is performed under general supervision as designated by the Fire Chief of St. Landry Parish Fire District #3.

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

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

Supervises and assists in the work of subordinate employees at the station 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 for the purpose of detecting fire hazards or 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 record 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.

Must be a regular and permanent employee in good standing in the class of Operator;

After offer of 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 accommodation.

Fire Captain YC

Original Adoption: 03-07-66

Revision Dates: 07-28-69, 04-10-85, 10-19-93, 12-16-94, 05-20-13

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which are to respond to fires and other emergencies as fire department policies dictate, supervise subordinates in emergency operations, and supervise the investigation of the cause and origin of fires in the district. The District Fire Chief also performs reporting and administrative duties as necessary to document assigned fire department functions and supervises the general care and maintenance of departmental equipment and property. Employees of this class work independently in most areas, receiving only general instructions from an Assistant Fire Chief. This class ranks directly 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 operation of an assigned fire department function or division. Recommends changes in management policies and department operations including recommending goals and objectives. Assists the Fire Chief and Assistant Fire Chief in determining how the department should be organized. Conducts inspections of various divisions of the department, evaluating the effectiveness of the divisions and making recommendations for correcting or improving problem areas. Organizes departmental operations having to do with equipment and apparatus. Keeps informed on modern firefighting methods and administrative practices. Maintains discipline and counsels employees who are experiencing work problems.

Supervises subordinate employees on an assigned shift. Conducts inspections of subordinate personnel, assigns work areas and schedules, reviews work, and approves leave. Holds meetings with subordinates to receive reports and disseminate information. Resolves employee complaints, counsels employees who are experiencing work problems, and provides assistance in technical areas of work. Oversees employee performance and writes evaluation reports. Maintains discipline among subordinate employees.

Personally, conducts training for departmental personnel in the classroom, and provides on-the-job training through drills and evolutions in all basic firefighting areas.

Supervises subordinate employees at the scene of an emergency. Directs fireground operations until relieved by a superior officer. Performs size-up. Makes decisions regarding forcible entry, rescue, ventilation, nozzle and hose handling, fire extinguishment and pump operations, use of sprinkler and standpipe systems, protection of exposures, and salvage and overhaul operations. Oversees safety procedures. Oversees the handling of emergencies involving hazardous materials. Directs first aid and CPR operations at the emergency scene.

Secures the fire scene when arson is suspected by preventing the damage or removal of evidence. Investigates causes and circumstances of fires.

Supervises the general care and maintenance of departmental equipment, vehicles, stations, and grounds. Directs the testing of equipment seeing that it meets all the required standards. Provides for the repair and upkeep of equipment and facilities and inspects equipment after repairs.

Compiles and organizes data needed for reports. Prepares LFIRS reports.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

District Fire Chief YC
Original Adoption: 08-22-01
Revision Dates: 05-20-13

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duties of which are to manage departmental operations on an assigned shift, and to assist in the organization and management of the fire department. Incumbents of this class oversee all operations of the department in the absence of the Fire Chief, participate in the research and planning for the fire department, and observe and evaluate the effectiveness of department operations. Employees of this class direct the activities at the scene of a fire or emergency until relieved by the Fire Chief. Assistant Fire Chiefs perform 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.

Assumes the duties of Fire Chief in the absence of the Chief. Manages all department operations on one shift. Assists with research and planning for programs and activities of the department. Plans, organizes, and conducts inspections of department operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards and keeps informed on modern firefighting methods and administrative practices.

Supervises the preparation and maintenance of the records and reports of an assigned shift, by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping records. Prepares NFIRS reports, and any other forms or records assigned. Writes reports needed to document the activity of the assigned shift.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic organizations, or other groups of concerned citizens. Acts as department representative to the news media, and answers questions for the public about fire department operations.

Oversees the supervision of department employees on an assigned shift. Holds meetings with subordinate personnel for the purpose of receiving and disseminating information. Inspects the appearance of equipment and personnel. Assigns duty areas and work schedules and approves leave. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Maintains discipline, and counsels employees who are experiencing work problems. Evaluates training needs and provides for regular employee training. Conducts formal classroom training, drills and evolutions, and provides on-the-job training.

Oversees subordinate employees at the scene of a fire or other emergency until relieved by the Fire Chief and directs emergency scene operations such as 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, overseeing safety precautions, and providing emergency medical attention. Maintains communications between the fire scene and other authorized personnel.

Provides for the collection of information for pre-fire planning.

Investigates the causes, origins, and circumstances of fires occurring in the fire protection district. Secures the fire scene to prevent removal or damage of evidence and assists arson investigation personnel. Testifies in court when required.

Supervises the general care and maintenance of department apparatus and equipment, vehicles, and property. Arranges for repairs and maintenance. Inspects all equipment and property after repairs to see that these were properly accomplished. Directs the testing of equipment, assuring that equipment meets all applicable standards. Authorizes expenditure of funds, and purchases equipment and supplies, keeping such purchases within the established budget. Maintains inventory of supplies and equipment and oversees the disbursement of supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

At the time of application for examination, must be a regular and permanent employee in the class of District Fire Chief.

Assistant Fire Chief YC

Original Adoption: 06-26-69

Revision Dates: 04-10-85, 10-19-93, 12-16-94, 03-05-96, 07-05-01, 08-22-01, 05-20-13

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is highly skilled and responsible work in the capacity of chief engineer and commanding officer, in the planning, direction, and supervision of all firefighting operations and related work of the fire district. The fire chief is required to be on duty or subject to call at all times.

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 logical assignment of the position.

Directs and supervises subordinates in rescuing persons from burning buildings, fighting fires, maintenance and use of all fire department equipment including vehicles and stations;

Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority and keeps such purchases within the budget therefor;

Provides for the preparation of and supervises the maintenance of departmental records and reports concerning personnel actions, fire inspections, employee training, and other necessary records;

Investigates the cause, origin, and circumstances of all fires occurring in the district and especially those which are the results of carelessness or as the act of an incendiary, and reports all facts relating to them to the State Fire Marshall as provided by law;

Keeps posted on modern methods of fire department work of all types and keeps familiar with local conditions which the department may have to contend with in case of fire;

Sees to it that employee training is regularly carried on;

Promotes peace and harmony in the department;

Maintains discipline in the department.

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 not be less than 35 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 MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

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 two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department 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 at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department 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, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and must have at least ten (10) years of experience in full time fire service positions currently permanent in the position of fire officer with at least two (2) years of which must have been in positions which include administration or supervisory responsibilities.

Fire Chief YC

Original Adoption: 06-23-69

Revision Dates: 08-20-91, 10-19-93, 12-16-94, 05-20-13, 02-08-18

DIRECTOR OF FIRE TRAINING AND SAFETY

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible, non-supervisory position in fire department administration, the primary duties of which are to provide administrative support to the Fire Chief, to direct and manage the department's comprehensive training and safety programs and to oversee the management and maintenance of departmental records. The incumbent of this class observes fire ground operations for the purpose of mitigating the risk of injury; debriefs the command staff in order to identify training needs; and develops and implements an effective training program for professional development of department personnel. The Director of Fire Training and Safety conducts drills and evolutions and classroom training; coordinates with other agencies to provide training, as necessary. The employee of this class establishes and maintains an effective records management system under the direction of the Fire Chief and assists the Fire Chief with purchasing and budgetary responsibilities for the department. The Director of Fire Training and Safety works with a high degree of independence, 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 a training program for the department, sees that the program is properly supplied. Recommends improvements to the training program as needed. Provides for regular employee training and coordinates the movement of fire companies to and from all training. Prepares training material and lesson plans. Conducts drills and evolutions, as well as classroom training in such subject areas as forcible entry, first aid, firefighting, hazardous materials, fire streams, fire attack, ventilation, hydraulics, and pump operations. Conducts training in pre-fire planning, fire prevention, and communications. Administers training tests and develops job simulation exercises to evaluate training success. Performs statistical analyses and validity studies of examinations to determine reliability and appropriateness of test material. Evaluates the effectiveness of training and makes necessary changes to correct inefficiencies. Maintains a library of training materials and conducts research to integrate new material into the training program.

Develops a safety program for the department and sees that the program is properly supplied. Evaluates safety plan and makes recommendations for improvements. Develops accident and loss control systems for incorporation into operational policies. Conducts research to identify hazards and coordinates implementation of safety activities. Investigates all accidents, determines cause and makes recommendations on changes to safety procedures. Prepares accident reports for review, evaluates injuries resulting from accidents, and analyzes data concerning occupational illnesses and accidents. Observes personnel use of prescribed safety equipment, demonstrates safety practices, and participates in activities to update knowledge of safety programs. Responds to all emergencies and observes emergency scene operations to assure compliance with established safety procedures. Performs the duties of safety officer at emergency scene. Makes notes and takes photographs at the fire scene for use in training.

Assists the Assistant Chief in performing the duties of the Fire Chief in his absence. Manages the operation of the training department and recommends management policies and goals for the division. Assists the Fire Chief in planning for department activities. Aids the Fire Chief in planning equipment and non-supervisory personnel operations. Analyzes data, gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Assists the Fire Chief by recommending policy changes for the department based on data from surveys. Writes reports on division operations and files records as required. Keeps informed on modern firefighting methods, and participates in conferences, conventions, and other educational meetings. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Aids the Fire Chief by studying new laws and regulations to determine if changes in department policies are needed. Collaborates with the Fire Chief in hiring new employees, reviews new employment applications, and makes arrangements for prospective employee testing.

Assists the Fire Chief in preparing expenditure estimates and gathers information to be used in compiling budgets. Personally, completes any forms and records assigned, including payroll records and coordinates the completion of and reviews LFIRS reports. Makes decisions concerning what information should be included in department records and determines in what form this information should be kept. Provides for the maintenance of department records, reviews subordinates reports, and periodically inspects record facilities. Writes reports, requests for funds, and any official departmental correspondence for publication. Answers inquiries about the operation of the fire department and aids the Fire Chief in responding to requests addressed to the department.

Attends meetings with ranking personnel to discuss training topics or areas of employee performance requiring remediation. Receives reports and disseminates information about fire service training. Assigns work duties in a training setting. Reviews trainees written reports. Maintains discipline of training participants. Discusses performance and training success or failure with subordinates and superiors, and writes evaluations following training assignments.

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.

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit

necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years paid firefighter experience.

Must have not less than two (2) years experience in fire service instruction in a paid fire department, or four (4) years in fire service instruction with volunteer firefighters.

Director of Fire Training and Safety YC

Original Adoption: 04-18-16

Revision Dates: 02-08-18
