

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. MARTIN PARISH FIRE (ST. MARTINVILLE)

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. MARTIN PARISH FIRE (ST. MARTINVILLE)

FIRE SERVICE

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Revision Dates:

DEPUTY FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory fire department positions, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions. The employees of this class perform the duties of the Fire Chief in the Chief's absence and supervise all subordinate department employees. Deputy Fire Chiefs provide for the production and maintenance of department records and reports, manage the inventory and maintenance of supplies and equipment, and assist with the financial management of the department. The Deputy Fire Chiefs works with a high degree of independence, 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.

Performs the duties of the Fire Chief in the absence of the Chief. Assists with the operation of the department, including all employees and services. Assists the Fire Chief with recommending, developing and setting management policies, goals and procedures. Organizes departmental operations having to do with personnel. Participates in the research and planning for programs and activities of the department. Observes and inspects various divisions of the department to evaluate and improve productivity, efficiency, and procedures. Recommends changes in department operations that will help the city to obtain favorable PIAL ratings. Directs the safety program for the department.

Develops and administers a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Creates lesson plans and training materials for classes. Prepares, administers and grades written tests to evaluate success in training. Directs and oversees training in all areas of fire suppression and safety. Supervises the development of job simulation exercises to rate skills acquired during training. Maintains a library of training materials.

Responds to alarms or emergency calls for which the department is answerable and supervises subordinate personnel at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Performs size-up of an emergency scene and directs rescue operations at the scene. Directs forcible entry, ventilation, and nozzle and hose handling operations. Directs pump operations and use of water

supplies. Supervises the fire attack team and takes charge of all safety procedures at the scene of a fire or emergency. 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 firefighting and other emergency personnel at the scene of an incident and acts as coordinator between firefighting personnel and law enforcement personnel. Compiles, organizes, and analyzes data needed for reports. Prepares LFIRS and/or NFIRS reports.

Supervises subordinate personnel. Holds meetings to receive reports, distribute information and discuss work problems. Outlines responsibilities and duties to set expectations for performance. Reviews work to be done and delegates assignments. Reviews reports written by subordinates. Inspects the appearance of assigned equipment and personnel. Provides assistance in technical areas of work. Assigns duty areas, work schedules and approves leave. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance of subordinates with superiors. Resolves employee complaints and grievances, and counsels' employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and recommending and administering disciplinary action.

Inspects buildings to determine the existence of potential fire hazards and reviews plans and blueprints for new construction. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features. Investigates the causes, origins, and circumstances of fires, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene to prevent removal or damage of evidence of suspected arson and testifies in court when required.

Supervises the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Directs the testing of equipment; assures that equipment meets all applicable federal, state, and local standards. Researches the best methods of handling specific fire department tasks and sees that such jobs are either contracted for or assigned to qualified department personnel. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Assists the chief with writing specifications for new fire department equipment, preparing specifications for public bids, and overseeing the bidding process. Meets with sales representatives to review products and maintains inventory of supplies and equipment. Orders supplies and equipment, distributes to department personnel and makes recommendations on major purchases for the department.

Writes newspaper articles and letters in answer to address the needs of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings. Conducts polls and surveys, analyzes data from polls and surveys, and recommends policy changes for the fire department based on data from polls and surveys. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Attends conferences, conventions, training courses, and other educational meetings to keep informed on and maintain proficiency in modern firefighting

methods, administrative practices, and the use of department equipment. Conducts tours of department facilities and coordinates special projects related to public relations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed and acts as a consultant for fire departments in surrounding areas with approval by the Fire Chief.

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.

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 possess 10 years of experience within a paid fire service.

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| Deputy Fire Chief ST Adoption Date: 05-08-25 Revision Dates: |
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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief executive officer for the fire department. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class develops policies, oversees operations, and ensures compliance with regulations. The Fire Chief works with a high degree of independence, and reports to and works under the general direction of the St. Martin Parish President.

EXAMPLES OF WORK

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

Manages the total operation of the department. Develops management policies, goals, objectives, and procedures for the department. Responsible for creating work cycles and deployment of available manpower. Organizes the department in order to best utilize available resources in providing fire protection services for the community. Oversees departmental structure and operations by conducting research and planning for programs and activities, making decisions on necessary new programs or changes. Develops methods to evaluate and improve productivity, efficiency, and procedures. Analyzes demographic information for projecting jurisdiction growth and service expansion. Acts as a consultant for fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required. Utilizes maps, records, and reports for planning purposes.

Oversees that all department personnel policies conform to EEOC standards. Interviews prospective personnel. Reviews recruitment policies to ensure effectiveness. Establishes and maintains a balance of meeting personnel needs without jeopardizing organizational goals. Determines performance standards for department personnel, and creates procedures and systems for evaluating personnel performance. Maintains promotional eligibility lists and recommends or authorizes promotions.

Directs subordinate personnel by setting expectations, task priorities, and long-term goals. Reviews work to be done and delegates assignments. Alters and assigns work spaces. Oversees work schedules and leave approval. Supervises personnel by inspecting the appearance of personnel and equipment and by providing necessary tools and resources for job performance. Aids subordinates in technical areas of work. Oversees formal meetings with groups of

subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Writes personnel evaluation reports and discusses work performance with subordinates and superiors. Motivates personnel by evaluating their needs and seeking ways to better satisfy those needs. Counsels personnel who are experiencing work problems. Resolves personnel complaints and grievances. Maintains discipline among personnel of the department. Oversees an internal affairs review process to investigate conduct violations of department members.

Oversees size-up of an emergency scene. Directs fireground operations, making decisions on strategy and task assignments. Establishes a central communication point at the emergency scene. Handles hazardous materials emergencies. Oversees investigations regarding the causes, origins, and circumstances of fires. Directs a program of fire investigations to determine if fires within the jurisdiction were caused by arson.

Oversees the accounting for all money and assets of the department. Authorizes expenditures of funds and reviews all financial statements for mistakes or completeness. Oversees divisional operating budgets. Compiles and organizes data needed to prepare the budget. Supervises the preparation of revenue and expenditure estimates.

Monitors the risk management program by investigating accidents involving department personnel or equipment, determining causes, and implementing procedural changes to prevent future incidents. Develops and implements an emergency management system by identifying potential hazards, assessing the department's capabilities, and creating comprehensive plans to address these hazards effectively. Directs and monitors command staff during emergencies.

Promotes a positive public image of the work of the department in the daily performance of duties. Acts as department representative to the news media and at any required meetings. Prepares correspondence to address problems or needs of the department, including responding to requests through letters or emails. Additionally, writes public service announcements, news releases, newspaper articles, or any other official department position paper for publication, ensuring accurate and effective communication with the public and media. Writes proposals for new or amended legislation related to fire and emergency services. Oversees and utilizes an information management system to organize and process data for effective administration. Attends conferences, conventions, training courses, and other educational meetings to keep informed on and maintain proficiency in modern firefighting methods, administrative practices, and the use of department equipment. Directs the preparation and maintenance of records and reports. Compiles, organizes, and analyzes data needed for reports.

Periodically inspects equipment and supplies and approves purchase recommendations to maintain operational efficiency. Approves repairs and maintenance of facilities and equipment.

Performs any related duties.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a 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 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. Must have at least fifteen (15) years of experience in full time fire service with at least five (5) years as a Chief Officer

Fire Chief ST

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FIRE DEPARTMENT MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a position in the repair and maintenance of fire department vehicles and equipment. An employee of this class makes repairs to fire apparatus and fire apparatus equipment, performs routine maintenance on fire department vehicles, and organizes replacement parts for fire vehicles and equipment. The Fire Department Mechanic diagnoses mechanical problems and conducts safety inspections on all department vehicles. Employees of this class function under some supervision, having the authority to work independently in most areas. The Fire Department Mechanic reports to, and has work reviewed by the Deputy 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.

Participates in the general care, maintenance, and use of fire department apparatus and vehicles. Performs general maintenance such as refueling vehicles, changing and adding oil, adjusting headlights, and similar tasks. Maintains and repairs electrical, brake, cooling, drive train, emission, fuel, lubricating, and suspension systems, as well as, diesel engines, hydraulic and portable equipment, and small power tools. Adjusts, repairs, and ensures proper working order to accessories on automotive equipment, such as, tachometers, lights, and windshield wipers. Repairs fire apparatus fixtures such as rotary gear, pumps, water towers, and aerial ladders.

Periodically inspects equipment and supplies. Performs required safety inspections on all department vehicles. Determines if departmental vehicle involved in an accident is safe for continued use. Road tests equipment to determine what repairs are needed. Makes repairs at the emergency scene when necessary. Inspects equipment, property, or operating systems after repairs to ensure that repairs were properly accomplished.

Diagnoses mechanical problems from information received from fire department personnel. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Attends conferences, conventions, training courses, and other educational meetings to keep informed on and maintain proficiency in modern repair methods, administrative practices, and the maintenance of equipment and apparatus. Makes mathematical calculations to perform accurate and correct measurements, adjustments, or calibrations.

Promotes 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 to 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, 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.

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 not be less than 21 years of age.

Must have five (5) years of experience in the field of medium to heavy truck repair.

Must obtain certification for Emergency Vehicle Technician set forth by the Fire Chief.

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| Fire Department Mechanic ST Original Adoption: 05-28-25 Revision Dates: |
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