

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #1 (SLIDELL)

Contents

OCCUPATIONAL INDEX TO CLASSES..... 2

FIREFIGHTER..... 3

FIRE EQUIPMENT OPERATOR..... 5

FIRE CAPTAIN 8

DISTRICT FIRE CHIEF..... 10

DEPUTY FIRE CHIEF 13

CHIEF OF OPERATIONS..... 17

FIRE CHIEF 21

CHIEF OF ADMINISTRATION..... 26

FIRE PREVENTION OFFICER 32

ASSISTANT CHIEF OF FIRE PREVENTION 36

CHIEF OF FIRE PREVENTION..... 41

FIRE TRAINING AND SAFETY OFFICER 44

CHIEF OF TRAINING AND SAFETY..... 48

FIRE COMMUNICATIONS OFFICER..... 51

FIRE COMMUNICATIONS SUPERVISOR 53

CHIEF OF COMMUNICATIONS..... 55

FIRE DEPARTMENT MECHANIC..... 58

MASTER MECHANIC..... 60

FLEET AND MAINTENANCE COORDINATOR..... 63

INFORMATION TECHNOLOGY OFFICER..... 66

CHIEF OF COMPLIANCE..... 68

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF 71

FIRE RECORDS CLERK 74

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #1 (SLIDELL)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER *
FIRE EQUIPMENT OPERATOR **
FIRE CAPTAIN **
DISTRICT FIRE CHIEF **
DEPUTY FIRE CHIEF **
CHIEF OF OPERATIONS**
FIRE CHIEF *

FIRE COMMUNICATIONS CLASSES

FIRE COMMUNICATIONS OFFICER *
FIRE COMMUNICATIONS SUPERVISOR**
CHIEF OF COMMUNICATIONS **

FIRE DEPARTMENT MECHANIC*
MASTER MECHANIC *
FLEET AND MAINTENANCE COORDINATOR *

LINE SUPPORT CLASSES

CHIEF OF ADMINISTRATION *

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

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

INFORMATION TECHNOLOGY OFFICER *
CHIEF OF COMPLIANCE**

ADMINISTRATIVE ASSISTANT TO THE FIRE
CHIEF*
FIRE RECORDS CLERK *

*Competitive class
**Promotional class

QA INDEX	
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FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter comprises entrance level positions in the fire fighting 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 station captains and this class ranks directly below that of Fire Equipment 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, 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 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 be at least eighteen (18) years old and no more than thirty-six (36) years of age.

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 a high school curriculum which has been accredited by the applicant's 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 receive the following certifications during the Recruit period:

- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Awareness
- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I

Must receive the following certification(s) during the working test period:

- Emergency Medical Responder (EMR)

Firefighter QA

Adoption Date: 11-23-76

Revision Dates: 11-11-82, 11-20-86, 07-13-87, 02-15-91, 05-29-91, 05-07-92, 01-31-95,
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05-21-14, 09-26-17, 05-09-18, 08-14-18

FIRE EQUIPMENT OPERATOR

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This is responsible and skilled fire line work involving the operation of apparatus and equipment and the protection of life and property through fire prevention, rescue, and the extinguishing of fires. Work involves the protection of life and property, prevention of fire hazard, and general duties related to the care and use of departmental equipment and property. Employees of this class are responsible for driving fire equipment to and from the scene of a fire and for operating the pumps and other equipment as required. Fire equipment operators are under the direct supervision of the fire captain in charge of the station. They perform assigned routine tasks independently and all other decisions or work assignments are received from a superior. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Performs a daily inventory of all assigned fire vehicles and attached equipment to see that all required equipment is present; if not, reports missing items to supervisor; checks all equipment such as air packs and fire extinguishers to see that it is ready for operation.

Performs a daily check of assigned fire vehicles to assure readiness for operation; checks radio, water, battery, tires, water level in tank, lights, etc.; may replace oil and water as well as light bulbs as needed; checks air break pressure; checks all hydraulic equipment by operating it; starts engine and checks all gauges, air pressure, water, oil, ampmeter, fuel; checks the general appearance of the vehicle to make sure it is clean.

Performs a daily check of the pumps on assigned vehicles by placing them in operation, checking pressure and gauges; makes sure valves are not leaking and the relief valve is operational.

Verbally reports on all daily checks to the station captain and makes entries on such in the log book.

When an emergency alarm is received, drives assigned vehicle to fire; following the orders of the captain, stops truck at nearest hydrant and makes sure firefighters have all equipment needed, then places truck as directed and puts pump in operation following standard procedures; assists firefighters in donning air packs, getting equipment from truck, etc., keeping track of all equipment taken; watches gauges and hooks up any additional lines required.

Position or spot pumper to supply hose lines; make determination of whether to pump in pressure or volume; calculate friction loss, nozzle or discharge pressures, water flow; determine the number of hose lines that can be added; carry out correct procedures for pumping;

Assists other equipment operators when needed; listens for any radio messages and relays messages to and from the commanding officer at the fire scene.

Participates in company and individual training when required.

Performs general firefighting and housekeeping duties.

Performs related duties as assigned.

Consult map and select the best available route to fire scene.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, 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 with at least two years, after confirmation, prior to the closing date of applications.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Awareness
- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- EMT-B (For all employees hired after March 1, 2008)

Must receive the following certifications during the working test period:

- IFSAC/LSU Certification and/or ProBoard Driver Operator - Pumper
- IFSAC/LSU Certification and/or ProBoard Driver Operator – Aerial

Fire Equipment Operator QA

Adoption Date: 11-20-86

Revision Dates: 02-15-91, 05-29-91, 12-09-93, 01-31-95, 04-09-97, 07-22-03, 09-09-03,
10-10-06, 09-18-12, 10-01-13, 01-21-14, 09-26-17

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible, supervisory work in the fire suppression division of fire department operations. Employees of this class are responsible for the operation of a fire station on assigned shift and for the supervision of all personnel assigned to that station on the shift. The fire captain makes initial decisions concerning fire ground operations and directs and supervises these until relieved by a superior officer. In addition to supervision of personnel and fire suppression, employees of this class are responsible for records and reports and for station training of subordinate personnel. Fire Captains work independently in their assigned areas, receiving instruction and assistance from a District Fire Chief. This class ranks directly below that of District 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.

Supervise all employees assigned to a specific station on an assigned tour of duty; prepare work schedules, assign house duties, apparatus, and maintenance schedules, issue orders and assign work, relay information between subordinates and superiors; provide for repair and upkeep of station and equipment;

Fill out records and write reports such as basic fire incident report, fuel reports, supply requests, records of operation and maintenance of fire vehicles, etc.;

Assume command of fire scene operations and direct all fire fighting and rescue operations until relieved by a superior officer, making decisions such as if there is a need for ventilation, selecting proper stream, hose size, g.p.m., nozzle, determining if additional manpower is needed, etc.; operate communications equipment to relay messages from the fire scene;

Attack dwelling fires, multi-story and high rise building fires, auto fires, industrial fires, etc., using correct procedures; don and operate portable breathing equipment; enter burning structure; handle fire streams; search for injured persons and remove them to safety; perform first aid; look for, protect, and preserve any evidence of arson; identify, remove, or protect hazardous materials at fire scene;

Consult maps and select best available route to fire scene; Collect information for pre-fire planning, visiting locations to become familiar with layout, location of meters, closest hydrant, etc.;

Provide informal station or "on-the-job" training for subordinates; participate in training activities; participate in post fire sessions to discuss what had been done and what could have been done better;

Perform related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, 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 Equipment Operator with at least two (2) years, after confirmation, prior to the closing date of applications.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Awareness
- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Driver Operator - Pumper
- IFSAC/LSU Certification and/or ProBoard Driver Operator – Aerial
- EMT-B (For all employees hired after March 1, 2008)
- 21 hours of college credit in Fire Protection Technology

Must receive the following certifications during the working test period:

- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I.
- IFSAC/LSU Certification and/or ProBoard Fire Officer I.
- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer.

Fire Captain QA

Adoption Date: 11-23-76

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DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory positions in the fire suppression division. Employees of this class are responsible for supervising all employees on an assigned shift, coordinating work schedules and daily activity to see that all stations are manned, for the training of subordinate personnel, and for administrative duties related to the assigned shift. The employee of this class works to ensure that notes and regulations are being followed and that district policy is being carried out. The district fire chief also controls fire ground operations until relieved by a superior officer. Employees of this class work with a high degree of independence, receiving general instruction only from the Fire Chief or Deputy Fire Chief. This class ranks immediately below that of Fire Chief or 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.

Supervise all department employees on an assigned tour of duty; relay information between superiors and subordinates; issue orders or assign work for the day; visit each station to collect reports and information and to issue or transmit orders; transfer personnel from one station or post to another to make certain that all fire fighting posts are manned; prepare work schedules; investigate employee complaints and take appropriate action; write employee evaluation reports; recommend discipline to department head; provide for repair and upkeep of stations;

Fill out records and keep logs such as personnel records, records of the operation of fire vehicles, and response log; write reports such as fuel reports, supply requests, hose reports, fire incident reports, etc.;

Formally train personnel by conducting training in the classroom, drills, and evolutions; participate in post-fire sessions to discuss what had been done and what could have been done better;

Answer fire alarm calls from dispatcher and record all necessary information; operate communications equipment at fire scene;

Assume command of fire scene operations and direct all fire fighting and rescue operations unless relieved by the chief or assistant chief, making decisions on matters such as the need for ventilation, the proper stream, hose size, g.p.m., nozzle, the need

for additional manpower; don and operate portable breathing equipment to locate seat of fire; identify, remove, or protect hazardous materials; supervise overhaul after fire;

Look for report, protect, and preserve any evidence of arson; and determine suspected cause and origin;

Serves as department representative to the news media, releasing information and answering questions fire responses;

Gives lectures and talks on Fire Department topics to schools and civic groups;

Perform service test on hose to test for rated capacity; perform preservice tests on all new pumpers;

Respond to rescue calls not related to fire fighting duties;

Perform related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, 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 with at least two years, after confirmation, prior to the closing date of applications.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Awareness.
- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Operations.
- IFSAC/LSU Certification and/or ProBoard Firefighter I.
- IFSAC/LSU Certification and/or ProBoard Firefighter II.
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I.
- IFSAC/LSU Certification and/or ProBoard Fire Officer I.

- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer.
- EMT-B (For all employees hired after March 1, 2008)
- 21 hours of college credit in Fire Protection Technology.
- IFSAC/LSU Certification and/or ProBoard Driver Operator-Pumper
- IFSAC/LSU Certification and/or ProBoard Driver Operator-Aerial

Must receive the following certifications during the working test period:

- IFSAC/LSU Certification and/or ProBoard Fire Officer II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor II.

District Fire Chief QA

Adoption Date: 11-23-76

Revision Dates: 11-11-82, 05-29-91, 12-03-92, 12-09-93, 01-31-95, 07-22-03, 09-09-03,
10-10-06, 05-29-12, 09-18-12, 10-01-13, 01-21-14, 09-26-17, 02-09-21

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses administrative and supervisory positions, the major duties of which include completing assigned records and reports and supervising subordinate fire officers as they direct work at the fire stations and at the scene of an emergency. The employee of this class works to ensure that rules and regulations are being followed and that district policy is being carried out. The Deputy Fire Chief also assists the Chief of Operations with organization and administration of the department, with assigned public relations, occasionally with assigned finance or budgeting projects, and may be called upon to assume the duties of the Chief of Operations in his/her absence. The Deputy Fire Chief receives general instructions only and operates independently in most areas. The class ranks directly below that of Chief of Operations and work is reviewed and supervised by the Chief of Operations.

EXAMPLES OF WORK

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

Plans, and organizes the operation of the assigned platoon/crew. Assists in formulating and implementing management policies, goals, objectives, and procedures within the assigned platoon/crew. Deploys available manpower in a manner within the assigned platoon/crew that provides the required services while minimizing expense. Supervises and participates in research for the developing of methods which may be used to assess and improve productivity, efficiency, and procedures of departmental programs by observing and inspecting various divisions of the assigned platoon/crew, evaluating and suggesting appropriate action to improve problem areas, and bettering the quality and effectiveness of service. May assume the duties of the Chief of Operations in his/her absence, such as on duty days, and will have access to communicate with the Fire Chief of Chief of Operations as needed.

Ensures that fact finding is completed regarding complaints against personnel and may formulate a recommendation for reply or action to be taken. Ensures that fact finding is initiated and completed regarding accidents involving department equipment or personnel for the assigned "on shift" platoon and that personnel statements, medical testing, and other protocols are completed.

Assists superior officer with development and implementation of a safety program for the department, collecting and analyzing data to estimate the extent and causes of risk, determining a level of risk which is acceptable, and devising a risk management program to control losses to

the acceptable level. Assists superior officers in development and evaluation methods for the department safety program. Coordinates safety activities with supervisors and companies to ensure implementation throughout the department. Makes recommendations for improvement in the safety program based on continuing education efforts through activities of related professional organizations to update knowledge of safety program developments.

Prepares and verifies time records. May account for the money and assets of and prepares an operating budget for an assigned function or division in the department.

Responds to all alarms for major incidents or those received from congested areas in which fire or other life-threatening hazards might result in serious loss either to life or property; supervises subordinate employees 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, or related duties. Performs and supervises size-up of an emergency scene, including determining the nature and extent of fire, locating the seat of the fire, condition of the building, exposure danger, available water supply, evaluation of smoke characteristics and environmental conditions. Supervises safety procedures at the scene of a fire or emergency. Oversees operations to supply water to hand lines or master stream appliances, or to supplement sprinkler or standpipe systems. Participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on emergency scene operations through the use of communications equipment. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Secures the fire scene to prevent removal or damage of evidence in the event of arson, and assists with investigation by Fire Prevention personnel. Oversees collection of information and completion of pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation.

Operates communications equipment at an emergency scene to maintain communications between the fire scene and other authorized personnel, to call for assistance when needed, and to relay necessary information on operations at the emergency scene; sees that the needs of fire fighting and other emergency personnel at the scene of an incident are met; acts as coordinator between fire fighting personnel and law enforcement personnel at the scene of an emergency.

May act as department representative to the news media in assistance to the Fire Chief or in the absence of the PIO, releasing information and answering questions concerning the work of the department; may be authorized to write newspaper articles or any other type of official department position paper for publication; answers telephone inquiries about operation of the fire department or any related areas of emergency services. Monitors, manages, and ensures the general care, maintenance, and use of departmental alarm and signaling systems, fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property; ensures that testing is completed on all fire department equipment such as communications systems, fire fighting apparatus, etc., on a regular basis to assure that equipment is in correct operating condition. May arrange for the testing of fire hydrants and

ensures that testing is completed. Makes recommendations for major purchases, periodically inspecting, ordering, distributing, and maintaining inventory.

Supervises platoon/crew employees by writing evaluation reports and ensuring that reports are completed on subordinate personnel. Discusses performance of subordinates with superiors and aiding subordinates in technical areas of work; sees that all department personnel are assigned in areas in which they are qualified to work. Maintains discipline by conducting corrective interviews, recommending disciplinary action, and notifying employees of intent to investigate. Directs and monitors intermediate command staff members who are responsible for various aspects of operations, including insuring that objectives are being met in accordance with the procedures set up in the emergency management plan.

May develop training assignments for the platoon/screw after evaluating needs, seeing that such assignment is properly staffed and supplied with training resources. Provides informal training for employees by explaining policies, procedures, and helping in technical areas of work. Personally trains personnel by providing informal or "on the job" training for employees, explaining policies and procedures, and aiding in technical areas of work.

Studies new laws, regulations, ordinances, and court rulings relating to fire department operations in order to incorporate such into the operations of the department; keeps informed on modern methods of fire department work and any local conditions which the department may be called upon to combat. Studies industrial, technical, and scientific safety management publications. Participates in activities of related professional organizations to update knowledge of safety program developments. Utilizes information from maps, records, reports, and other documents maintained by the department for planning purposes.

Reads graphs, charts, manuals, records, etc., and compiles and analyzes data needed for reports; writes narrative reports including reports on operations, fire department statistics, trends, requests, proposed legislation, or local ordinance changes, etc. Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping the records. Works to see that department operations help the city to obtain favorable ISO ratings. Prepares LFIRS and/or NFIRS reports.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, 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 District Fire Chief with at least two years, after confirmation, prior to the closing date of applications.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Awareness
- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer
- IFSAC/LSU Certification and/or ProBoard Fire Officer II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor II
- EMT - B (For all employees hired after March 1, 2008)
- IFSAC/LSU Certification and/or ProBoard Driver Operator-Pumper
- IFSAC/LSU Certification and/or ProBoard Driver Operator-Aerial
- Associates Degree of Applied science in Fire Technology

Must receive the following certifications during the working test period:

- IFSAC/LSU Certification and/or ProBoard- Fire Officer III

Deputy Fire Chief QA

Adoption Date: 01-31-95

Revision Dates: 07-22-03, 09-09-03, 10-10-06, 09-18-12, 10-01-13, 01-21-14, 09-26-17,
02-09-21, 07-02-24

CHIEF OF OPERATIONS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

Manages the operation of the department, including all employees, operations, and services. Develops, recommends, or sets management policies, goals, objectives, and procedures for the entire department. Conducts research to be used in overseeing the planning for programs and activities of the department and for problem solving. Assists superior in determining how the department should be organized. Performs the duties of the department chief in his/her absence. Develops methods which may be used to evaluate and improve productivity; efficiency, and procedures of departmental programs by observing and inspecting various divisions of the department, evaluating and taking appropriate action to improve problem areas, and developing and initiating programs and procedures to improve the quality and effectiveness of service. Utilizes information from maps, records, reports, and other documents maintained by the department for planning purposes. Manages maintenance of promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service law.

Directs and monitors intermediate command staff members who are responsible for various aspects of the operation, including ensuring that objectives are being met in accordance with the procedures set up in the emergency management plan. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. Recommends changes in department operations that will help the district to obtain favorable PIAL ratings.

Investigates complaints against personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Maintains a positive public opinion of the

department through public relations by serving as official department representative at meetings of governmental or civic committees and groups, promoting a positive public image of the work of the department in the daily performance of duties, and answering inquiries or handling complaints from the public in person or by telephone. Assists in departmental representation to the news media, releasing information and answering questions concerning the work of the department.

Prepares correspondence in answer to requests to the department or as needed to address problems or needs of the department through letters or emails. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Personally completes all forms and records required. Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping the records.

Evaluates the training needs of the department. Develops, or assists in developing, a training program for the department and sees that such program is properly staffed and supplied with resources. Personally trains personnel by providing informal or "on-the-job" training for Chief Officers, explaining policies and procedures, and aiding in technical areas of work.

Investigates all accidents involving department equipment or personnel; determines cause and makes recommendations on procedure to avoid future accidents. Collects and analyzes data to estimate the extent and causes of risk. Determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level. Develops and implements a safety program for the department. Develops and devises methods for conducting an evaluation of, and makes recommendations for improvement of the departmental safety program.

Assists Fire Chief in the accounting for the money, liabilities, financial transactions, and assets by authorizing expenditure of funds allocated for department operation. Assists in the preparation of an operating budget for the entire department by reviewing divisional operating budgets, compiling and organizing data needed to prepare the budget, preparing revenue estimates, and preparing expenditure estimates. Participates in the purchase and inventory of equipment and supplies by making recommendations for major purchases, overseeing the bidding process, and periodically inspecting equipment and supplies.

Participates in the general care, maintenance, and use of departmental equipment. Personally tests or directs the testing of equipment; assures that equipment meets all applicable federal, state, and local standards. Oversees the general care, maintenance, and testing of fire hydrants.

Directs subordinate employees by outlining responsibilities and duties to set expectations for performance, setting task priorities, setting long term goals for work to be completed, assigning and altering work spaces, and providing tools and resources necessary for job performance. Supervises positions in fire suppression, fire department training, fire service support, special services support, and emergency medical services. Supervises employees by inspecting the appearance of equipment and personnel, assigning work or duty areas, assigning work schedules, approving leave, reviewing written reports, holding meetings to receive reports and distribute information or discuss work problems, aiding in technical areas of work, controlling accident hazards by training in safety, resolving employee complaints and grievances, overseeing and

evaluating work performance, writing employee evaluation reports, discussing work performance, and counseling employees who are experiencing work problems. Maintains discipline by conducting corrective interviews, recommending and administering disciplinary action, and notifying employees of disciplinary action to be taken.

May perform and supervise size-up of an emergency scene, including determining the nature and extent of fire, locating the seat of the fire, condition of the building, exposure danger, available water supply, evaluation of smoke characteristics and environmental conditions. Supervises safety procedures at the scene of a fire or emergency. Coordinates activities of firefighting personnel and law enforcement personnel at the scene of an emergency. Oversees operations to supply water to hand lines or master stream appliances, or to supplement sprinkler or standpipe systems. Participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on emergency scene operations through the use of communications equipment. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Deputy Fire Chief with at least two years, after confirmation, prior to the closing date of applications.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Awareness
- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer

- IFSAC/LSU Certification and/or ProBoard Fire Officer II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor II
- EMT - B (For all employees hired after March 1, 2008)
- IFSAC/LSU Certification and/or ProBoard Driver Operator-Pumper
- IFSAC/LSU Certification and/or ProBoard Driver Operator-Aerial
- IFSAC/LSU Certification and/or ProBoard- Fire Officer III

Chief of Operations QA

Adoption Date: 05-14-24

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.

Administers the operations of fire department services which include fire suppression, fire prevention and public fire education, fire communications, and training. Develops management policies, goals and objectives for the department, and makes recommendations for consideration by the Fire Board of Commissioners. Organizes the operating units of the department, and determines the number and distribution of such units. Organizes the personnel management functions of the department by creating work cycles and efficiently deploying available manpower. Assists the appointing authority in the development and implementation of a personnel recruitment program. Participates in the interview and selection process, assists in the maintenance of promotional eligibility lists, and recommends appointments of classified employees.

Establishes a system for the identification and evaluation of areas of improvement in productivity, efficiency, and effectiveness. Uses results of evaluations to recommend changes in operations to the appointing authority. Establishes and maintains a system of line and staff inspections in order to exercise control over operations. Establishes an internal affairs review process in order to investigate possible violations of departmental code of conduct by department personnel.

Collects data necessary to estimate the extent and causes of risk. Develops a risk management program to control losses to acceptable levels. Monitors the results of the risk management

program. Investigates accidents involving personnel and equipment, determines cause, and implements procedures to avoid future accidents. Monitors any local conditions which may create situations the department may be called upon to handle. Attends all meetings required by the local governing authority in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service.

Gathers information to be used in compiling budgets. Participates in the preparation of the departmental operating budget, reviews divisional operational budgets, and prepares revenue and expenditure estimates. Draws up specifications for new fire department equipment and prepares specifications for public bid. Recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Oversees the preparation and maintenance of the records and reports of departmental operations which include fire suppression, fire prevention, and fire investigation. Compiles, organizes, and analyzes data needed and writes reports. Writes letters in answer to requests addressed to the fire department, or as needed to address the needs of the fire service.

Develops and implements a public relations program. Informs the public of the necessity and methods of citizen cooperation in fire department work, by means of talks, demonstrations, distribution of literature to schools, civic groups, owners and employees of public and private buildings. Delivers speeches, and meets with civic and governmental groups to discuss needs of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Reviews work to be done, sets task priorities, and outlines responsibilities and duties for subordinates. Monitors work pace and progress of assigned jobs, and alters and adjusts work schedules to accomplish tasks. Approves leave. Handles employee complaints and grievances, counsels employees who experience work problems, and maintains discipline.

Evaluates the training needs for the department, establishes a training program, and provides for proper staffing. Provides for outside instruction for employees to meet training needs which are not available in the departmental training program. Provides on-the-job training. Develops and implements an emergency management system. Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Personally responds to all alarms for major fires or those received from congested areas in which fire might result in serious loss either to life or property. Oversees and directs operations at the scene of emergencies including fire suppression, rescue, providing emergency medical assistance, and the control and containment of hazardous materials incidents.

Directs a program of fire prevention, including fire inspections developed in accordance with all applicable federal, state, and local laws and regulations; pre-fire planning; and fire investigations.

Oversees the general care, maintenance, and use of departmental property, including equipment, vehicles, and stations and grounds.

Provides for adequate levels of the department's inventory of supplies and equipment. Provides for and oversees a communications system for the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States 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 not be less than twenty-one years of age.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science and at least twelve (12) years of progressively responsible experience in fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or related Bachelor's degree with at least fifteen (15) years of progressively responsible experience in fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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.

***If the bachelor's degree is in a related area other than Fire Protection, the following qualifications will be required prior to promotion/employment:**

- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Awareness
- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer
- IFSAC/LSU Certification and/or ProBoard Fire Inspector I
- IFSAC/LSU Certification and/or ProBoard Fire Investigator
- IFSAC/LSU Certification and/or ProBoard Fire Officer II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor II
- IFSAC/LSU Certification and/or ProBoard Fire Officer III

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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Also, must have at least fifteen (15) years of progressively responsible experience in fire service positions, at least ten (10) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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; and must hold the following certifications prior to promotion/employment:

- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Awareness
- IFSAC/LSU Certification and/or ProBoard Hazardous Materials Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- IFSAC/LSU Certification and/or ProBoard Fire Officer I

- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer
- IFSAC/LSU Certification and/or ProBoard Fire Inspector I
- IFSAC/LSU Certification and/or ProBoard Fire Investigator
- IFSAC/LSU Certification and/or ProBoard Fire Officer II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor II
- IFSAC/LSU Certification and/or ProBoard Fire Officer III

Fire Chief QA

Adoption Date: 11-23-76

Revision Dates: 02-21-87, 05-29-91, 05-07-92, 01-31-95, 08-12-99, 07-22-03, 10-10-06,
05-29-12, 09-18-12, 10-01-13, 05-21-14, 09-26-17, 05-09-18

CHIEF OF ADMINISTRATION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position in the fire service. The primary duties and responsibilities include managing Administrative, Information Technology, and Communications Divisions within the fire department. The Chief of Administration assists the Fire Chief in the organization and management of the fire department in areas such as personnel management, human resources, administration, planning and research, records and reports, budgeting, and accounting. The Chief of Administration works with a high degree of independence, and reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of the Administrative, Information Technology, and Communications Divisions of the fire department. Sets goals and objectives for these divisions in the fire department. Recommends management policies, goals, and objectives for the department for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information.

Assists in determining how the department should be organized, including the number of operating units and distribution of such units. Assists with the planning and organization of departmental operations having to do with equipment and apparatus. Plans and organizes departmental operations having to do with personnel management and human resources. Participates in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring in accordance with civil service law. Oversees background checks and drug screening for the fire department.

Keeps informed on modern personnel management, human resources, administrative practices, and fire fighting practices and methods. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Conducts inspections of the Administrative, Information Technology, and Communications Divisions of the department, observing department operations, and evaluating the effectiveness of the various divisions following inspections. Takes appropriate action to correct or improve problem areas.

Supervises positions in the Administrative, Information Technology, and Communications Divisions of the fire department by assigning work or duty areas, assigning work schedules, and approving leave. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates, reviews reports written by subordinates, writes evaluation reports and discusses work performance with subordinates. Recommends disciplinary action against subordinates. Counsels subordinates who are experiencing work problems and resolves employee grievances.

Conducts administrative investigations into alleged violations of departmental policies of the fire department or civil service law upon request of the Fire Chief or upon receipt of complaints from the public. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Meets with complainant to discuss outcome of investigation. Reports all investigative findings directly to the Fire Chief. Ensures that discipline is maintained by counseling employees who are experiencing work problems, by meeting and working with employee groups, or any other action deemed necessary. Investigates all accidents involving department equipment or personnel; determines cause and makes recommendations on procedure to avoid future accidents.

Provides for the maintenance of all department records such as personnel records, records of activity, and any others which may be required. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Reviews records completed by subordinates and inspects systems and facilities for maintaining records. Compiles and organizes data needed for reports. Personally completes any forms and records required.

Reviews correspondence addressed to the fire department and decides what type of actions should be taken in reply. Monitors the receipt of complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and ensures the complaint is processed following departmental procedures. Writes reports, letters or newspaper articles to address needs of the fire department, or convey an official department position.

Oversees the development of the 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 ensuring that department training or outside training is provided to meet the needs. Personally trains personnel by conducting training in the classroom. Provides informal or on-the-job training for new employees. Assists in the preparation of the departmental operating budget by gathering information and compiling and organizing data to be used in preparing the department budget. Prepares expenditure and revenue estimates. Authorizes expenditure for funds, making sure that such expenditures are in accordance with the budget. Prepares specifications for public bids, and oversees the bidding process. Makes recommendations on major purchases for the department.

Oversees the preparation of requests for grants or other special funds to aid in the operation of the fire service. Administers grant-funded projects, managing funds given by the granting

organization, completing any reports required, and assuring that conditions specified in the grant are met.

Coordinates special projects related to public relations or the image of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Works with various agencies whose operation affects the careers of the fire department personnel and the work of the fire department, offering assistance or advice when needed.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS - (For exams given after December 31, 2014)

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.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science and at least ten (10) years of experience in fire service positions, at least three (3) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, in an unrelated curriculum, or a related bachelor's degree* and at least twelve (12) years of experience in fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, fire communications and related areas of fire department operations and management.

***If the Bachelor's degree is in a related area other than Fire Protection, the following certifications will be required prior to promotion/employment:**

- IFSAC/LSU Certification and/or ProBoard Hazmat Awareness
- IFSAC/LSU Certification and/or ProBoard Hazmat Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Driver Operator - Pumper
- IFSAC/LSU Certification and/or ProBoard Driver Operator - Aerial
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer
- IFSAC/LSU Certification and/or ProBoard Fire Inspector I
- IFSAC/LSU Certification and/or ProBoard Fire Investigator
- IFSAC/LSU Certification and/or ProBoard Fire Officer II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor II
- IFSAC/LSU Certification and/or ProBoard Fire Officer III

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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Also, must have at least fifteen (15) years of experience in fire service positions, at least ten (10) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, fire communications and related areas of fire department operations and management.

Applicant must hold the following certifications prior to promotion/employment:

- IFSAC/LSU Certification and/or ProBoard Hazmat Awareness
- IFSAC/LSU Certification and/or ProBoard Hazmat Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Driver Operator - Pump
- IFSAC/LSU Certification and/or ProBoard Driver Operator - Aerial
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- IFSAC/LSU Certification and/or ProBoard Incident Safety officer
- IFSAC/LSU Certification and/or ProBoard Fire Inspector I
- IFSAC/LSU Certification and/or ProBoard Fire Investigator
- IFSAC/LSU Certification and/or ProBoard Fire Officer II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor II
- IFSAC/LSU Certification and/or ProBoard Fire Officer III

Chief of Administration QA

Adoption Date: 06-15-10

Revision Dates: 09-18-12, 10-01-13, 05-21-14, 09-26-17, 05-09-18

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses specialized, non-supervisory positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and ordinances, performing re-inspections to verify that fire hazards have been corrected. Fire Prevention Officers investigate all fires where arson is suspected to determine the cause and origin and collect evidence of possible arson. Incumbents in this class educate the public on fire hazards and safety and maintain records and reports required to document the activity of the Fire Prevention Division. Fire Prevention Officers work with some supervision having the authority to work independently in most areas. Employees of the class report to and have work reviewed by the Assistant Chief of Fire Prevention. All employees of the Fire Prevention Division may be required to carry and operate firearms in the course of their duties.

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.

Prepares for inspections by reviewing previous inspection reports to become familiar with potential hazards. Reviews building plans and specifications to review sections of the applicable codes for the particular type of occupancy. Contacts the owner-occupant upon arrival at inspection site, obtains permission for inspection, and gives brief detailing of the inspection procedures.

Conducts inspections of new commercial and business buildings, multi-unit residential buildings, schools and institutional buildings and conducts annual inspections thereafter. Inspects interior and exterior of buildings, including locked areas, and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, functional aspects of fire detection and alarm systems, portable fire extinguishers, heating and air-conditioning systems, cooking equipment safeguards and general housekeeping practices. Inspects water sources, hydrants and the location of doors, windows and fire escapes to ensure fire safety standards are met. Checks structures for electrical hazards.

Determines that new buildings meet fire resistance requirements for their construction type, checking flame spread ratings, examining fire walls, fire doors, draft curtains, smoke and heat vents, fire stops, and related structural elements. Evaluates existing buildings to ensure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Takes photographs and makes field sketches of an inspected building to document conditions at the time of the inspection to justify enforcement of immediate corrective actions or denial of occupancy or use. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings. Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Inspects storage areas for flammable and combustible liquids and sites for the storage of hazardous materials; equipment and systems for the handling, transferring, or transporting of hazardous materials; and processes requiring the use of hazardous materials to ensure that proper safety precautions are being followed and that all applicable codes are being met.

Enforces fire prevention codes and ordinances by re-inspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor.

Examines the scene of a fire, including vehicle fires, to determine if the fire was the result of natural causes, carelessness, or arson. Restricts access to the fire scene to prevent removal, damage, or contamination of evidence. Searches for, identifies, and collects evidence and preserves it for analysis. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire. Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews.

Obtains information from departmental records or other business, court, or agency records, in order to review and analyze data that may be used to prove whether or not a fire was the result of arson and to prepare a case for prosecution. Completes a fire investigation report which includes information identifying the fire, estimating the loss or damage incurred, outlining conclusions reached by investigating personnel, and any related information required. Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations.

Develops and evaluates fire prevention education curriculum by analyzing the targeted audience, designing the appropriate method of presentation and evaluating the effectiveness of the curriculum. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs or other organizations. Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of fires. Provides information to the public about built-in fire protection, fire dynamics, defense against fire injuries, and matters of prevention and control in order to educate the targeted audience. Responds to questions from the public about the operation of the Fire Prevention Division or any other related fire prevention services.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance in projects of mutual concern when needed. Studies new laws, regulations, ordinances, and court rulings relating to fire prevention operations. Maintains a reference library on fire inspections, investigations, and public fire education topics for use by fire department personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help improve ISO ratings.

Receives and evaluates requests for release of fire prevention records following applicable laws and department policies. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures. Oversees fire safety in public assembly occupancies at major public events assuring that fire codes are met.

Evaluates division needs and recommends purchases of equipment for use in the department's fire prevention program. Orders, disburses and maintains an inventory of supplies and equipment used by the division. Compiles, organizes, and analyzes data needed, and personally completes reports and forms required to document division activities.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

AND

Must have at least three (3) years of full-time experience with a paid fire department or other fire service related organization(s), the primary duties of which included fire suppression, fire inspection, or fire prevention.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazmat Awareness
- IFSAC/LSU Certification and/or ProBoard Hazmat Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- Emergency Medical Responder (EMR)
- 21 hours of college credit in Fire Protection Technology

Applicant must obtain the following certifications during the working test:

- IFSAC/LSU Certification and/or ProBoard Inspector I
- IFSAC/LSU Certification and/or ProBoard Investigator
- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer and/or Fire Department Safety Officer
- IFSAC/LSU Certification and/or ProBoard Public Fire and Life Safety Educator I
- Louisiana State Fire Marshal Inspector II Card
- National Association of Fire Investigators, Certified Fire and Explosion Investigator

Fire Prevention Officer QA

Adoption Date: 06-15-10

Revision Dates: 09-18-12, 10-01-13, 01-21-14, 05-21-14, 10-08-14, 09-26-17, 12-26-17,
05-09-18, 08-14-18, 09-19-19

ASSISTANT CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which involves fire inspections and investigations, fire prevention education and safety, and public relations, including serving as a division representative to the news media and managing social media for the department. The Assistant Chief of Fire Prevention aids in the management of the fire prevention division, and reviews reports written by subordinates. The incumbent of this class supervises Fire Prevention Officers, as well as any clerical employees of the division as required. All employees of the fire inspection division may be required to carry and operate firearms in the course of their arson investigation duties. The Assistant Chief of Fire Prevention receives general instructions from superiors and has work reviewed by the Chief of Fire Prevention.

EXAMPLES OF WORK

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

Assists superiors in responding to questions from the public about the operations of the Fire Prevention Division, and serves as a representative to the news media releasing information and answering questions. Manages social media for the department including posting pictures and videos, providing updates during an emergency, building a social media audience, and responding to comments and inquiries in accordance to departmental policy. Writes and submits public service announcements and news releases on fire safety using accepted procedures necessary for working with the news media. Prepares and edits video media, and organizes public campaigns and press conferences for the department. Helps coordinate the work of the department with related federal, state, and local agencies, and aids in the consulting of volunteer fire departments in surrounding areas when required. Oversees and conducts tours of the department facilities for school or civic groups, and assists with scheduling of field trips to the fire department facilities.

Assists to identify, select, and develop support for the fire safety program within the community. Designs the appropriate method for presentation, and evaluates the effectiveness of the program. Helps determine what demonstrations and instructional materials should be distributed to the community, including the production of audio-visual aids and social media. Organizes and trains fire service personnel and volunteers who participate in the implementation of the fire safety education program. Writes speeches for assigned department members and volunteers, and delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organizations. Educates the public about fire hazards and conditions and injury prevention

and control. Develops evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans, conducts fire drills, reviews evacuation plans, and instructs fire drill assistants. Oversees fire safety in public assembly occupancies at major events.

Assists the Chief of Fire Prevention in the management of the division. Recommends management policies, goals, and objectives for the division. Coordinates with a superior to organize the division, making decisions concerning use of equipment and deployment of personnel. Inspects division operations, evaluates the effectiveness, and takes appropriate action to correct or improve problem areas, as assigned. Maintains a reference library on inspection, investigation and public fire education topics. Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary to route work to the appropriate person or location, as assigned. Aids a superior officer with investigations, complaints against division personnel, and formulates a recommendation for action to be taken.

Supervises Fire Prevention Officers; delegates and reviews assignments; outlines responsibilities and duties; adjusts work schedules; sets task priorities and long-term goals, as requested. Helps provide subordinates with supplies, tools, and resources necessary to complete jobs and ensures resources are used economically. Inspects the appearance of department equipment and personnel to ensure they meet departmental standards. Reviews, monitors and evaluates subordinates work performance as required. Discusses work performance with superiors and fire personnel who provide fire prevention services. Provides assistance in technical areas of work, and assists in counseling employees who are experiencing work problems. Provides employee growth and career development, and motivates employees by evaluating job needs, as directed. Helps with employee complaints and grievances.

Oversees fire investigations to determine whether it was a result of natural causes, carelessness, or arson, and completes a fire investigation report. Monitors and evaluates local conditions which may become fire or safety hazards. Restricts access to the fire scene by placing guards, ropes, barricades, or other markers to keep out unauthorized persons and prevent removal, damage, or contamination of evidence. Conducts interviews with witnesses and firefighters regarding circumstances that may have been noted before or during the fire such as the appearance, size and location, flame and smoke colors, odors and sounds, suspicious spectators, and building contents. Examines exterior and interior of fire structure, including vehicle fires to notate the point of origin, direction of fire, and looks for indications of accelerant use. Checks the surrounding area for unusual debris. Searches for, identifies, collects, and preserves any evidence. Records extensive notes of each phase of the investigation. Creates diagrams and takes photographs of the interior and exterior of the building and keeping accurate records. Identifies the heat source and combustible material, and determines the cause of the fire. Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects. Interrogates suspects by asking questions and evaluating responses. Reviews and analyzes data obtained from departmental, business, court or agency records that may be used to prove whether or not a fire was caused by arson and to prepare case for prosecution. Applies for, secures, and executes search warrants, signed consent forms from the

owner or occupants, and arrest warrants. Acts as a liaison with law enforcement and other arson investigation agencies to exchange information, including public prosecutor's office.

Inspects commercial and business buildings, multi-unit residential buildings, schools, and institutional buildings, and enforces fire prevention codes by re-inspecting buildings where violations of fire codes occurred. Issues citations, assesses fines, serves court summonses or stop work orders for non-compliance. Prepares for an inspection by reviewing previous reports, building plans, and occupancy codes. Contacts the owner/occupant upon arrival at the inspection site, obtains permission for the inspection, and provides a briefing detailing of the inspection procedure. Inspects exterior and interior of the building, including locked areas, and collects information to be used in determining fire safety and compliance with applicable codes. Inspects portable fire extinguishers, standpipe systems, fixed fire extinguishing systems, functional aspects of the fire detection and alarm system, electrical hazards, fire resistance requirements meet, and air-conditioning systems. Inspects sites for the storage of hazardous materials, equipment and systems, including ensuring proper construction and ventilation of flammable and combustible liquids, and meeting proper safety precautions and applicable codes. Collects information, performs field sketch and takes photographs to be used in determining fire safety codes and compliance, including building dimensions, water sources, valves, the location of doors, windows, and fire escapes, disposal of debris, and housekeeping practices. Discusses inspection findings with the owner, and completes a report of each fire inspection, recording all necessary information collected, outlining conclusions. Evaluates appeals for fire code exemptions, and supervises the issuance of permits required for special conditions or equipment. Prepares information and evidence from inspection for use in a court proceeding, and testifies in court. Receives, records, and processes complaints from the public on fire code violations and hazards. Evaluates existing buildings to ensure that they have not suffered structural abuse which might render them unsafe, and assesses means of egress from building are sufficient for assigned occupant load. Reviews building plans to identify potential problems related to fire protection, and estimates the fire load. Oversees research and written formal recommendations to the appropriate agency or official. Assists companies in developing solutions for fire prevention problems.

Oversees the preparation and maintenance of the records and reports of an assigned division, and completion of any signed forms and records. Establishes policy and makes decisions concerning retention of information in assigned division records, including requests for release of fire prevention records in accordance to applicable laws and departmental policies. Aids with compiling, organizing, and analyzing data need, and writes reports required to document division activities. Writes newspaper articles, and assists in drafting grant requests, letters to address problems and needs of the division, and proposed fire prevention code revisions.

Aids in the management and accounting for the money and assets of the division. Helps prepare and submit a division operating budget, including expenditure and revenue estimates. Assists with reviewing products, evaluating and recommending purchases for the division. Purchases equipment for the fire prevention program complying with applicable procedures. Maintains and distributes supplies and equipment for personnel as required for the department and fire prevention division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, 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 Prevention Officer for at least two (2) years, after confirmation, prior to the closing date of applications.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazmat Awareness
- IFSAC/LSU Certification and/or ProBoard Hazmat Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- EMT - B (For all employees hired after March 1, 2008)
- 21 hours of college credit in Fire Protection Technology
- IFSAC/LSU Certification and/or ProBoard Inspector I
- IFSAC/LSU Certification and/or ProBoard Investigator
- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer and/or Fire Department Safety Officer
- IFSAC/LSU Certification and/or ProBoard Public Fire and Life Safety Educator I
- Louisiana State Fire Marshall Inspector II Card
- National Association of Fire Investigators, Certified Fire and Explosion Investigator
- Associates Degree of Applied Science in Fire Technology

Applicant must obtain the following certifications during the working test:

- IFSAC/LSU Certification and/or ProBoard Fire Officer II
- IFSAC/LSU Certification and/or ProBoard Fire Inspector II
- IFSAC/LSU Certification and/or ProBoard Public Fire and Life Safety Educator II

Assistant Chief of Fire Prevention QA

Adoption Date: 09-19-19

Revision Dates: 02-09-21

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position, the major responsibility of which is overseeing the organization for and all operations of the fire prevention division. The Chief of Fire Prevention supervises all employees performing fire inspection and investigation duties, as well as any clerical employees of the division, in addition to personally performing inspection and arson investigation duties. In addition to these duties the employee of this class is also responsible for review of building plans to assure that all proposed structures meet fire codes. All employees of the fire inspection division may be required to carry and operate firearms in the course of their arson investigation duties. The Chief of Fire Prevention receives general instructions from the Fire Chief who reviews and evaluates the work of this class.

EXAMPLES OF WORK

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

Supervises all subordinate fire inspection division personnel, including clerical employees; reviews work accomplished by subordinates and reviews reports and records completed by subordinates; provides advice and technical assistance on work projects or problems; provides informal, on-the-job training to new employees of the inspection division;

Inspects commercial or business buildings, multi-unit residences, schools, and institutional buildings; checks for violations of fire codes in areas such as fire extinguishers, wiring, heating/air-conditioning, fire protection for special equipment, and any other applicable areas; discusses findings with the person in charge of the building inspected and makes recommendations for correction of fire hazards;

Reinspects buildings where violations of fire codes occurred; issues written warnings for uncorrected violations; gets court injunction to close buildings with serious uncorrected violations; testifies in court when required;

Reviews building plans to ascertain compliance with fire codes; inspects structures while they are under construction to see that construction complies with fire codes; inspects installations of explosives, flammable materials, or hazardous processes;

Inspects the scenes of suspected arson fires to determine cause and origin of fire; works with law enforcement personnel to search for, collect, and secure evidence of arson and to locate arsonist; assists prosecutor in preparing arson cases for trial;

Provides for the maintenance of all records and reports of the inspection division; completes all forms and reports required of the chief of the division; writes any narrative reports required;

Answers questions on fire prevention for the public, either in person, over the telephone, or through correspondence; consults with institutions or business groups on fire prevention problems;

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, 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 Assistant Chief of Fire Prevention with at least two (2) years, after confirmation, prior to the closing date of applications.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazmat Awareness
- IFSAC/LSU Certification and/or ProBoard Hazmat Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- IFSAC/LSU Certification and/or ProBoard Fire Officer II
- IFSAC/LSU Certification and/or ProBoard Fire Inspector I
- IFSAC/LSU Certification and/or ProBoard Fire Inspector II
- IFSAC/LSU Certification and/or ProBoard Investigator

- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer
- IFSAC/LSU Certification and/or ProBoard Public Fire and Life Safety Educator I
- IFSAC/LSU Certification and/or ProBoard Public Fire and Life Safety Educator II
- Louisiana State Fire Marshal Inspector II Card
- National Association of Fire Investigators Certified Fire and Explosion Investigator
- EMT - B (For all employees hired after March 1, 2008)
- Associates Degree of Applied Science in Fire Technology

Applicant must obtain the following certifications during the working test:

- IFSAC/LSU Certification and/or ProBoard Fire Officer III
- IFSAC/LSU Certification and/or ProBoard Fire Inspector III

Chief of Fire Prevention QA

Adoption Date: 06-06-88

Revision Dates: 05-29-91, 12-09-93, 01-31-95, 07-22-03, 09-09-03, 10-10-06, 09-18-12,
10-01-13, 01-21-14, 09-26-17, 09-19-19, 02-09-21

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class encompasses highly responsible and specialized fire department positions involving planning and implementation of the training and safety programs for the fire department. Employees of this class maintain and enforce safety practices at the scene of an emergency and at the stations. Employees in this class exercise no direct supervision over line classes. They exercise limited supervision over departmental personnel in all areas of fire department operations as it relates to safety procedures and during all training classes and exercises. Fire Training and Safety Officers assist the Chief of Training and Safety by developing accident and loss control programs, performing research for department training and safety functions, and investigating accidents involving department personnel, equipment, and apparatus. Employees of this class work with a high degree of independence, reporting to and having work reviewed by the Chief of Training and Safety.

EXAMPLES OF WORK

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

Assists the Chief of Training and Safety in developing a training program and providing for regular employee training at all levels within the department. Prepares training materials and schedules training for all department employees as assigned by the Chief of Training and Safety. Assists in evaluating the effectiveness of training to determine the need for additional training or for change in the training program. Personally conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: search and rescue; fire fighting; fire attack; forcible entry; ladders; ventilation; nozzles and hoses; fire streams; hydraulics; extinguishers; salvage and overhaul; use of protective breathing apparatus; safety; hazardous materials; emergency medical services; and other related subjects as may be assigned or required. Prepares written tests and job simulation exercises to rate skills acquired during training. Administers and grades training tests.

Responds to all emergency calls and takes charge of all safety procedures at the scene to ensure compliance with all established safety procedures. Observes department employees at the fire scene in size-up, fighting fire, containing hazardous materials, performing search and rescue, providing emergency medical assistance and performing salvage and overhaul. Observes use of safety equipment by department personnel and makes notes during emergency response for use in safety training. Demonstrates safety equipment and practices. Inspects or tests safety and first aid supplies, apparatus, equipment, machinery and accident prevention devices to ensure

compliance with safety and health regulations. Identifies and corrects conditions which could produce accidents and financial losses. Investigates all accidents involving department equipment or personnel, evaluates extent of injuries, determines cause, and implements procedures to avoid future accidents. Evaluates department safety program and makes recommendations for improvements.

Reviews new employment applications and verifies the information provided. Makes arrangements for agility and drug testing for newly hired employees. Supervises department employees during training classes and exercises and evaluates performance. Discusses work performance of subordinate employees with superiors. Provides assistance to fire department personnel in technical areas of work.

Keeps informed on modern fire fighting methods and administrative practices, and new laws and regulations relating to fire service operations. Participates in educational activities, such as conferences and conventions, sponsored by related professional organizations, to update knowledge of safety and training. Evaluates technical and scientific publications concerned with safety management. Formulates and recommends goals and objectives for the Training and Safety Division. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the fire district to obtain favorable ISO ratings. Assists in gathering information to be used in compiling budgets and prepares expenditure estimates. Supervises the general care and maintenance of assigned equipment and property, ordering and distributing supplies and as needed.

Prepares and maintains records needed to document the activity of the Training and Safety Division. Reviews reports written by fire department personnel related to training and safety. Reads and interprets charts, graphs and manuals. Compiles, organizes and analyzes data needed for reports through the use of statistics. Writes reports, including accident and injury reports, and personally completes all forms and records required. Files records and reports as needed.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a 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.

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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least three (3) years full-time experience in fire suppression with a paid fire department.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazmat Awareness
- IFSAC/LSU Certification and/or ProBoard Hazmat Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Driver Operator - Pump
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- EMT - B

Applicant must obtain the following certifications during the working test:

- IFSAC/LSU Certification and/or ProBoard Driver Operator - Aerial
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer
- CPR Instructor

OR

Must have at least one (1) year full-time experience as a training instructor and/or safety officer with a paid fire department.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazmat Awareness
- IFSAC/LSU Certification and/or ProBoard Hazmat Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Driver Operator - Pump
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I

- EMT - B

Applicant must obtain the following certifications during the working test.

- IFSAC/LSU Certification and/or ProBoard Driver Operator-Aerial
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer
- CPR Instructor

Fire Training and Safety Officer QA

Adoption Date: 03-25-09

Revision Dates: 09-18-12, 10-01-13, 01-21-14, 05-21-14, 11-13-17, 05-09-18

CHIEF OF TRAINING AND SAFETY

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of a comprehensive training and safety program for the fire department. The Chief of Training and Safety plans and organizes the training program, and directs the work of subordinates and other employees assigned as training instructors. The employee of this class oversees the development and implementation of a safety program for all areas of departmental operations, in order to reduce or eliminate occupational risks to employees. The Chief of Training and Safety works closely with other division heads and outside agencies in order to accomplish training and safety objectives. The employee of this class works with little supervision, reporting to and having work reviewed directly by the Fire Chief.

EXAMPLES OF WORK

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

Directs the training and safety programs for the department. Sets goals and objectives for the training and safety division, and recommends departmental management policies, goals and objectives for consideration by the Fire Chief. Evaluates the effectiveness of departmental operations in order to determine training needs and to reduce or eliminate occupational injuries, illnesses, and deaths, and to avoid destruction or damage to property and equipment. Prepares and submits budget requests for division operations, authorizes expenditure of funds in accordance with the budget, and accounts for funds and assets. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if they require changes in the training and safety programs.

Supervises subordinate employees assigned to the training and safety division. Holds meetings with subordinate employees for the purpose of receiving and disseminating information. Assigns work or duty areas. Approves leave. Evaluates work performance of subordinates, and writes employee evaluation reports. Counsels employees experiencing work problems, and provides assistance in technical areas of work. Recommends disciplinary action. Reviews reports written by subordinates.

Oversees training schedules for all department employees. Provides classroom training, and conducts drills and evolutions. Trains fire department employees in the use of protective breathing apparatus, hoses, fire streams, rescue, sprinklers and standpipes, safety, fire attack, pump operations, fire apparatus operations, and identification, containment and control of hazardous materials. Prepares lesson plans and training material for training classes. Prepares

written tests to evaluate success in training. Evaluates the effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Maintains a library of training materials.

Coordinates with department supervisors to ensure implementation of safety policies and activities. Takes charge of all safety procedures at the scene of a fire or other emergency. Responds to alarms in order to observe and evaluate departmental operations, including fire suppression, rescue, emergency medical procedures, haz-mat containment, and salvage and overhaul, and the proper use of equipment. Maintains communications between the scene and other authorized personnel. Investigates all accidents involving department personnel and equipment; determines cause, and formulates procedures to avoid future accidents. Compiles, analyzes and interprets statistical data for risk management. Conducts inspections of apparatus, equipment, machinery, and conditions of department property to ensure compliance with safety policies and procedures.

Supervises the preparation and maintenance of division records and reports, and periodically inspects systems and facilities for records management. Compiles and analyzes data needed for reports, and develops graphs, charts, manuals, reports, and other technical data necessary for the training and safety programs. Personally completes forms and reports, as required. Writes letters in answer to inquiries of departmental operations.

Participates in public fire education programs, making presentations and demonstrations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as a consultant or liaison for other departments, providing technical expertise, assistance, and cooperation, when required.

Supervises the general care and maintenance of assigned equipment and property. Purchases equipment and supplies, and assists with preparing specifications for major equipment and apparatus.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Training and Safety Officer with at least three (3) years, after confirmation, prior to the closing date of applications.

Must possess the following certifications:

- IFSAC/LSU Certification and/or ProBoard Hazmat Awareness
- IFSAC/LSU Certification and/or ProBoard Hazmat Operations
- IFSAC/LSU Certification and/or ProBoard Firefighter I
- IFSAC/LSU Certification and/or ProBoard Firefighter II
- IFSAC/LSU Certification and/or ProBoard Driver Operator - Pump
- IFSAC/LSU Certification and/or ProBoard Driver Operator - Aerial
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- IFSAC/LSU Certification and/or ProBoard Fire Officer I
- IFSAC/LSU Certification and/or ProBoard Incident Safety Officer/Fire Department Safety Officer
- IFSAC/LSU Certification and/or ProBoard Fire Officer II
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor II
- CPR Instructor
- EMS Instructor (Louisiana Bureau of EMS)
- VFIS Driving Instructor
- EMT - B
- Associate Degree of Applied Science in Fire Technology

Applicant must obtain the following certifications during the working test:

- IFSAC/LSU Certification and/or ProBoard Fire Officer III
- IFSAC/LSU Certification and/or ProBoard Fire Service Instructor III

Chief of Training and Safety QA

Adoption Date: 09-05-07

Revision Dates: 03-25-09, 05-06-09, 09-18-12, 10-01-13, 01-21-14, 09-26-17, 02-09-21,
02-08-22

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

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

EXAMPLES OF WORK

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

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

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

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

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

Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, recording equipment, or alarm boxes as prescribed by department policy.

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

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

Notifies repair crew or supervisor of any malfunctioning equipment.

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

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

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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Applicant must obtain the following certifications during the working test:

- Public Safety Telecommunicator or Equivalent
- Emergency Medical Dispatcher
- Emergency Fire Dispatcher

Fire Communications Officer QA

Adoption Date: 05-14-01

Revision Dates 07-22-03, 10-01-13, 01-21-14, 05-21-14, 05-09-18, 08-10-21

FIRE COMMUNICATIONS SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position in the Communications Division of the fire department, the primary duties of which include the supervision of dispatching activities performed by subordinate employees on an assigned shift. The incumbent of this class assigns work schedules, ensuring proper staffing levels of the assigned shift. The Fire Communications Supervisor works independently in most areas performing routine tasks without supervision. The employee of this class reports to and has work reviewed by the Chief of Communications.

EXAMPLES OF WORK

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

Supervises subordinate personnel of the Communications Division, including computer aided dispatching (CAD), on an assigned shift. Assigns work schedules and duty areas, ensuring proper staffing of the assigned shift. Assists the Chief of Communications in evaluating the work performance of subordinates, discussing work performance with subordinate personnel and counseling employees who may be experiencing work problems.

Answers telephone and secures the most accurate information possible for any incident from caller; locates street address on map or in street file; determines the correct unit(s) to be dispatched.

Conducts training in the operation of communications equipment, dispatch procedures, and related areas. Provides both formal classroom instruction and informal or "on-the-job" training for subordinate personnel assigned to the Communications Division. Provides technical assistance to subordinates by answering questions and providing back-up support.

Supervises the proper recording of shift activities through records, logs, forms, and reports. Enters information into computer database, using appropriate codes and signals. Supervises the dispatch functions of the Communications Division, including responding to emergency calls, securing information about the incident, determining the appropriate apparatus and personnel to be dispatched, and any other pertinent information. Notifies utilities, owners of buildings, or other persons, agencies or groups needed for assistance at the scene of emergency.

Supervises the general care, maintenance, and use of departmental communications equipment. Distributes supplies and equipment as needed. Tests equipment such as fire telephones, alarms, recording devices, radio systems, pagers, and emergency power supply.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Communications Officer with at least two (2) years, after confirmation, prior to the closing date of applications.

Applicant must hold the following certifications:

- \$ Public Safety Telecommuter or Equivalent
- \$ Emergency Medical Dispatcher
- \$ Emergency Fire Dispatcher
- \$ APCO Communications Training Officer
- \$ IFSAC/LSU Certification and/or ProBoard Telecommunicator I
- \$ IFSAC/LSU Certification and/or ProBoard Telecommunicator II

Applicant must obtain the following certifications during the working test:

- \$ APCO Communications Center Supervisor
- \$ IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- \$ Priority Dispatch ED-Q Certification

Fire Communications Supervisor QA Adoption Date: 08-10-21 Revision Dates:

CHIEF OF COMMUNICATIONS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position in the Communications Division of the fire department, the primary duties of which include the management of day-to-day operations of the Communications Division. The Chief of Communications reviews the work of subordinates to ensure that dispatching operations are performed in accordance with established departmental procedures. The Chief of Communications receives only general instructions from the Chief of Administration and performs independently in most areas.

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 day-to-day operation of the Communications Division. Recommends and implements management policies, goals, and objectives for the division. Plans, organizes, assigns, and directs Communications Division operations with respect to equipment and personnel. Promotes peace and harmony within the division by seeing that discipline is maintained, by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary. Evaluates the work and discusses work performance with subordinate personnel. Ensures that subordinates receive necessary formal and informal training.

Oversees the supervision of subordinate communications personnel in the operation of the communication system, including CAD, to ensure that proper procedures are being followed. Reviews the assignment of work schedules, duty areas and approval of leave to ensure that all shifts are properly manned with qualified subordinates. Holds meetings with subordinate supervisors in order to receive reports, disseminate information or delegate authority for the more effective operation of the communications division. Directs preparation for shift changes in order to ensure proper briefing, records checks, and assembling of necessary supplies and equipment.

Assists in the management of the accounting for the money and assets of the Communications Division. Prepares and submits a divisional operating budget. Purchases or recommends the

purchase of equipment and supplies, keeping such purchases within the established budget. Authorizes expenditure of funds, 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 submitted to the proper authority.

Maintains records and writes reports concerning division operations. Periodically inspects facilities and systems used for maintained division records and reports. Writes letters in answer to written or oral requests addressed to the Communications Division or needed to handle problems or to address other needs of the Communications Division. Develops and/or revises forms to improve accuracy and efficiency in documentation. Personally, completes records and writes reports as assigned.

Answers telephone and takes as much information as possible from caller such as name, address, nature of problem, and any other information required by departmental procedures. Handles complaints from the public concerning problems in the dispatching division and answers questions on department procedure when requested or refers questions to designated authority. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Oversees the general care, maintenance, and use of departmental communications equipment. Provides for the repair of malfunctioning equipment according to department procedures. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Communications Supervisor with at least two (2) years, after confirmation, prior to the closing date of applications.

Applicant must hold the following certifications:

- \$ Public Safety Telecommunicator or Equivalent
- \$ Emergency Medical Dispatcher
- \$ Emergency Fire Dispatcher
- \$ APCO Communications Training Officer
- \$ APCO Communications Center Supervisor
- \$ IFSAC/LSU Certification and/or ProBoard Telecommunicator I
- \$ IFSAC/LSU Certification and/or ProBoard Telecommunicator II
- \$ IFSAC/LSU Certification and/or ProBoard Fire Service Instructor I
- \$ Priority Dispatch ED-Q Certification

Applicant must obtain the following certifications during the working test:

- \$ IFSAC/LSU Certification and/or ProBoard Fire Service Instructor II

Must obtain the following prior to December 31, 2022

- Associate of Applied Science in Fire Technology, or Associate of Science in Business, or Associate's degree in the related field of Public Safety Telecommunications

Chief of Communications QA

Adoption Date: 02-13-01

Revision Dates: 07-22-03, 10-10-06, 09-18-12, 10-01-13, 11-04-13, 01-21-14, 05-21-14,
11-13-17, 05-09-18, 08-13-19, 02-11-20, 11-10-20, 08-10-21

FIRE DEPARTMENT MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and technically skilled work in the maintenance division of the fire department. The Fire Department Mechanic is responsible for performing routine maintenance on all departmental emergency vehicles and fire apparatus. The incumbent of this class works with some supervision, having the authority to work independently in some areas. The Fire Department Mechanic reports directly to the Fleet and Maintenance Coordinator.

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 general and preventative maintenance on department vehicles and fire apparatus, such as refueling, changing or adding oil, adjusting headlights, and similar tasks. Repairs fire apparatus fixtures, such as rotary gear, pumps, water towers, and aerial ladders. Maintains and repairs brake, drive train and suspension systems, including adjusting and installing drum, disk and power brakes; standard and automotive transmissions; drive shafts; front and rear end assemblies; alignment and steering; tires; wheel bearings; and universal and ball joints. Maintains and repairs electrical, lubricating, liquid, heat and air-cooling systems. Ensures proper working order to systems by inspecting and replacing parts, such as radiators; thermostats; water pumps and hoses; fans and fan belts; batteries and generators; spark plugs and cables; oil pumps, filters and seals; PCV systems; and other parts as necessary. Repairs and maintains electrical systems, switches, wiring, connections, and component parts.

Performs maintenance and makes repairs to fuel systems, including pumps, lines, filters, carburetors, and chokes. Maintains gasoline and diesel engines such as intake and exhaust manifolds; piston rods and rings; engine bearings; gaskets and valves; starting-air and scavenging-air compressors; governors; fuel spray nozzles; and turbochargers. Adjusts, repairs, and ensures proper working order to accessories on automotive equipment, such as speedometers; tachometers; lights and flashers; windshield wipers; hydrometer; voltmeter; and vacuum gauge. Maintains and repairs hydraulic equipment, including aerial hydraulic pumps, aerial ladder, and hydraulic motors and cylinders. Welds items or tempers steel.

Completes forms or records as required. Enters reports on completed work in maintenance program and keeps record of all repairs. Reads service manuals, part books, and uses information supplied by employees to diagnose mechanical problems. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations. Assists volunteer fire departments with apparatus repairs and maintenance. Maintains inventory of

supplies and equipment necessary to perform the work of the Maintenance Division. Participates in any training required by the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the 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 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 a high school curriculum which has been accredited by the applicant's 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 show three (3) years of experience in the field of medium to heavy truck repair.

Applicant must obtain the following during the working test:

*Class B Driver's License with Air Brake Endorsement

Fire Department Mechanic QA Adoption Date: 07-05-17 Revision Dates: 05-09-18, 07-06-22
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MASTER MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and technically skilled work in the maintenance division of the fire department. The Master Mechanic is responsible for inspecting and maintaining all departmental emergency vehicles and fire apparatus. The employee of this class determines what repairs are needed and establishes a priority schedule of repairs. The incumbent of this class works with some supervision, having the authority to work independently in most areas. The Master Mechanic serves as Lead Mechanic of the Maintenance Division reporting directly to the Fleet and Maintenance Coordinator.

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 required safety inspections on department vehicles. Road tests and inspects vehicles and equipment after repairs were made to assure that repairs were effectively accomplished. Repairs apparatus at the emergency scene when needed and determines if apparatus involved in an accident is safe for use. Assists in locating outside services and arranges for the repair of vehicles and equipment which cannot be repaired within the department.

Ensures the general and preventative maintenance on department vehicles by performing such duties as well as inspecting the work performed by Fire Department Mechanics. Performs body repair work such as repairing dents, priming, and painting of fire apparatus or equipment. Welds items or tempers steel. Maintains gasoline and diesel engines such as intake and exhaust manifolds; piston rods and rings; engine bearings; gaskets and valves; starting-air and scavenging-air compressors; governors; fuel spray nozzles; and turbochargers. Performs maintenance and makes repairs to fuel systems, including pumps, lines, filters, carburetors, and chokes. Repairs fire apparatus fixtures, such as rotary gear, pumps, water towers, and aerial ladders. Ensures proper working order to systems by inspecting and replacing parts, such as radiators; thermostats; water pumps and hoses; fans and fan belts; batteries and generators; spark plugs and cables; oil pumps, filters and seals; PCV systems; and other parts as necessary. Maintains, inspects and repairs brake, drive train and suspension systems, including adjusting and installing drum, disk and power brakes; standard and automotive transmissions; drive shafts; front and rear end assemblies; alignment and steering; tires; wheel bearings; and universal and ball joints. Inspects, maintains and repairs electrical, lubricating, and liquid and air-cooling systems. Adjusts, repairs, and ensures proper working order to accessories on automotive equipment, such as speedometers; tachometers; lights and flashers; windshield wipers; hydrometer; voltmeter; and vacuum gauge. Maintains and repairs hydraulic equipment, including aerial hydraulic pumps, aerial ladder, and hydraulic motors and cylinders.

Provides assistance in the purchase of supplies and equipment, keeping such purchases within the established budget. Participates in meetings with sales representatives to review products. Assists in evaluating specifications submitted to the department for products to be purchased. Writes specifications for department equipment and helps prepare specifications for public bids.

Completes forms or records as required. Enters reports on completed work in maintenance program and keeps record of all repairs. Reads service manuals, part books, and uses information supplied by employees to diagnose mechanical problems. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations. Assists volunteer fire departments with apparatus repairs and maintenance. Participates in any training required by the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the 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 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 a high school curriculum which has been accredited by the applicant's 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 show six (6) years of experience in the field of medium to heavy truck repair.

Must have Level I, Level II and Master Level III Fire Apparatus Technician Certifications.

Applicant must obtain the following during the working test:

*Class B Driver's License with Air Brake Endorsement

Master Mechanic QA

Adoption Date: 02-19-15

Revision Dates: 06-16-15, 08-03-15, 07-05-17, 05-09-18, 07-06-22

FLEET AND MAINTENANCE COORDINATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and technically skilled work, coordinating and performing maintenance tasks for the fire department. The Fleet and Maintenance Coordinator maintains the safe working condition of the fire department apparatus, vehicles, and equipment. An employee of this class is responsible for keeping records of department inventory, scheduling repairs of department vehicles and equipment, and maintaining associated records and reports. The Fleet and Maintenance Coordinator performs routine tasks with little supervision, reporting directly to the Fire Chief or his designee.

EXAMPLES OF WORK

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

Assists in overseeing the maintenance function of the fire department. Works with a superior officer to provide for the management, general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, and other related property. Sets and manages the daily, monthly and annual preventative maintenance schedules for all department fleet vehicles and equipment. Assists in the testing and safety inspection of equipment to ensure compliance with all applicable federal, state, local, NFPA and departmental standards. Performs periodic tests of apparatus pumping capacity and pressure, including dry vacuum tests to ensure against leaking valves or broken seals. Assists in inspecting apparatus and equipment for accident prevention devices. Oversees preventative and general maintenance tasks on fire department equipment, such as refueling vehicles, changing and adding oil, adjusting headlights, checking tire pressure and other minor repairs. Directs and performs maintenance tasks on electrical systems including batteries, starters, alternators and electronic ignitions. Participates in evaluating the condition of department property, equipment and supplies which have been returned as defective by means of operating, adjusting, or testing in order to determine and recommend repair or replacement. Diagnoses mechanical problems from information provided by firefighters or drivers. Road tests vehicles and equipment to determine whether repairs are needed or have been effectively accomplished. Reads graphs, charts, service manuals, parts books, reports or related documents as needed to effectively perform required duties. Trains employees in the use of vehicle operating manuals and work orders. Provides assistance to employees in technical areas of work.

Sets maintenance schedule for each day by evaluating work orders and new jobs, looking at work progress, prioritizing work to be performed and scheduling the most urgently needed repairs first. Determines whether needed repairs are covered under warranty or must be performed at the expense of the department. Arranges for the repair and maintenance of department equipment, facilities, or operating systems by assigning such to qualified department personnel or by obtaining estimates, and outsourcing repairs that cannot be performed within the department. Coordinates activities of workers engaged in repair and maintenance of firefighting vehicles and equipment. Monitors all invoiced and warranty repair work being performed by outside vendors. Inspects equipment or vehicles after repairs to ensure that repairs were properly accomplished within the allotted time frame. Documents all firehouse maintenance work reflecting whether jobs are in progress or completed. Oversees the repair of faulty equipment at the fire scene.

Makes arrangements for shipping and receiving property, equipment and supplies by communicating with delivery services. Personally receives and checks deliveries shipped to the department from suppliers. Drives department vehicles in order to transport equipment in need of repair or supplies to and from the department. Maintains an inventory of supplies, equipment and frequently used parts; distributes such to fire department employees in accordance with department policy. Assists in completing expenditure estimates and participates in the preparation of the maintenance budget. Attends meetings with sales representatives to review new products. Assists in writing specifications for new fire department equipment. Participates in the purchase of equipment and supplies for the department, ensuring such purchases stay within the established budget. Recommends major purchases for the department. Prepares budget requisitions according to department procedures. Reviews invoices to ensure accurate billing for parts or repairs performed outside of the department.

Assists a superior officer in setting up a filing system for maintenance records, determining what information should be included in the records and in what form this information should be kept. Oversees the accurate completion of forms and records including inventory cards, repair records, work orders, budget requests and accident reports. Personally completes and forwards a daily unit status report to the chief officer on duty. Oversees and participates in the filing and retrieval of forms, records and reports related to maintenance activities. Works to improve the accuracy and efficiency of documentation by developing new forms or revising old ones, as needed. Writes narrative reports, departmental memoranda, letters or any other documents assigned using complete sentences and correct grammar.

Recommends management policies, goals, and objectives related to maintenance and works with a superior officer to plan departmental operations involving equipment and apparatus. Participates in the investigation of all accidents involving department equipment, assists in determining the cause and makes recommendations on procedures to avoid future accidents. Participates in the preparation of accident reports and assists in evaluating the potential extent of injuries resulting from accidents. Suggests changes in department operations that will help the district obtain favorable insurance ratings. Participates in conferences, conventions and other educational meetings.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate'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 a high school curriculum which has been accredited by the applicant's 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 of work experience in the repair of heavy equipment and gas/diesel engines. Two (2) of the five (5) required years must include experience in the repair of fire apparatus and fire department equipment.

Fleet and Maintenance Coordinator QA

Adoption Date: 05-21-14

Revision Dates: 05-09-18

INFORMATION TECHNOLOGY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible, non-supervisory position, the primary duties of which include the maintenance, programming, security and repair of the department's computer/network system and related equipment. The Information Technology Officer is also responsible for assisting with the maintenance of the computerized records management system and responding to requests from system users for assistance with computer, networking or technology problems. The employee of this class works with a moderate degree of supervision, reporting to and having work reviewed by the Chief of Compliance.

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 duties related to information technology, computerized records management, reporting and compliance. Assists network providers in setting up and maintaining the local computer network. Maintains department telephone switches and network servers, as well as voice, data and video networks. Monitors network to ensure availability and resolves data communication problems. Maintains fire department e-mail accounts, and user access to the internet. Takes prescribed security measures to safeguard information in computer files against unauthorized modification, destruction or disclosure. Provides administrative services such as password assignment and maintenance. Denies access to unauthorized users and restricts access to file data. Reviews employee violations of computer security or procedures, and reports such to a superior officer. Responds to and records problems which occur with computer systems/operation, taking remedial action and assisting system users as needed.

Installs, modifies, inspects and makes repairs to computer hardware, software, cables and peripheral components. Coordinates the installation of network lines. Inspects and makes repairs to network wires and cables. Enters diagnostic commands into computer to determine nature of reported problems. Either locates outside repair services, personally performs repairs or assigns repair of computer equipment, operating systems, telephones, radios and mobile data equipment and software on department vehicles to qualified fire personnel. Responds to calls from fire personnel for technology repair services at the department or emergency scene 24 hours per day/7 days per week. Inspects equipment after repairs to ensure proper operation. Maintains technology equipment replacement schedule.

Makes recommendations to superiors regarding the purchase of computer network equipment, hardware or software. Tags department assets and maintains inventory records on all

department owned computer hardware, peripherals, and communications equipment. Prepares purchase requisitions according to departmental procedures and ensures such expenditures are within the limits of the established budget. Purchases, stores and distributes supplies and equipment for the division. Participates in the budget process for the Compliance Division by reviewing projects in progress and calculating funds needed for completion.

Participates in the maintenance and modification of a computerized fire department records management system used to track and report departmental activity. Monitors existing records management system to ensure records are kept current. Obtains information by reading graphs, charts, manuals or by running queries, and performs statistical analysis of data. Compiles and organizes information needed to prepare reports and correspondence, or to develop new forms for the effective dissemination of departmental information. Personally completes, files and retrieves all reports, forms or records, as needed. Uses computer scanning equipment to enter records or documents into the filing system. Transfers data from paper to electronic files. Reviews information entered into the computer system by fire personnel such as fire incident, response time and inspection reports, to ensure accuracy. Runs checks against fire department data to ensure accurate reporting. Produces identification cards or badges for fire personnel.

Provides and attends training related to technology, operating manuals, software and computer operations. Serves as a course instructor and provides technical assistance or on-the-job training to fire employees. Reads service manuals, parts books and other material as needed to perform required duties.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must have a minimum of three (3) years' experience in an electronic computer or communications equipment related field with a working knowledge in data and telecommunications systems, including installing and maintaining Local Area Networks.

Information Technology Officer QA

Adoption Date: 06-25-09

Revision Dates: 10-06-09, 09-18-12, 01-21-14, 05-21-14, 03-17-15, 05-05-15, 05-09-18,
11-09-21

CHIEF OF COMPLIANCE

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible, supervisory position, the primary duties of which include acting as the computer network administrator, providing for all employee training relating to technology and managing the computerized records system for the fire department. The Chief of Compliance provides for the management, programming, security, maintenance and repair of the department's computer/network system and related equipment. This employee also oversees and participates in projects related to emergency management, accreditation status and property insurance ratings. The Chief of Compliance works with limited supervision, reporting to and having work reviewed by the Chief of Administration.

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 departmental operations related to information technology, computerized records management, reporting, accreditation and compliance. Maintains the department's information technology infrastructure and serves as computer network administrator. Determines how the department computer/networking system should be organized. Monitors network to ensure availability and resolves data communication problems. Reviews plan to ensure computer security software is compatible with department security policies. Implements, coordinates and troubleshoots security measures to safeguard information in computer files against unauthorized modification, destruction or disclosure. Reviews employee violations of computer security or procedures, speaks with employee to ensure violation is not repeated, and reports such to administration. Provides for the security of the department's licensed software, maintains records of all software license agreements and oversees software audits to ensure compliance. Performs appropriate computer back-up functions. Supervises the installation, modification and repair of computer hardware, software, cables and components, ensuring proper operation. Oversees the response to and documentation of operational problems with computer systems, equipment or technology. Responds to calls from fire personnel for technology repair services at the department or emergency scene 24 hours per day/7 days per week.

Coordinates with and provides assistance to other public safety agencies during emergencies. Manages departmental operations, oversees training, makes duty assignments and attends meetings related to both the St. Tammany No. 1 Emergency Operations Center and Incident Management Team. Follows guidelines and conducts inspections to ensure the maintenance of departmental accreditation status. Acts as a liaison between the department and various

accreditation organizations. Assigns accreditation related tasks to fire personnel and reviews submissions for compliance with established standards. Facilitates on-site peer reviews to validate accreditation reporting. Prepares annual compliance reports for review by fire administration. Manages the fire insurance rating process and serves as agency PIAL contact. Coordinates personnel responsible for PIAL testing and collects/reviews data to ensure standards are met. Conducts tours with PIAL inspector to demonstrate compliance during visit. Recommends changes in department operations which will improve property insurance ratings. Acts as designated emergency manager for the department. Plans and prepares for emergency events, providing for the assignment of duties, adequate training and needed supplies. Monitors local conditions and works with law enforcement agencies to ensure emergency preparations are in place. Oversees the de-mobilization of assets and recovery of funds after emergency events.

Supervises subordinate Information Technology Officers in the performance of duties. Reviews work to be done and delegates authority or assignments, as needed to achieve the most efficient delivery of computing and technology services. Outlines duties and expectations, assigns work spaces and monitors progress of assigned jobs. Sets long-term goals and task priorities for subordinates, establishing timetables for completion. Discusses work performance of division employees with superiors. Counsels employees who are experiencing work problems, and resolves complaints or grievances. Maintains discipline by conducting corrective interviews. Evaluates work performance of direct subordinates and prepares employee evaluation reports. Reviews and approves requests for leaves of absence.

Designs, implements, and maintains a computerized fire department records management system for the purposes of tracking and reporting departmental activity. Determines what information should be included in departmental records. Examines and evaluates existing records management system to ensure records are kept current, to develop new policies and procedures or to recommend improvements in systems format, use, and control. Confers with department personnel to identify problems and to gather suggestions for improvements to computer or records management systems. Reviews record-keeping requirements, such as retention schedules, to determine timetables for classifying records as inactive, placing them in archival storage or for destroying obsolete records. Obtains information by reading graphs, charts, manuals or by running queries, and performs statistical analysis of data. Reviews the recording of fire incident, response time and inspection reports in order to ensure all reporting procedures and formats comply with local, state and federal reporting standards.

Evaluates work load and capacity of network/computer system to determine feasibility of expanding or enhancing operations. Meets with fire administration and consults with vendors to review requests and products related to technology. Makes recommendations regarding the purchase of computer network equipment, hardware, software or other major purchases for the department. Writes specifications for new computer equipment and oversees the bidding process. Reviews inventory records on all department owned computer hardware, peripherals, and communications equipment. Oversees the purchase, storage and distribution of supplies and equipment for the division. Manages and accounts for the money and assets related to technology. Assists in writing grants for the fire department. Prepares expenditure estimates and purchase requisitions according to departmental procedures. Develops and submits to the

proper authority an operating budget for the Compliance Division. Assists in preparing the budget for the entire department by gathering, compiling and organizing data.

Develops a formal training program for all computer/network functions of the department and sees that such program is regularly evaluated and properly supplied with resources to train employees in the use of computer equipment, software and operating manuals. Provides for all training related to technology and computer operations. Serves as a training instructor, develops written procedures and provides technical assistance to employees. Keeps informed on administrative practices and local trends which may affect the fire service.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must have served as a regular and permanent employee in the class of Information Technology Officer for a continuous period of two (2) years immediately preceding the application deadline.

Chief of Compliance QA Adoption Date: 11-09-21 Revision Dates:
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ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Administrative Assistant to the Fire Chief prepares correspondence for the chief, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares the department payroll records, assists the Fire Chief with the preparation of the departmental budget, facilitates annual audit and acts as liaison with 3rd party vendors. The Administrative Assistant to the Fire Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Maintains logs, records, and files of: correspondence, staff, travel costs, job-related accidents and illnesses and purchasing documents. Prepares and maintains payroll and time records. Manages payroll operations by making calculations and verifying records. Manages complaints from employees about pay or other matters related to payroll, when required. Maintains records for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Manages the distribution of employees/retiree's forms used in the processing of medical and dental benefits. Receives, proofreads, and checks records and reports for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Checks legal documents for correct dates, signatures, acknowledgements, etc. Files and retrieves records and reports as required. Assists the Fire Chief in completing all required forms and records. Assists the Fire Chief with developing new forms or revises old ones to improve accuracy and efficiency of documentation. Utilizes office programs to develop forms or records, enter data and retrieve information as required. Assists the Fire Chief with compiling information for reports and/or departmental planning by reviewing and analyzing data. Writes reports using correct grammar. Manages confidentiality of sensitive and limited access data. Disposes of obsolete files and records in accordance with established retention schedules or legal requirements.

Participates in expenditures of funds allocated in the accounting for the money and assets of the entire department. Reviews, verifies and reconciles accounting records for mistakes or

completeness. Manages petty cash or other monetary payments. Issues receipts for money received. Reviews all financial statements. Compares purchase orders to determine appropriateness for purposes of payment. Prepares processed checks for disbursement. Reviews divisional operating budgets, compiles and organizes data needed to prepare the budget. Assists the Fire Chief in the preparing of revenue and expenditure estimates. Facilitates annual account audit by 3rd party, providing documentation and clarification as requested, as liaison with 3rd party vendors.

Places telephone calls for the chief. Reads, refers to, and interprets the law, rules, regulations, policies, reports, incoming correspondence, and procedural briefs in order to solve a problem or answer a question. Analyzes letters or other requests for information to determine the form, record, or other document to send to the requestor. Reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Assists in scheduling appointments and keeps records of schedules for the Fire Chief. May compile and prepare documents and printed agendas for use at meetings and conferences. May take and transcribe dictation from notes, or recordings. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Drafts letters or memoranda to be reviewed and signed. Assists the Fire Chief with developing, recommending, or setting management policies, goals, objectives, and procedures for a division.

Orders supplies and equipment needed. Reviews vendor invoices against purchase orders and physical inventory received. Operates various office equipment. Trains new or inexperienced staff employees in standard clerical, specialized account keeping, and office procedures. Trains employees in the use of office software programs such as Microsoft Word, Excel or PowerPoint and standard office machines.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate'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 5 years of Human Resources experience or previous experience in a related field.

Must possess a valid driver's license.

Administrative Assistant to the Fire Chief QA

Adoption Date: 05-14-24

Revision Dates:

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses position(s), the main duties of which are maintaining personnel and general office records, taking and transcribing dictation, completing forms and reports and seeing that filing systems are modified when necessary, typing forms, letters, memos, etc. Employees of this class receive general instructions for routine tasks and work independently in most areas. The positions of this class are non-supervisory in nature and the departmental records clerk reports to and has work reviewed by the Supervisor of the division to which the employee is assigned.

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.

Receives department records and checks them for completeness and accuracy, finds errors and either corrects them or returns them for correction; files records and reports;

Takes and transcribes dictation; types letters, forms, memoranda, records, reports, etc.; proofreads typed material and then mails or distributes such as required;

Opens, sorts, and distributes mail;

Makes entries of routine information in information files, etc.; revises department filing system when required; prepares weekly/monthly employee schedule and vacation/sick leave report; maintains time cards, daily activity summary, maintains and fills requests for fire reports. Maintains and schedules education demonstrations and equipment.

Gathers data from files for use in preparing reports; prepares reports from information collected from files; writes letters in answer to requests received or as needed;

Operates office machines such as typewriters, copying machines, adding machines telephone switchboard, answering machines, computer, etc.;

Answers telephone, routes calls to correct person or division, or gives out routine information; makes and cancels appointments for superiors;

Performs related duties assigned. Strict confidentiality is required in relation to arson and juvenile records.

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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Fire Records Clerk QA

Adoption Date: 05-14-01

Revision Dates: 07-22-03, 05-21-14, 05-09-18