

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #12 (COVINGTON)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #12 (COVINGTON)

FIRE SERVICE

LINE CLASSES

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*Competitive class

**Promotional class

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Original Adoption: 07-09-89

Revision Dates: 02-10-92, 12-12-95, 08-17-99, 02-13-01, 02-18-10, 02-25-13, 05-23-16,
12-05-19, 03-04-20

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified fire fighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating and maintaining fire department vehicles. Employees of this class report to and are supervised by a Fire Captain.

EXAMPLES OF WORK

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

Participates in assigned training drills either as an individual or as a member of a group, or if qualified, as an instructor.

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.

When qualified, 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 fire fighting 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. Including giving station tours to the public.

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.

When qualified, drives fire equipment to and from fire; operates fire equipment at fire scene.

Performs related fire department duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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

Must be not less than 18 years of age.

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

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

Must possess a valid motor vehicle operator's license issued within the United States.

Within working test period, probational Firefighter/Operators:

- Must obtain Emergency Medical Responder (NEMR) level or greater and pass the National Registry. The employee must maintain Emergency Medical Responder or greater for state and national while working in this class.
- Must be certified as a Firefighter I and Firefighter II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).
- Must be certified as Hazardous Materials Awareness and Hazardous Materials Operations from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).
- Must be certified as a Driver/Operator Pumper and Driver/Operator Aerial from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

- Must have a class certificate for Vehicle Rescue.
- Must have successfully completed National Incident Management System (NIMS) 100, 200, 700 and 800.

Firefighter/Operator QL

Original Adoption: 07-09-89

Revision Dates: 09-09-93, 12-12-95, 03-23-00, 08-15-01, 02-25-13, 12-05-19

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which include managing department operations on an assigned shift, assuming command at the scene of an emergency until relieved by a superior officer, supervising and training subordinate personnel, and providing for the repair and maintenance of fire apparatus and equipment. Employees of this class provide for the preparation and maintenance of department records and reports, completing assigned forms and records as required. The Fire Captain works under the supervision and has work reviewed by the 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.

Answers fire alarms from dispatcher and records all information. Supervises driving of fire apparatus and communicates with radio dispatcher reporting arrival time, requests for additional equipment or personnel, departure time, return to service, and type of fire.

Performs size-up of an emergency scene, including determining the nature and extent of fire, the condition of the building, danger to adjacent buildings, and source of water supply. Assumes command of fire ground operations and fire safety until relieved by a superior officer. Directs attack and assists in procedures to confine and extinguish fire. Administers basic first aid, including CPR, when necessary. Participates in handling emergencies involving hazardous materials.

Compiles necessary data to be used in writing reports such as LFIRS reports or any other report needed by the department to document activities. Provides for the maintenance of department records.

Promotes public relations by making presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities, and participates in special community projects designed to improve the public image of the department.

Supervises subordinate personnel, issuing orders and assigning work or duty areas, and providing assistance in technical areas of work. Conducts employee performance evaluations, resolves complaints and grievances, counsel employees experiencing work problems and conducts corrective interviews. Personally trains personnel by conducting drills and evolutions and informal or on-the-job training.

Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all area factors which may be necessary in handling emergency situations. Reports fire hazards or safety violations to the appropriate authority.

Secures the fire scene to prevent removal or damage of evidence of suspected arson. Investigates the causes and origins of fires occurring in the jurisdiction. Looks for, protects, preserves, and reports any evidence of arson. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Inspects fire apparatus for proper placement and maintenance of tools and equipment. Conducts required tests of fire department apparatus and equipment, and performs or directs Fire Driver to perform a daily radio check. Provides for the repair and maintenance of apparatus and equipment. Sees that fire apparatus is returned to service after fire or other emergency.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After an 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 be a regular and permanent employee in the Class of Firefighter/Operator for at least four (4) years preceding the application closing date.

Must possess a valid motor vehicle operator's license issued within the United States.

Must be certified as a Firefighter I and Firefighter II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as Hazardous Materials Awareness and Hazardous Materials Operations from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Driver/Operator and Driver/Operator-Aerial from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Instructor I from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Investigator I from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Inspector I from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Officer I from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must have a class certificate for Vehicle Rescue.

Must have Emergency Medical Technician or greater and have passed the National Registry. The employee must maintain Emergency Medical Technician or greater for state and national while working in this class.

Must have completed twenty-one (21) college level hours toward an Associate Degree in Fire Science or a related fire management curriculum (with at least one successfully completed college level English), or completed twenty-one college level hours toward a Bachelor's Degree in Public Administration or Business (with at least one successfully completed college level English), or a related curriculum from an accredited college or university.

Must have successfully completed National Incident Management System (NIMS) 100, 200, 700 and 800.

Fire Captain QL
Original Adoption: 12-12-95
Revision Dates: 02-24-97, 08-15-01, 11-14-05, 02-25-13, 03-04-20

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, for coordinating work schedules and daily activities to see that all stations are manned, for the training of subordinate personnel, and for administrative duties related to the assigned shift. 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 instructions only from the Chief of Operations. This class ranks directly below that of 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.

Supervises all department employees on an assigned shift; conducts inspections of equipment and subordinate personnel; assigns work for the day; holds meetings to receive reports and disseminate information; investigates employee complaints and takes appropriate action; writes employee evaluation reports; maintains discipline; provides assistance in technical areas of work.

Develops a training program and sees that personnel receive classroom as well as on-the-job training through drills and evolutions in all basic fire fighting areas. Consults with local volunteer fire departments providing them with technical expertise, assistance and training when required.

Assumes command of fire scene operations and directs all fire fighting and rescue operations unless relieved by a superior officer, making decisions on matters such as the need for ventilation, nozzle and hose handling, protection of exposures, use of sprinkler and standpipe systems, forcible entry, rescue, salvage and overhaul; oversees the handling of hazardous materials; and directs the administering of first aid and CPR.

Investigates causes and circumstances of fires by collecting and preserving evidence of suspected arson, and testifies in court when required.

Directs the testing of equipment seeing that it meets all the required standards. Maintains inventory of supplies and equipment, provides for the repair and upkeep of equipment and facilities.

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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

After an 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 be a regular and permanent employee in the Class of Fire Captain for at least four (4) years preceding the application closing date.

Must possess a valid motor vehicle operator's license issued within the United States.

Must be certified as a Firefighter I and Firefighter II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as Hazardous Materials Awareness and Hazardous Materials Operations from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Officer I, Officer II and Officer III from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Driver/Operator and Driver/Operator-Aerial from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Instructor I and Instructor II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Investigator I from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Inspector I and Inspector II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Safety Officer from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must have a class certificate for Vehicle Rescue.

Must have Emergency Medical Technician or greater and have passed the National Registry. The employee must maintain Emergency Medical Technician or greater for state and national while working in this class.

Must possess an Associate Degree in Fire Science or a related fire management curriculum, or a Bachelor's Degree in Public Administration or Business, or a related curriculum from an accredited college or university.

Must have successfully completed National Incident Management System (NIMS) 100, 200, 700 and 800.

District Fire Chief QL

Original Adoption: 02-10-92,

Revision Dates: 12-12-95, 06-03-99, 10-17-01, 11-14-05, 02-25-13, 03-04-20, 07-12-21

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 operation of the department. 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 one fire department function or division. Participates in the research and planning for programs and activities of the department. Determines how department should be organized, including number of operating units and distribution of such units. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Assists with payroll records and reviews for accuracy. 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.

Supervises the general care and maintenance of fire fighting apparatus and equipment, department communications equipment, motor driven vehicles, stations and grounds, and other specialized equipment or related property. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Plans and organizes departmental operations having to do with equipment and apparatus. Reviews plans and blueprints for new construction and makes reports or recommendations concerning such plans. Oversees repairs and maintenance of all department facilities, equipment, or operating systems and insures that all repairs were properly accomplished. Oversees the maintenance, ordering, and distributing of supplies and equipment throughout the department.

Supervises preparation and maintenance of the records and reports of an assigned service or division by reviewing records completed by subordinates and periodically inspecting systems and facilities. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Reviews LFIRS reports for completion and accuracy. Personally completes any forms and records assigned.

Supervises positions comprising fire suppression and fire service suppression classifications. Conducts inspections of various divisions of the department and observes department operations. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Supervises department employees by assigning work or duty areas, inspecting the appearance of assigned equipment and subordinate personnel, evaluating performance, resolving complaints or grievances, and counseling employees who are experiencing work problems. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken. Assists in answering written or oral requests to handle problems or address other needs of the fire department.

Gathers and reviews information used in compiling an operational budget; assists in the preparation and submittal of a budget for the department. Prepares expenditure estimates, authorizes expenditure of funds, and purchases equipment and supplies keeping within the establish budget. Makes recommendations on major purchases for the department. Obtains quotes for equipment and the purchasing of equipment. Oversees the bidding process by meeting with sales representatives to review products and preparing specifications for public bids.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After an 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 be a regular and permanent employee in the Class of District Fire Chief for at least four (4) years, Director of Fire Training and Safety for at least eight (8) years, or Chief of Fire Prevention for at least eight (8) years preceding the application closing date.

Must possess a valid motor vehicle operator's license issued within the United States.

Must be certified as a Firefighter I and Firefighter II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as Hazardous Materials Awareness and Hazardous Materials Operations from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Officer I, Officer II and Officer III from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Driver/Operator and Driver/Operator-Aerial from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Instructor I and Instructor II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Investigator I from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Inspector I and Inspector II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Safety Officer from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must have a class certificate for Vehicle Rescue.

Must have Emergency Medical Technician or greater and have passed the National Registry. The employee must maintain Emergency Medical Technician or greater for state and national while working in this class.

Must have completed successfully the National Incident Management System (NIMS) 100, 200, 700, and 800.

Must possess an Associate Degree in Fire Science or a related fire management curriculum, or a Bachelor's Degree in Public Administration or Business, or a related curriculum from an accredited college or university.

Within the working test period, Probational Chief of Operations:

- Must be certified as an Officer 4 from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

- Must have successfully completed National Incident Management System (NIMS) 300 and 400.

Chief of Operations QL

Original Adoption: 05-23-16

Revision Dates: 03-04-20

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses the position of the chief officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, for public relations, and for employee supervision. The Chief is also responsible for public education and fire prevention, as well as directing all fire suppression operations of the department. The Fire Chief has the authority and responsibility to operate independently in planning and overseeing the work of the department and is accountable to the St. Tammany Parish Board of Commissioners, Fire Protection District #12, hereinafter referred to as "Board of Commissioners."

EXAMPLES OF WORK

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

Manages the total operation of the fire department. Develops management policies, and determines goals and objectives for the department. Organizes the department in order to best utilize available resources in providing fire protection services for the community. Develops and implements a safety program and a report review system for the department. Monitors any local conditions which may create situations the department may be called upon to handle. Evaluates the training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources.

Organizes the personnel management functions of the department. Interviews prospective employees and makes recommendations for hire to the Board of Commissioners. Reviews incoming communications, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Establishes and maintains a system of personnel inspections, grievance resolution procedures, and a departmental program for internal affairs. Determines performance standards for department personnel and procedures by which performance may be evaluated. Uses information gathered in performance evaluations to make decisions concerning the need for job rotation or specialized training.

Acts as department representative to the news media and the public, releasing information and answering questions concerning the work of the department. Coordinates special projects and other work of the department with related federal, state, and local agencies. Promotes a positive image of the department in the daily performance of duties by interacting with community members, including making speeches before school or civic groups. Develops a public education program to meet identified community needs and determines target areas for fire prevention efforts.

Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. Directs and controls fireground operations. Supervises and directs subordinate employees at the scene of an emergency in all procedures relating to fire suppression, including the containment of hazardous materials, rescue, emergency medical services, fireground communications, salvage and overhaul, pre-fire planning, fire investigations, and related duties. Holds meetings with subordinates in order to receive reports and disseminate information. Adjusts work schedules and approves leave. Evaluates the performance of subordinates and writes evaluation reports. Handles employee complaints and grievances and maintains discipline.

Determines what information should be included in all records of the department and in what form these records should be kept. Provides for the security and maintenance of all department records. Personally completes forms and records, compiles and organizes data needed for reports, and writes letters to address the needs of the fire service.

Supervises the general care and maintenance of all fire department apparatus and equipment, including seeing that repairs are performed as required. Assists the Board of Commissioners in purchasing equipment and supplies and evaluating specifications for new fire department equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by application filing deadline 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 medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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

Must possess a valid motor vehicle operator's license issued within the United States.

Must be certified as a Firefighter I and Firefighter II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified Haz-mat I and Haz-mat II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Officer I, Officer II, and Officer III from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC). Must also be certified as an Officer IV from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC) within the Working Test Period.

Must be certified as a Driver/Operator within the Working Test Period and from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Instructor I and Instructor II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as Inspector I and Inspector II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Safety Officer from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must have class certificate for Vehicle Rescue.

Must have completed successfully the Incident Command System (100, 200, 700, and 800). Must also successfully complete Incident Command System (300 and 400) within the Working Test Period.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or other related curriculum and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include

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 other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include 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 a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) 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.

Fire Chief QL

Original Adoption: 07-06-89

Revision Dates: 12-12-95, 02-24-03, 02-25-13, 10-17-18

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry-level positions of the communications division of the fire department, the primary duties of which are receiving and responding to fire and non-fire emergency calls. Employees of this class operate communications equipment, keep communications records, and perform other duties related to the communications function of the fire department. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Fire Communications Officers report to and have work reviewed by a Fire Communications Officer II.

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 takes as much information as possible from caller such as name, address, nature of problem, and any other information required by departmental procedures. Enters all information into computer, takes requests for assistance from units, and provides for requested assistance. Complies with FCC regulations. Communicates with hearing impaired callers utilizing telecommunications devices and software for the deaf (TDD). Notifies special units or agencies designated by department procedures in special or emergency situations. Determines unit to be dispatched by using computer indexes, checks computer indexes, and overrides computer selection of units when necessary. Uses CAD display to monitor the location and status of emergency units. Operates office paging or intercom system to relay messages and information to department personnel. Enters additional information received after the original incident was created in computer files. Replies to requests for information which come in by radio from emergency units. Contacts the state police or other law enforcement agencies to request or relay information.

Sounds fire alarm in all stations concerned by using alarm bells or buzzers and transmits information on emergency by telephone, public address, or teletype and dispatch unit. Receives acknowledgements from the firefighting unit by radio. Receives and transmits messages to and from the fire scene and notifies all specified officers and/or special units of all working fires. Keeps track of the location and condition of each piece of firefighting equipment and firefighting crews. Calls related services for assistance during emergencies and notifies the police department of all movement of emergency equipment. Sends companies to serve as back-up for stations, receives alarms on private alarm systems, and follows procedure for dispatching. Receives emergency calls of a non-fire nature, answers department non-fire phones, and transfers callers to correct person or department.

Tests fire radios by sending or receiving messages to insure proper readiness for service. Provides for the repair of any malfunctioning communications equipment according to department procedure.

Completes forms and records required. Writes letters in answer to written or oral requests addressed to the communications division or as needed to address the needs of the communications division.

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.

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

Must possess a valid driver's license issued within the United States.

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

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.

Within the working test period, Probational Fire Communications Officer:

- Must be certified as Telecommunicator I from the Association of Public Safety Communications Officials (APCO).
- Must be certified as Public Safety Telecommunicator I from the Association of Public Safety Communications Officials (APCO).

- Must be certified as Emergency Medical Dispatcher from the Association of Public Safety Communications Officials (APCO).

Fire Communications Officer QL

Original Adoption: 02-18-10

Revision Dates: 12-05-19

FIRE COMMUNICATIONS OFFICER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and skilled positions whose primary duties and responsibilities are supervising the work and performance of Fire Communications Officers and performing fire communications duties. Employees of this class perform duties such as answering emergency calls, dispatching fire department equipment and personnel, and supervising the maintenance of the records of the divisions. Fire Communications Officers II report to and receive general instructions from the Fire Communications Supervisor, performing independently in most areas. This class ranks directly below that of 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.

Assists the Fire Communications Supervisor with setting management policies, goals and objectives for the communication division. Participates in the research and planning for programs and activities of the department and conducts inspections of the division. Assists supervisor with evaluating the effectiveness of the division following inspections and takes appropriate action to improve problem areas. Gives reports, offers advice, makes recommendations, and keeps informed of local trends that may affect the fire service. Participates in conferences, conventions, and other educational meetings. Briefs on-coming or out-going shift, checks records from previous shift, and assembles necessary supplies and equipment. Plans, organizes, assigns, and directs division operations with respect to equipment and personnel. Answers questions on department procedure and handles complaints from the public concerning problems in the dispatching division. Coordinates special projects related to public relations or the image of the fire department.

Receives emergency calls by telephone and secures accurate information as required by departmental procedures. Enters all information into computer, assists units, and ensures compliance with FCC regulations. Records all calls on high speed line printer and communicates with hearing impaired callers utilizing telecommunications devices and software for the deaf (TDD). Notifies special units or agencies during special emergency situations and operates office paging or intercom system to relay information to department personnel. Determines unit to be dispatched, uses CAD display to monitor the status of emergency units, and enters additional information received after the original incident. Contacts law enforcement agencies, sounds fire

alarm in all stations concerned, transmits information on fire, receives acknowledgements from the firefighting unit by radio, and transmits messages to and from the fire scene. Keeps track of the location and condition of each piece of firefighting equipment and firefighting crews at all times. Calls additional special units for aid if needed and notifies the police department of all emergency equipment movement. Sends companies to serve as back-up for stations, receives alarms on private alarm systems, and follows procedure for dispatching them. Receives emergency calls of a non-fire nature and responds appropriately.

Supervises subordinate dispatching personnel and the operation of communication system, including CAD, to ensure that proper procedures are being followed. Assists the Fire Communications Supervisor with interviewing prospective employees. Keeps promotional eligibility lists, recommends promotions, and promotes peace and harmony within the department by seeing that discipline is maintained, by counseling employees who are experiencing work problems, and by meeting and working with employee groups. Holds meetings with subordinate employees to receive reports or disseminate information, delegates authority to subordinates for the more effective operation of the division, and inspects the appearance of equipment or personnel. Assigns work or duty areas to subordinates, approves leave, evaluates work performance, and provides technical assistance to employees. Reviews subordinate reports, discusses work performance with employees, counsel employees who are experiencing work problems and resolves complaints and grievances. Writes evaluation reports, conducts corrective interviews, makes a daily personnel report to designated department official, and handles complaints from the public.

Sees that all employees receive necessary formal and informal training. Conducts formal training in operation of communications equipment, dispatch procedures, CAD, and radio operations. Provides on-the-job instruction in operation of communications equipment and related areas. Prepares material for use in training and participates in training provided by the department on communications.

Supervises the general care, maintenance, and use of departmental communications equipment. Tests fire radios, recording system equipment, and back-up power system to ensure that it is ready for operation. Provides for the repair of any malfunctioning communications equipment according to department procedure. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Supervises the preparation and maintenance of division records and reports. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation. Keeps records and writes reports concerning division operations that require narrative writing skills. Writes letters in answer to requests addressed to the communications division or to address other needs of the communications division.

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.

Must possess a valid motor vehicle operator's license issued within the United States.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, an affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Certification of completion shall not be sufficient to substitute for certification of graduation.

After an 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 be in the position of Fire Communications Officer for at least four (4) years.

Must be certified as Telecommunicator I from the Association of Public Safety Communications Officials (APCO) or another accredited agency.

Must be certified as a Public Safety Telecommunicator I by APCO or another accredited agency.

Must be certified as an Emergency Medical Dispatcher by the Association of Public Safety Communications Officials (APCO) or another accredited agency.

Within the working test period, Probational Communications Officer II:

- Must be certified as Telecommunicator II from the Association of Public Safety Communications Officials (APCO) or another accredited agency.
- Must be certified as a Registered Public Safety Leader by the Association of Public Safety Communications Officials (APCO) or another accredited agency.

- Must be certified as a Communication Center Supervisor by Association of Public Safety Communications Officials (APCO) or another accredited agency.

Fire Communications Officer II QL

Original Adoption: 12-05-19

Revision Dates:

FIRE COMMUNICATIONS SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position, the major responsibilities of which include managing the operations of the Fire Communications Division and supervising all employees assigned to the division. The Fire Communications Supervisor provides for division training needs and reviews the work of subordinates to ensure that dispatching operations are performed in accordance with established departmental procedures. The incumbent of this class also provides for the accuracy and maintenance of division records. The Fire Communications Supervisor works with a high degree of independence and reports to and has 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.

Directs the operation of the communications division, and sets management policies, goals and objectives for the division. Participates in the research and planning for programs and activities of the department. Assists the Chief of Administration by conducting inspections of the communications division, observing operations, evaluating the effectiveness of the division following inspection, and taking appropriate action to correct or improve problem areas. Gives reports, offers advice, makes recommendations, and keeps informed of local trends that may affect the fire service. Participates in conferences and conventions and keeps informed on modern fire service administrative practices. Recommends changes in department operations that will help the city to obtain favorable fire insurance ratings. Investigates all accidents involving equipment and personnel; determines cause; makes recommendations on procedure to avoid future accidents. Directs division operations with respect to personnel, answers questions on department procedure, and handles complaints from the public concerning problems in the dispatching division. Informs the public about fire department operations by means of talks, demonstrations, or distribution of literature. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate dispatching personnel and the operation of communication system, including CAD. Interviews prospective employees, makes recommendations for hiring, and keeps promotional eligibility lists. Aids the Chief of Administration by promoting peace and harmony within the department by seeing that discipline is maintained, by counseling employees who are experiencing work problems, and by meeting and working with employee groups. Holds meetings with subordinate employees to receive reports or disseminate information, delegates authority to subordinates for the more effective operation of the division, and inspects appearance of

equipment or personnel. Assists the Chief of Administration with assigning work or duty areas, schedules, approving leave, and evaluating work performance. Aids the Chief of Administration with providing technical assistance to employees and with reviewing subordinate's reports. Counsels employees who are experiencing work problems, resolves complaints and grievances, and maintains discipline. Makes a daily personnel report to designated department official and handles complaints from the public.

Manages the accounting for the money and assets for the communications division. Prepares and submits an operating budget for the assigned function or division. Prepares expenditure and revenue estimates. Prepares specifications for the purchase of communications equipment, authorizes expenditure of funds, and reviews and signs purchase requisitions.

Oversees all employee formal and informal training. Conducts formal training in operation of communications equipment, dispatch procedures, and related areas of communication work. Provides on-the-job instruction in operation of communications equipment and related areas. Prepares material for use in training and participates in related departmental training

Supervises dispatch calls and takes as much information as possible, enters all information into computer, and determines unit to be dispatched. Uses CAD display to monitor the location and status of emergency units and enters additional information received after the original incident was created in computer files. Assists with taking requests for assistance from units, providing for requested assistance, and performing any tasks which are required to comply with FCC regulations. Records all calls on high speed line printer and communicates with hearing impaired callers utilizing telecommunications devices and software for the deaf (TDD). Notifies special units or agencies in special or emergency situations. Operates office paging or intercom system to relay messages and replies to requests for information which come in by radio from emergency units. Contacts law enforcement agencies to relay information. Sounds fire alarm in all stations concerned, transmits information on fire, and receives and transmits messages to and from the fire scene and to and from related department personnel. Notifies all specified officers and/or special units of all working fires. Keeps track of the location and condition of each piece of firefighting equipment and firefighting crews at all times. Calls for assistance at the fire scene or in emergencies when necessary and notifies the police department of all emergency movement of equipment. Sends companies to serve as back-up for stations, receives alarms on private alarm systems, and receives emergency calls of a non-fire nature and responds appropriately. Answers calls from volunteer personnel concerning fire alarms and notifies all designated groups or agencies of all working fires.

Directs the maintenance of accurate division records. Manages the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities. Develops new forms or revises old ones to improve accuracy and efficiency of documentation and compiles and analyzes reports. Writes letters in answer to requests addressed to the communications division.

Oversees the general care, maintenance, and use of departmental communications equipment and provides for the repair of any malfunctioning communications equipment. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Tests fire radios, fire telephones, bell alarms, emergency lines, teletype, individual paging devices, and recording system equipment to make certain that each system is operating correctly. Provides for the purchase and storage of all needed supplies and equipment for the division.

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.

Must maintain a valid motor vehicle operator's license issued within the United States.

Must possess an Associate Degree in Fire Science or a related fire management curriculum, or a Bachelor's Degree in Public Administration or Business, or a related curriculum from an accredited college or university.

After an 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 be in the position of Communications Officer II for at least four (4) years.

Must be certified as Telecommunicator I and Telecommunicator II from the Association of Public Safety Communications Officials (APCO) or another accredited agency.

Must be certified as a Public Safety Telecommunicator I by the Association of Public Safety Communications Officials (APCO) or another accredited agency.

Must be certified as an Emergency Medical Dispatcher by the Association of Public Safety Communications Officials (APCO) or another accredited agency.

Must be certified as a Registered Public Safety Leader by the Association of Public Safety Communications Officials (APCO) or another accredited agency.

Must be certified as a Communication Center Supervisor by the Association of Public Safety Communications Officials (APCO) or another accredited agency.

Must be certified as a Public Safety Telecommunicator I by the Association of Public Safety Communications Officials (APCO) or another accredited agency.

Fire Communications Supervisor QL

Original Adoption: 03-02-12

Revision Dates: 02-25-13, 03-04-20

DIRECTOR OF FIRE TRAINING AND SAFETY

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible and specialized position, involving the supervision of the training and safety programs for the fire department. The Director of Fire Training and Safety is responsible for the development and implementation of a training program designed to ensure that department personnel are qualified to perform appropriate functions of the positions they hold. In addition, the employee of this class is responsible for maintaining and enforcing safety practices on the fireground or at the station. The Director of Fire Training and Safety also performs research for the department, investigates departmental accidents and oversees the maintenance of division records. The employee of this class has no direct supervision over the line classes, but exercises limited supervision over departmental personnel in all areas of fire department operations related to training and safety procedures. The Director of Fire Training and Safety works with almost no supervision, reporting to and having work reviewed by the Chief of Operations. This class ranks directly below the class of 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.

Develops training and safety programs for the department, ensuring that such programs are properly staffed and supplied with necessary resources. Evaluates training needs and provides for regular employee training at all levels within the department. Conducts research of technical data, including local fire reports, statistics, bulletins and specifications for the purpose of integrating such material into the training program. Maintains a library of training materials used to prepare lesson plans, safety demonstrations, job simulation exercises and written tests. Administers, grades and performs statistical analyses of training tests to rate skills acquired during training. Evaluates the effectiveness of training to determine the need for additional instruction or for changes in the program. Personally schedules, coordinates and conducts training in the classroom, at the drill field, at the fire station or at the fire scene in the following areas: fire fighting, fire attack, forcible entry, ventilation, fire streams, pump operations, nozzles, hoses, driving fire apparatus, ropes, ladders, hydraulics, extinguishers, salvage and overhaul, use of protective breathing apparatus, safety, rescue, first-aid, hazardous materials, fire inspection, fire investigation, fire prevention, fire-service law or any other related area, as required. Responds to fires and emergencies involving hazardous materials or alarms, taking charge of all safety, rescue and medical procedures at the scene. Observes emergency scene operations, confirming compliance with established safety procedures. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Responds to major incidents as a safety officer in the incident command system.

Coordinates safety activities of all departmental personnel and evaluates the safety program of the department, making improvements as necessary. Conducts research to identify hazards and evaluate the loss-producing potential of a given operation. Develops and recommends accident and loss-control systems designed to reduce or eliminate occupational injuries, illnesses and financial loss. Inspects apparatus, equipment, machinery and first-aid supplies to ensure compliance with occupational safety and health regulations. Evaluates the potential extent of injuries resulting from accidents. Observes and provides training to department personnel to ensure the appropriate use of safety glasses, helmets, goggles respirators and clothing. Investigates all accidents involving department equipment or personnel to evaluate extent of injuries, determine cause and make recommendations on procedure to avoid future accidents.

Monitors and evaluates local conditions which may become fire or safety hazards. Participates in conferences, conventions and other educational meetings. Keeps informed on local trends, modern fire fighting methods, administrative practices, new laws, regulations and court rulings relating to fire department operations. Assists the fire administration in determining how the department should be organized and in planning operations related to safety personnel. Sets goals, objectives and management policies for the training and safety division. Assists a superior officer by conducting inspections of various fire department divisions, evaluating the effectiveness of the divisions and recommending appropriate action to correct problem areas. Participates in the research and development of programs and activities for the department. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Gives reports, offers advice and makes recommendations that may affect the fire service when attending meetings as assigned by the Fire Chief. Participates in the personnel recruitment and selection program of the department by interviewing prospective employees and making recommendations for hiring.

Makes decisions concerning what information should be included in all training and safety records of the department and determines in what form this information should be kept. Periodically inspects systems and facilities for keeping records. Analyzes data through the use of statistics by calculating standard deviation and probability. Reads charts or graphs, compiling and organizing data as needed for reports. Writes narrative reports as necessary to address the needs of the division. Personally completes and files all forms or records as required, including payroll records. Tracks employee training and maintains training records for all suppression and emergency medical personnel. Supervises the accurate preparation of records needed to document the activity of the training and safety division.

Plans and organizes departmental operations related to equipment and apparatus. Supervises the general care and maintenance of assigned equipment and property. Writes specifications for new fire department equipment and meets with sales representatives to review products. Makes recommendations on major purchases for the department. Prepares expenditure estimates and gathers information to be used in compiling budgets. Maintains inventory of supplies and equipment, distributing such as needed. Authorizes the expenditure of funds and makes purchases for the division in keeping with the established budget.

Answers questions and responds to inquiries from the public regarding the operation of the fire department or any related area of emergency services. Informs the public about fire department work by giving lectures, demonstrations, department tours or literature to schools, civic groups, businesses and public agencies. Coordinates the safety and training related work with federal, state and local agencies, as necessary. Assists and cooperates with volunteer fire departments in surrounding areas.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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 motor vehicle operator's license issued within the United States.

Must have eight (8) years of full-time fire service 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 be certified as a Firefighter I and Firefighter II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as Hazardous Materials Awareness and Hazard Materials Operations from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Officer I, Officer II, and Officer III from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Driver/Operator and Driver/Operator Aerial from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service

Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Instructor I and Instructor II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Investigator I from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Inspector I and Inspector II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Safety Officer from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must have class certificate for Vehicle Rescue.

Must have Emergency Medical Technician or greater and have passed national Registry. The employee must maintain Emergency Medical Technician or greater for state and national working in this class.

Must possess an Associate Degree in Fire Science or a related fire management curriculum, or a Bachelor's Degree in Public Administration or Business, or a related curriculum from an accredited college or university.

Must have completed successfully the National Incident Management System (NIMS) 100, 200, 700, and 800.

Within the working test period, Probational Director of Fire Training and Safety:

- Must be certified as an Officer 4 from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).
- Must be certified as an EMS Instructor from an accredited agency.
- Must be certified as a CPR Instructor from an accredited agency.

- Must be certified as a VFIS Instructor from the Volunteer Firemen's Insurance Services (VFIS).

Director of Fire Training and Safety QL

Original Adoption: 03-30-12

Revision Dates: 02-25-13, 03-04-20, 07-12-21

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 the oversight and management of all departmental operations within the line support divisions of the department, including the Administrative, Maintenance, Prevention, Training and Communications. The Chief of Administration assists the Fire Chief in the organization and management of the fire department in areas such as personnel management, administration, planning, research and finance. The employee of this class also performs public relations duties. The Chief of Administration works with a high degree of independence, 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, Maintenance, Prevention, Training and Communications Divisions of the fire department. Recommends departmental management policies, goals, and objectives for consideration by the Fire Chief, and implements such, as directed. Assists in determining how the department should be organized, working with the Fire Chief to plan and organize departmental operations having to do with personnel, information, inspecting personnel and delegating authority to division supervisors. Conducts inspections of assigned divisions of the department, observing operations and evaluating the effectiveness of the various divisions following inspections. Takes appropriate action to correct or improve problem areas.

Keeps informed on modern administrative and firefighting practices. Studies new or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations.

Researches the implications of such legislation and assists the Fire Chief in formulating position statements to be used by the fire department or the parish. Recommends changes in department operations that will help the district to obtain favorable ISO/PIAL ratings. Identifies the most important fire problems in the jurisdiction in order to provide focus for the fire prevention and education efforts. Monitors and evaluates local conditions which may develop into fire or safety hazards.

Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed.

Supervises positions in the Administrative, Maintenance, Prevention, Training and Communications Divisions of the fire department by assigning work schedules, and approving leave. Provides assistance to subordinates in technical areas of work. Oversees and evaluates work performance, discusses work performance with division subordinates and writes evaluation reports.

Promotes peace and harmony within the department by maintaining discipline, counseling subordinates, meeting with employee groups to resolve grievances or by taking any other action deemed necessary. Investigates complaints against department personnel and formulates a reply to the complaint or a recommendation for action to be taken.

Participates in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Assists the Fire Chief in maintaining promotional eligibility lists and makes recommendations for temporary or permanent appointments in accordance with civil service law.

Oversees the development of the training program for the department and sees that such program is properly staffed and supplied with training resources. Ensures regular employee training at all levels within the department by evaluating training needs and ensuring that department or outside training is provided to meet the needs. Personally conducts classroom training in fire inspection, fire investigation, safety, pre-fire planning and supervision when needed.

Oversees the preparation and maintenance of all department records such as personnel records, payroll 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, determines in what form this information should be kept and periodically inspects systems and facilities for maintaining such. Personally completes any forms and records required. Reviews correspondence addressed to the fire department and decides what type of action should be taken in reply. Compiles and organizes data needed for reports; reviews reports completed by subordinates, such as LFRIS reports. Writes letters, reports or newspaper articles to address the needs of the fire department, or convey an official department position.

Oversees the review of building plans and blueprints for new construction to identify potential problems related to fire protection. Supervises the inspection of buildings and the collection of information for pre-fire planning to identify features which may be important in an emergency situation. Assists institutions or companies in developing solutions for fire prevention problems. 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. Enforces fire prevention codes and recommends additions to or changes in codes, as necessary.

Assists the Fire Chief in managing the accounting, money and assets of the department. Prepares expenditure and revenue estimates. Gathers, compiles and organizes information in order to prepare and submit an operating budget for the entire department. 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. Authorizes expenditure of funds or personally purchases equipment and supplies, making sure that such expenditures are in accordance with the budget.

Oversees the inventory and disbursement of supplies and equipment for the department. Supervises the general care and maintenance of fire stations, grounds, vehicles, firefighting and fire communications equipment. Directs the testing of equipment to ensure compliance with all applicable federal, state and local standards.

Researches the best methods of handling fire department maintenance tasks, and sees that such jobs are either contracted for or assigned to qualified department personnel. Oversees arrangements for maintenance or repairs of equipment and inspects such afterwards to ensure work was properly accomplished. Investigates all accidents involving department equipment or personnel; determines cause and makes recommendations on procedure to avoid future accidents. Meets with sales representatives to review products and visits surplus depots to survey available supplies or equipment. Prepares specifications for public bids, and oversees the bidding process. Makes recommendations on major purchases for the department.

Works with various boards and agencies whose operation affects the careers of fire department personnel and the work of the fire department, offering assistance or advice when needed. 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. Informs the public about fire department operations by means of talks or demonstrations and answers questions for the public about the fire department, fire prevention or any related areas of emergency services.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including R.S. 33:2541.2 and being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate

good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid motor vehicle operator's license issued within the United States.

Must possess an Associate's Degree in Fire Science or a related fire management curriculum, or a Bachelor's Degree in Public Administration or Business, or a related curriculum from an accredited college or university.

Must have at least ten (10) years of fire service experience and employed at St. Tammany Fire District 12 at the time of promotion.

Must have at least four (4) years in a supervisory position.

Must be certified as an Officer I and Officer II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Within the working test period, Probationary Chief of Administration:

- Must be certified as Officer III and Officer IV from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).
- Must be certified as Telecommunicator I and Telecommunicator II from the Association of Public Safety Communications Officials (APCO) or another accredited agency.

Chief of Administration QL
Original Adoption: 06-29-12
Revision Dates: 02-25-13, 03-04-20

CHIEF OF FIRE PREVENTION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized, supervisory position in the Fire Prevention Bureau, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and ordinances and performing re-inspections to verify that fire hazards have been corrected. The Chief of Fire Prevention investigates all fires to determine the cause and origin and to 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. The Chief of Fire Prevention works with little supervision, having the authority to work independently in most areas. Employees of the class report to and have 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 the operation and organization of the Fire Prevention Bureau which includes the fire prevention, inspection, and investigation divisions. Supervises positions comprising of fire prevention classifications such as Fire Prevention Officer. Makes decisions concerning use of equipment and deployment of personnel. Recommends management policies, goals, and objectives. Inspects and evaluates division operations and takes appropriate action to correct or improve problem areas. Evaluates new laws, regulations, ordinances, and court rulings to determine if changes in division policies and procedures are needed. Conducts research and oversees the planning of programs and activities for the divisions. Monitors and evaluates local conditions which may become fire or safety hazards. Assists in taking charge of all safety procedures at the scene of an emergency.

Identifies the most important local fire problems so the fire education effort can focus on specific issues. Determines content and format of fire safety messages and produces instructional materials to be distributed within the community. Provides information to the public about fire hazards, fire dynamics, tenability, human behavior during fires, built-in fire protection, and conditions which may increase the possibility of a fire. Participates in conferences, conventions, and other educational meetings to keep informed on modern fire prevention methods. Organizes and trains fire service personnel and volunteers for participation in the fire safety education program. Selects program objectives by conducting an inventory of community resources, available materials, and target audiences. Assists institutions or companies in developing solutions for fire prevention problems. Receives complaints from the public on hazards or possible fire code violations. Oversees fire safety at major public events.

Supervises the collection of information for pre-fire plans from information gained by visiting businesses, schools, and places of public assembly. Prepares for an inspection by reviewing potential hazards and building plans and specifications. Contacts the owner of the inspection site to obtain permission for inspection. Supervises the inspection of the interior and exterior of the building to determine fire safety and compliance with applicable codes. Directs employees to check for electrical hazards, improperly stored flammable liquids, occupancy load of the building, and exit locations. Makes a field sketch of an inspected building and takes photographs to document conditions at the time of the inspection. Oversees inspection of fire extinguishers, standpipe systems, fixed fire extinguishing systems, and fire detection and alarm systems. Manages the inspection of structures to determine if they meet fire resistance requirements for their construction type, checking flame spread ratings, and examining walls and partitions. Discusses inspection findings with building owner or manager. Reinspects buildings where fire code violations occurred.

Instructs employees to restrict access to the fire scene to prevent removal, damage, or contamination of evidence. Conducts interviews with firefighters and witnesses regarding circumstances before or during the fire. Supervises the examination of the fire structure exterior, interior, and surrounding area to determine burn and smoke patterns, check for unusual debris, and locate signs of accelerant. Determines the heat source and cause of structure and vehicle fires to determine cause and point of origin, requesting expert aid when unfamiliar power systems or equipment are involved. Ensures photographs of the burned building are taken to provide an accurate record of damage. Takes extensive notes during each phase of the investigation and uses all evidence to determine whether the fire was the result of natural causes, carelessness, or arson. Acts as a liaison with law enforcement to exchange information about an investigation. Testifies in court if necessary.

Delegates assignments to subordinates for the effective operation of the department. Reviews incoming communications and makes assignments to staff in order to route work to the appropriate location. Alters and assigns work spaces to provide for comfort, efficiency, and safety. Provides subordinates with all supplies and resources required. Sets long term goals for subordinates and establishes timetables for completion. Monitors work pace and progress of employees, evaluates work performance, and provides constructive feedback. Assists in providing on-the-job training for employees.

Provides for the maintenance of records and reports of a division. Reviews records completed by subordinates and inspects record keeping systems and facilities. Receives, approves, and disapproves requests for the release of fire prevention records. Completes a report on each fire inspection and investigation and reviews reports written by fire suppression personnel. Personally completes any forms and records assigned.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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 motor vehicle operator's license issued within the United States.

Must have at least eight (8) 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 be certified as a Firefighter I and Firefighter II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as Hazardous Materials Awareness and Hazardous Materials Operations from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Officer I, Officer II and Officer III from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Driver/Operator and Driver/Operator-Aerial from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Instructor I and Instructor II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Investigator I from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Inspector I and Inspector II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Safety Officer from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must have a class certificate for Vehicle Rescue.

Must have Emergency Medical Technician or greater and have passed the National Registry. The employee must maintain Emergency Medical Technician or greater for state and national while working in this class.

Must have completed successfully the National Incident Management System (NIMS) 100, 200, 700, and 800.

Must possess an Associate Degree in Fire Science or a related fire management curriculum, or a Bachelor's Degree in Public Administration or Business, or a related curriculum from an accredited college or university.

Within the working test period, Probational Chief of Fire Prevention:

- Must be certified as a Life Safety Educator I and Life Safety Educator II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Chief of Fire Prevention QL

Original Adoption: 05-23-16

Revision Dates: 03-04-20

FIRE DEPARTMENT MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the repair and maintenance division of fire department vehicles and equipment. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Fire Department Mechanics perform duties with little supervision in most areas, performing special tasks assigned with only general instructions, and report to and have work reviewed by the Master Mechanic.

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 maintenance and repairs to gasoline engines which may include the installation or replacement of intake and exhaust manifolds, cylinder heads, crankshaft, gaskets or valves. Performs maintenance and repairs to diesel engines, which may include adjusting or replacing scavenging-air compressors, governors, fuel spray nozzles and turbochargers. Repairs fire apparatus hydraulic equipment such as pumps, aerial ladders, and hydraulic motors. Maintains and repairs fire apparatus fixtures including rotary gear and water towers.

Performs maintenance, repairs or adjustments on cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order to systems by installing replacement parts such as fans, fan belts, fuel lines, filters, oil seals, PCV systems, batteries, spark plugs, cables and other parts as necessary. Performs maintenance, repairs or adjustments on brake, drive train, emission and suspension systems. Installs necessary replacement parts to such systems including replacing drum, disc or power brakes, clutches, transmissions, mufflers, tires and wheel bearings.

Performs general maintenance tasks on departmental vehicles and fire apparatus such as refueling vehicles, changing or adding oil, and adjusting headlights as needed, in order to assure peak performance. Repairs or replaces accessories on automotive equipment such as windshield wipers, lights and flashers as needed. Maintains or repairs automotive equipment using instruments such as hydrometers, voltmeters, dynamometers, and vacuum gauges. Performs automotive body repair work requiring the ability to weld, repair dents, prime and paint.

Provides for the repair and maintenance of portable equipment and small power tools such as portable generators and pumps, power saws, lawn mowers and edgers.

Diagnoses mechanical problems using information received from fire department personnel. Reads service manuals, parts books, and any other written or internet-based material necessary to determine how to perform required repairs and maintenance duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments or calibrations. Participates in any continued training required by the department.

Makes repairs at the emergency scene when needed. Determines if firefighting apparatus involved in an accident is safe for continued use. Locates and arranges for outside repair and maintenance services on department equipment or vehicles as necessary. Transports, delivers, and picks up equipment for repair or maintenance by driving department vehicles. Inspects repairs completed by outside services to ensure work was effectively accomplished and equipment or vehicles are in proper working order. Road tests and conducts required safety inspections on all department vehicles.

Maintains accurate inventory of department property, equipment and supplies. Organizes and stores inventory items in an orderly fashion to allow ease of locating and retrieving such. Provides for sufficient inventory of supplies and equipment necessary to perform the work of the automotive maintenance division.

Writes reports and personally completes all forms and records as required. Files records and reports, retrieving such from division files as needed.

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 legal age.

Must possess a valid driver's license issued within the United States.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, an affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least two (2) years of experience in automotive and heavy truck repair.

After an 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.

Within the working test period, Probationary Fire Department Mechanic:

- Must obtain Class B driver's license with air brake endorsement.

Fire Department Mechanic QL

Original Adoption: 02-25-13

Revision Dates: 01-08-15, 12-05-19

MASTER MECHANIC

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory and technically skilled work in the automotive maintenance division of the fire department. The Master Mechanic is responsible for overseeing the maintenance of all departmental emergency vehicles and equipment. An employee of this class maintains the safe working condition of the fire department apparatus, vehicles, and equipment and exercises supervision over Fire Department Mechanics, providing training and technical assistance in the repair and maintenance of fire department vehicles and equipment. An employee of this class is responsible for scheduling repairs of department vehicles and equipment and maintaining associated records and reports. The Master Mechanic works with little supervision, discussing work assignments with and reporting directly to 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.

Provides for the management, general care and maintenance of firefighting apparatus and equipment, and other related property. Recommends needed changes in department policy or procedures as applied to the division. Sets and manages the daily, monthly and annual preventative maintenance schedules for all department fleet vehicles and equipment. 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. 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. Assists in the testing and safety inspection of fire apparatus and equipment to ensure compliance with all applicable federal, state, local, NFPA, and departmental standards.

Oversees the repair of faulty equipment at the fire scene. Determines if firefighting apparatus involved in an accident is safe for continued use. Diagnoses mechanical problems from information provided by firefighters or drivers. 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. Determines whether needed repairs are covered under warranty or must be performed at the expense of the department. Monitors all invoiced and warranty repair work being performed by outside vendors. Makes arrangements for shipping and receiving property, equipment and supplies by communicating with delivery services. Personally receives and checks deliveries of supplies and equipment relating to the maintenance shop. Organizes and stores

department property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials necessary to perform the work of the maintenance division.

Oversees the operation and personnel of the maintenance division by setting task priorities and reviewing work to be done and delegating assignments to all maintenance personnel. Assigns work or duty areas and alters such to improve efficiency and safety while completing maintenance tasks. Evaluates performance of subordinate employees by monitoring the work pace and progress of assigned jobs. Discusses work performance with employees and superiors. Counsels employees who are experiencing work problems and resolves employee complaints or grievances. Provides assistance to employees in technical areas of work. Provides on-the-job training for new employees including training in the use of operating manuals and work orders. Observes and evaluates operations of the maintenance division and takes steps to correct any problems noted. Supervises subordinates in the use of service manuals, parts books, and any other written or internet-based research material used to determine how to perform required repairs and maintenance.

Sets 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. Works to improve the accuracy and efficiency of documentation by developing new forms or revising old forms for the maintenance division as needed. Participates in any training, conferences, conventions, and other educational meetings required by the department.

Performs and supervises maintenance and repairs to gasoline engines which may include the installation or replacement of intake and exhaust manifolds, cylinder heads, gaskets or valves. Performs and supervises maintenance and repairs to diesel engines which may include adjusting or replacing governors and turbochargers. Oversees and performs repairs to fire apparatus hydraulic equipment, such as pumps, aerial ladders, hydraulic motors and cylinders. Performs and supervises maintenance and repairs to fire apparatus fixtures, including rotary gear and water towers.

Performs and supervises maintenance, repairs or adjustments on heating, cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order to systems by installing replacement parts, such as fans, fan belts, fuel lines, filters, oil seals, oil filters, PCV systems, batteries, spark plugs, cables and other parts as necessary. Performs and supervises maintenance, repairs or adjustments on brake, drive train, emission and suspension systems. Ensures proper installation of necessary replacement parts to such systems, including replacing drum, disc or power brakes, master cylinders, clutches, mufflers and tire wheel bearings.

Performs and supervises general maintenance tasks on departmental vehicles and fire apparatus, such as refueling vehicles, changing or adding oil, and adjusting headlights as needed, in order to assure peak performance. Oversees repair or replacement of accessories on automotive equipment, such as windshield wipers, lights and flashers as needed. Performs and supervises

repairs to automotive equipment using instruments such as voltmeters and vacuum gauges. Makes and checks mathematical calculations to ensure accurate and correct measurements, adjustments, or calibrations.

Provides for the repair and maintenance of portable equipment and small power tools, such as portable generators and power saws, lawn mowers and edgers. Oversees installation, maintenance and repairs of overhead doors. Repairs and maintains plumbing system, pipes, faucets, and other component parts.

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 legal age.

Must possess a valid Class B driver's license, with air brake endorsement.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, an affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Certification of completion shall not be sufficient to substitute for certification of graduation.

Must be in the position of Fire Department Mechanic for at least four (4) years.

After the 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.

Within the working test period, Probationary Master Mechanic:

- Must obtain Fire Technician Level 1 and Level 2 certification, and maintain once confirmed in this class.

Master Mechanic QL Original Adoption: 03-04-20 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 in providing administrative support by performing office functions and handling clerical duties. The Administrative Assistant performs data entry and retrieval tasks, such as entering department record information into computer, maintaining files, and extracting information as needed. The employee of this class addresses visitors to the department, answers and directs telephone calls and develops new procedures for office functions when necessary. The employee of this class maintains appointments for the Fire Chief and acts as a receptionist for the chief's office. The Administrative Assistant performs routine duties independently, reporting directly 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.

Acts as receptionist for any visitors to the Chief's office and directs them to other individuals or offices when necessary. Assists the public by answering questions about the operation of the department, receives written and/or oral complaints, and handles any routine requests by callers or visitors to the office. Schedules appointments and keeps records of meetings and other events for the Fire Chief. Prepares personnel forms reflecting hiring, promotions, discipline actions, retirement, resignations, etc., for appointing authority's signature. Enters routine information in department records which includes maintaining a roster of department personnel and mailing list. Maintains logs, records, or files of job-related accidents, illnesses, and personnel matters including: time, leave and attendance, salary, performance evaluation, and disciplinary information. Manages health benefits for employees, including annual enrollment and keeps employee census current. Prepares and issues enrollment cards and other documents required in the administration of the employee benefit program. Contacts persons by telephone to obtain information as part of a survey or other information gathering process. Assists with the hiring process by advertising in newspaper, accepting applications, scheduling interviews, physicals and other testing as required. Maintains records of competitive and promotional eligibility lists. Promotes a positive public image of the department in the daily performance of duties by interacting with community members, offering assistance, and information as needed. Assists in the preparation of the total departmental operating budget. Services office equipment by performing or arranging for routine preventative maintenance and replaces supplies as needed.

Opens, sorts, and distributes incoming mail to the proper person, section, or office. Assembles and prepares mailings to other work units or to external persons or offices. Coordinates the preparation of agendas, compiles documents for use by participants, and take minutes or notes

at meetings and/or conferences. Drafts letters, forms, memos, statements, formal reports, emails, or any other documents assigned by the Fire Chief. Analyzes letters or other requests for information to determine appropriate correspondence to send to the requestor. Proofreads typed material and corrects error. Reads, refers to, and/or interprets the law, rules, regulations, policies, reports, incoming correspondence, and/or procedural briefs in order to solve a problem or answer a question. Maintains manuals by physically adding and/or removing pages. Trains employees in clerical and office procedures including the use of programs such as Microsoft Word, Excel or PowerPoint. Maintains a library or archive of reference materials for use by department personnel.

Reviews, evaluates, and develops procedures for processing records, files, or office functions for the purpose of improving efficiency and effectiveness. Enters, locates, and retrieves information or documents which are stored in hard copy files or in the computer database. Compiles and organizes data needed for reports from graphs, charts, manuals, records, reports, or related department documents. Ensures confidentiality of sensitive and limited access data and keeps records on the location of materials removed from files and to whom materials were released. Disposes of obsolete files and records in accordance with established retention schedules or legal requirements. Extracts information or summarizes contents of files for use by department personnel. Traces missing files and locates and retrieves information or documents from hard copy files. Fills out forms or records as required to this position.

Sets up and maintains a filing system. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Files correspondence, cards, forms, records, or reports in files or computer database where they are organized alphabetically, numerically, chronologically, geographically, and/or by subject matter.

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.

Must possess a valid motor vehicle operator's license issued within the United States.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, an affidavit from the issuing high school, college diploma, or college transcript,

any one of which must indicate that graduation has occurred or a degree awarded. Certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least five (5) years of office experience.

Must have Human Resources experience.

Must be proficient with Microsoft Office software.

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.

Administrative Assistant to the Fire Chief QL

Original Adoption: 03-04-20

Revision Dates: