

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #13 (COVINGTON)

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #13 (COVINGTON)

FIRE SERVICE

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FIRE CHIEF *

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Original Adoption: 08-06-13

Revision Dates: 09-03-14, 05-16-16, 10-23-17, 04-16-18, 09-25-19, 11-22-23

FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter comprises entrance level positions in the fire suppression division of the fire department. Employees of this class receive training in and perform firefighting and other tasks such as controlling and extinguishing fires, operating fire equipment, performing rescue work, driving fire apparatus, and maintaining fire department equipment and vehicles. Firefighters respond to all emergency calls and provide first aid and emergency medical care to the sick or injured at the scene. Employees of this class receive specific instructions for most duties and are directly supervised by a Fire Captain. This class ranks immediately below that of Fire Equipment Operator.

EXAMPLES OF WORK

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

Responds to emergency scene, selects shortest available route, and evaluates navigational problems along the way. Rides apparatus to fire scene and communicates with dispatcher using two-way radio. Drives fire apparatus and positions apparatus at the scene. Operates pumper from self-contained water source or from draft or static water supply. Connects hose to intake and discharges valves of pumper, and calculates friction loss, nozzle discharge pressures, and gpm or water flow. Climbs and descends ladders and determines which ladders may be used safely in accordance with weight limitations. Maneuvers, raises, spots, holds, bridges, and lowers ladders using various carries and positions. Locates fire source and extinguishes source first. Evaluates smell and color of smoke, effects of environmental conditions on the fire, and examines fire structures for signs of fire extension. Operates self-contained breathing apparatus, follows orders at the fire scene, and maintains awareness of other firefighters' efforts. Removes tools from engine and informs fire equipment operator. Maintains limited crowd and traffic control until police arrive. Operates portable generator, emergency lighting equipment, and hand operated pump. Recognizes HAZMAT symbols, removes hazardous materials at fire scene, and acts to contain hazardous material spill. Performs duties of acting officer at fire scene in his absence. Makes recommendations to officer regarding appropriate equipment and notifies officer in charge and others of new information on conditions. Responds to changes in fireground, observes fireground for victims, and judges when an alarm has been sounded falsely. Determines if a position is safe for firefighting crews by evaluating stability of supporting surfaces, and speaks with firefighters on other shifts regarding previous day's activities. Listens to radio for important information and monitors conditions affecting station zone of response. Informs officer in charge of suspected arson, guards premises where arson is suspected, and identifies causes of fires. Preserves evidence of arson and testifies in court regarding evidence discovered at fire scene.

Dismounts apparatus with tools necessary for hydrant connection, estimates length of hose needed, and makes hose connection to hydrant or standpipes. Opens and controls water flow from hydrants, drafts water from an open body of water, and produces appropriate water stream to reduce intensity of fire. Advances hose line at the fire scene and assists other firefighters with gaining control of a hose line. Operates portable or fixed master stream appliance and injects hose lines with educators or proportioners. Inspects hose line and removes kinks, repairs damaged hose, and loads hose on apparatus after fire is extinguished. Performs automatic sprinkler system and standpipe system support operations. Shuts off sprinkler heads after fire is extinguished and resets alarms and sprinkler systems. Identifies and protects potential exposures by using direct streams or water curtains. Uses portable fire extinguisher and applies appropriate fire streams and agents for the most effective fire extinguishment.

Performs search and rescue for injured persons at fire scene and assists victims to safety. Responds to medical emergency calls and performs emergency medical services such as basic first aid, CPR, and first responder services. Removes trapped victims and reports injuries to superiors. Drives emergency medical vehicles to and from the scene of a fire or other emergency and notifies dispatcher to call for medical help. Notifies occupants or neighbors to vacate premises in order to ensure safety at emergency scenes. Examines victim for signs of injury, consciousness, and breathing and determines nature and extent of injury or illness. Inspects scene of poisoning or drug overdose and provides advanced life support services to patients. Studies new laws, drug reference literature, precautions techniques, and pharmacological information. Obtains a comprehensive drug history on the patient and ensures that accurate emergency medical services records are maintained.

Performs forcible entry and ventilation operations. Opens windows or doors to ventilate building, recognizes conditions that may lead to back-draft, and places smoke ejectors in windows or doors to exhaust heat, smoke, and gases. Enters smoke filled building using portable air breathing apparatus or air pack. Locates and operates shut-off valves for utilities. Uses tools and rope to raise or lower objects. Performs salvage and overhaul operations. Removes furniture from building to reduce fire and smoke damage, locates hidden fires by feeling for hot spots, and protects salvaged property from theft. Removes debris, rubble, and other material and shores up or tears down weak and dangerous structural components.

Conducts fire drills in schools and businesses. Participates in pre-fire planning inspections in both public and private properties. Draws preplanning maps, and updates hydrant maps and vital building book. Learns and maintains proficiency in fireground operations. Trains in the structural components of buildings, the use of newly acquired equipment, and procedures for special emergencies. Observes and repeats procedures demonstrated by training, studies firefighting training materials, and maintains proficiency in basic laws and regulations. Studies direct routes, location of streets, water mains, and hydrants in station area. Participates in training and/or drills, takes notes during training, and takes proficiency tests. Participates in physical development workouts and practices with apparatus and equipment.

Performs regular maintenance of equipment, cleans and stores equipment upon return to station, and fills air cylinders. Conducts required safety tests of fire department equipment and

performs routine maintenance on fire hydrants. Inspects and cleans Air Pak and emergency lighting and electrical equipment. Maintains ladders, fire apparatus, turn-out equipment, and all tools on fire apparatus. Preserves inventory of tools and equipment, makes necessary repairs, and performs periodic tests of apparatus pumping capacity and pressure. Tests communications equipment, self-contained breathing apparatus, and replaces components if necessary. Tests and inspects hose line for leaks, signs of wear, or damage. Maintains adequate quantities of station supplies. Provides for the maintenance and upkeep of station house and grounds. Changes linens, cleans station house, washes fire apparatus, and maintains station landscaping. Secures station from theft.

Presents oneself in proper attire during a tour of duty. Maintains satisfactory interpersonal relations with other members of fire station and consults with officer concerning performance. Completes assigned forms and records, provides for the maintenance of department records, and records entries in daily log. Records equipment and apparatus needing repair or replacement and records results of equipment tests.

Receives telephone calls and refers caller to appropriate agency, provides information and directions, takes messages, and assists visitors who seek help. Monitors activities during Mardi Gras parades or other public events, participates in flood control efforts, provides non-emergency services, and responds to complaints from the public.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must have a valid driver's license.

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

Firefighter QM

Original Adoption: 04-16-18

Revision Dates:

FIRE EQUIPMENT OPERATOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for driving fire apparatus to and from the scene of a fire and for operating pumps and other equipment as required. Employees of this class supervise and assist volunteer Firefighters in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Equipment Operators assume command at the fire scene until relieved by a superior officer. Fire Equipment Operators perform routine tasks independently, receiving assignments and direct supervision from a Fire Captain in charge of an assigned fire company. This class ranks directly below that of 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.

Trains for, performs, supervises and maintains proficiency in emergency scene operations including fire suppression, size-up, rescue, pumper operations, forcible entry, ventilation, salvage and overhaul, emergency medical procedures, and hazardous materials. Responds to emergency and non-emergency calls. Operates and rides in fire apparatus to and from fire or emergency scene. Evaluates and overcomes navigational problems such as narrow roadways. Directs or assists in the positioning of apparatus. Notifies officer in charge of new information on conditions and makes recommendations regarding procedure or equipment. Performs the duties of acting officer at the fire scene in his absence. Maintains awareness of firefighters' efforts and assists them as needed. Operates appropriate class of fire extinguisher and applies fire streams and agents for the most effective fire extinguishment. Assists other firefighters with controlling hose line and directs hose line where needed. Searches for and assists any victims at the fire scene. Drives emergency medical vehicles to and from emergency scene and administers basic first aid, CPR and first responder services as needed.

Fire Equipment Operators are responsible for taking an active part in response planning and preparation, such as vigilantly studying direct routes, locations of streets, water mains and hydrants in the area. Plans for fires in commercial and residential areas by studying locations of hydrants, building layout and structure, and noting occupancy patterns and areas of high risk for person and property. Listens to the radio for pertinent information from other shifts and monitors conditions such as weather that may affect the station area. Participates in critical evaluations of fire response.

Keeps detailed records in compliance with departmental policies and regulations. Compiles data and writes reports. Provides for the maintenance of department records. While on duty at the station, receives telephone calls or refers caller to appropriate person or agency. Receives and

responds to complaints from the public. Completes any assigned forms, such as activity and payroll reports, maintenance records, fire incident or casualty reports, and preliminary investigation reports.

Maintains up-to-date training on fire fighting techniques and ensures that staff are well informed. Maintains proficiency in the use of tools and the location and purpose of all equipment. Participates in any training or drills. Learns and maintains proficiency in procedures for special emergencies, such as HAZMAT leaks. Learns and maintains proficiency in the purpose of all alarm systems, the structural components of buildings, and in basic fireground operations. Studies laws and regulations pertaining to firefighting. Reaches out to the community in public relations service, by lecturing and demonstrating to community groups about fire prevention principals and steps that individuals can take to reduce the likelihood of injury during a fire.

Oversees and provides for the maintenance and upkeep of equipment and apparatus, including hoses, fire pump, aerial ladders, and other equipment to make sure they are in proper working order. Repairs or replaces any hose sections using appropriate tools. Drains, rolls or folds hose sections and loads on apparatus after fire is extinguished. Conducts required safety checks and inspections on fire department apparatus and equipment, including Air Pack, hose line, emergency lighting and electrical equipment. Inspects and maintains ground and aerial ladders, performs periodic tests of apparatus pumping capacity and pressure, and tests hoseline nozzle for smoothness and ease of operation.

Maintains an inventory of all tools and equipment, and ensures that the station is adequately stocked with supplies. Attends to maintenance of station, including upkeep to station and grounds, changing linens and making own bed. Maintains proper attire and grooming during tour of duty. Cleans, waxes, and polishes fire apparatus and removes any dirt, mud, or grease. Transports equipment as needed to other stations and informs superior officer of equipment movement.

Performs any other related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Fire Equipment Operator QM

Original Adoption: 09-03-14

Revision Dates: 04-16-18

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment. Employees of this class have responsibilities which include; responding to emergency calls, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinate employees. Fire Captains, through general instructions, perform special tasks and work independently in most areas. Employees of this class report to and have work reviewed by the District Fire Chief. This class ranks directly below the class 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.

Manages all department operations of one fire station on one shift. Answers all fire alarms from dispatcher on shift, and proceeds with en-route size up. Directs and assists in the positioning of apparatus, performs size-up, and sets up fire ground perimeter for crowd and traffic control. Supervises the driving of fire apparatus and fire medic unit to and from the emergency scene, maintains communication between fire scene and authorized personnel, and calls for assistance when needed. Performs forcible entry, search and rescue, salvage and overhaul operations. Secures fire scene to prevent removal, damage or tampering with any evidence of suspected arson. Distinguishes internal and external fire exposures, uses appropriate fire extinguishers, and applies appropriate fire streams and agents. Provides for truck, standpipe, and automatic sprinkler system support. Performs ladder, hose, pumper, and ventilation operations. Identifies hazardous materials and directs or assists handling hazardous materials incidents. Operates self-contained breathing apparatus for protection from hazardous environments. Coordinates activities of fire fighting and law enforcement personnel at the emergency scene. Investigates causes of fires within the jurisdiction, questions witness to collect information, and assists in arson investigations. Searches for, protects, preserves, reports and maintains the chain of custody of any evidence of arson. Testifies in court when required.

Serves as fire safety officer and directs emergency scene operations until relieved by a superior officer. Maintains control of emergency scene by supervising subordinates, responding to changes in fire ground conditions, and providing for the needs of firefighters and other emergency personnel. Notifies dispatcher to call for additional emergency medical help when

needed. Provides emergency medical care and life support services at emergency scenes or in transit to the hospital. Obtains a comprehensive drug history on the patient to determine the nature and extent of the injury and if special treatment is necessary. Observes and documents the effects of medication administered to individuals.

Delegates authority, issues orders and assigns work or duty areas. Prepares work schedules and approves leave for direct subordinates. Evaluates performance of employees and discusses with subordinates. Counsels employees, resolves complaints and grievances, and conducts corrective interviews. Reviews reports and provides assistance to subordinates in technical areas of work. Recommends disciplinary action, as needed. Briefs incoming Fire Captain on all pertinent activities that occurred or those that may occur on the upcoming shift. Participates in the development of training programs for the department and ensures each program is adequately staffed with needed resources. Conducts drills, classroom training, and on the job training for new employees. Evaluates the efficiency of response units following emergency incidents. Assists the fire administration in developing management policies, goals, and objectives for the department. Recommends changes in department operations that will help the district to obtain favorable ISO ratings.

Ensures all apparatus and equipment are working properly. Inspects the appearance of assigned equipment and subordinate personnel, and makes provisions for repairs or maintenance of apparatus. Performs daily radio checks. Receives reports on department property or equipment in need of maintenance or repair and reports to superior officer. Assists with the investigation of accidents involving department equipment or personnel, determines cause, and makes recommendations on procedures to avoid future accidents. Performs inspections of the department and other buildings to ensure compliance with established standards. Oversees the completion of required department records. Completes assigned forms including maintenance and inventory records, incident and preliminary investigation reports. Compiles data and writes reports, as needed. Replies to correspondence addressed to the fire department and decides on the action to be taken.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly to become familiar with unsafe practices and conditions, and reports safety violations to the appropriate authority. Monitors and evaluates local conditions which may become fire or safety hazards and reports on same. Conducts tours of department facilities and participates in special community projects designed to improve the image of the fire department. Serves as a consultant for other fire departments in surrounding areas.

Performs related duties assigned.

QUALIFICATIONS 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 being of legal age

Must have a valid driver's license.

Prior to closing date for application to the board, must have obtained IFSAC Certification meeting NFPA 1021: Standard for Fire Officer Professional Qualifications Level 1 or higher.

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

Must be a regular and permanent employee in the class of Fire Equipment Operator for at least two (2) years immediately preceding closing date for application to the board.

Fire Captain QM
Original Adoption: 10-23-17
Revision Dates: 11-22-23

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. District Fire Chiefs supervise subordinate personnel on an assigned shift by directing operations at the scene of a fire or medical emergency and evaluating the work performance of subordinates. Employees of this class supervise the maintenance of records and reports, provide for the maintenance and repair of apparatus, equipment and property, perform public relations duties, and assist in the training for the department. Incumbents of this class are required to perform the duties of their positions with a high degree of independence, reporting to and having work reviewed by the Fire Chief. This class ranks directly below the class 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.

Supervises the operation of the fire department on an assigned shift by conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Recommends and participates in setting management policies, goals and objectives for the fire department; implements new policies as directed by the Fire Chief. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus. Participates in the research and planning for programs and activities of the department. Participates in the interview and selection process, assists in the maintenance of promotional eligibility lists, and recommends appointments of classified employees. Supervises the monitoring and evaluation of local conditions which may become fire or safety hazards. Promotes peace and harmony within the division by seeing that discipline is maintained, by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary. Keeps informed on local trends which may affect the fire service, and reports findings to superior officer. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in departmental procedures are needed. Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department procedures are needed or to develop policy statements to be used by the fire department and/or city administration. Testifies on proposed legislation before legislative committees. Keeps informed on modern firefighting methods and

administrative practices. Recommends changes in department operations that will help the district to obtain favorable ISO ratings.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Takes charge of all safety procedures at the scene of a fire or emergency. Oversees and participates in the handling of emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, calling for assistance and relaying information when necessary. Secures the fire scene and collects and labels evidence of suspected arson. Personally acts as part of the fire attack team when necessary. Coordinates activities and provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Oversees the enforcement of and recommends changes to fire prevention codes. Supervises the inspection of buildings to determine the existence of potential fire hazards. Assists in investigations of causes, origins, and circumstances of fires. Secures the fire scene to prevent removal or damage of evidence. Searches for, protects, preserves, and maintains the chain of custody of any evidence of arson. Testifies in court when required.

Supervises fire department personnel by overseeing and evaluating the work performance of subordinates and reviewing reports written by subordinates. Supervises fire suppression, prevention, training, communications, and fire support personnel on a designated shift by assigning work schedules and duty areas and by approving leave for direct subordinates. Assists in the investigation of complaints against department personnel and formulates a recommendation for reply to complaint or for action to be taken. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Delegates authority to subordinates for the more effective operation of the department. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by counseling employees and recommending disciplinary action.

Develops a training program for the department to provide regular employee training at all levels by evaluating the training needs of the department and by supervising drills, evolutions, classroom and on-the-job training. Collects information for pre-fire planning by becoming familiar with all area features which might become important in a fire or emergency situation. Ensures that personnel are provided training in firefighting operations, such as basic fire fighting and attack, pump operations, driving fire equipment, hydraulics, nozzle and hose handling, forcible entry, ladders, ventilation, fire streams, water supply, sprinkler and standpipe systems, rescue, salvage and overhaul, first aid, breathing apparatus, emergency medical services, CPR, the proper operation and use of firefighting apparatus, tools, and equipment, pre-fire planning,

fire extinguishers, fire inspection, investigation, and hazardous materials. Provides training in supervision and safety.

Provides for the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Assists in the investigation of all accidents or complaints involving department equipment or personnel, determines cause and makes recommendations on procedure to avoid future accidents. Arranges for needed repairs and maintenance or assigns such qualified departmental personnel. Inspects equipment and property after repairs to ensure that repairs were properly accomplished. Orders, distributes and maintains an inventory of supplies and equipment for the department. Writes specifications for new department equipment, oversees the bidding process, and meets with sales representatives to review products.

Supervises the preparation and maintenance of records and reports, such as records of activity and inventory records, by reviewing records and reports completed by subordinates and inspecting systems and facilities for keeping the records. Completes forms and records, and writes reports, as required. Compiles and organizes data needed for reports. Writes news releases, news articles, narrative reports, or other official position papers of the department. Receives correspondence addressed to the fire department and determines appropriate response.

Participates in the management and accounting for the money and assets of the department. Assists in the preparation and submission of departmental and divisional operating budgets by compiling and organizing financial data and preparing expenditure and revenue estimates. Assists in authorizing the expenditure of funds, making sure that such expenditures are in accordance with the budget. Purchases equipment and supplies for the department as needed. Prepares payroll records on subordinates. Completes LFIRS reports and any related forms and reports.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Works with firefighters' labor unions and other unions, boards, or agencies whose operations affect the careers of the fire department personnel. Oversees and participates in special projects designed to enhance the public image of the fire department; answers questions from the public about fire department operations. Conducts polls and surveys related to fire department services; assists with the organization and analysis of the data gathered in order to recommend changes in department operations. Acts as department representative to the news media, releasing information and responding to questions concerning the work of the fire department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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 have a valid Louisiana driver's license.

Prior to closing date for application to the board, must have obtained IFSAC or Pro Board meeting NFPA 1021: Standard for Fire Officer Professional Qualifications Level II or higher.

Must be a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding closing date for application to the board.

District Fire Chief QM Original Adoption: 11-22-23 Revision Dates:
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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible administrative and supervisory position of chief officer of the fire department. The employee of this class is responsible for the administration and coordination of all fire department activities involving fire suppression; fire prevention and public fire education; fire investigation; fire communications; personnel management and supervision; training; and public relations. The Fire Chief works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

EXAMPLES OF WORK

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

Develops management policies, goals and objectives for the department, and makes recommendations for consideration by the Fire Board of Commissioners. Organizes and reviews department structure, and determines if new programs or policies are needed or if changes in structure or operation are required. Organizes the personnel management functions of the department by creating work cycles and efficiently deploying available manpower. Supervises the development and implementation of a personnel recruitment program. Oversees the interview and selection process and the maintenance of promotional eligibility lists. Assists in the determination of performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Oversees the adjustment of schedules and approval of leave, making sure that sufficient personnel are available to meet department staffing requirements.

Outlines responsibilities and duties for subordinates, reviews work to be done, and sets task priorities. Reviews incoming communications and routes work to the appropriate personnel. Monitors work pace and progress of assigned jobs, and alters and adjusts work schedules to accomplish tasks. Balances meeting employee needs with achieving organizational goals and provides subordinates with the supplies, tools, and resources necessary to get their jobs done. Manages the review of reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work performance of employees and writes evaluation reports. Handles employee complaints and grievances, counsels employees who experience work problems, and maintains discipline. Motivates employees and provides for employee growth and career development by addressing employee grievances, providing constructive feedback on work performance, and by assisting employees in identifying and meeting their career goals. Holds formal meetings to receive

reports, disseminate information, and discuss work problems. Evaluates the training needs for the department, establishes a training program, and provides for proper staffing. Provides for outside instruction for employees to meet training needs which are not available in the departmental training program. Provides on-the-job training.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department and oversees the preparation and maintenance of the records and reports of departmental operations. Compiles, organizes, and analyzes data needed and writes reports. Personally completes any forms or records required of the chief officer of the department. Writes letters in answer to requests addressed to the fire department, or as needed to address the needs of the fire service.

Prepares a departmental operating budget and authorizes expenditure of funds allocated for fire department operations, making sure that such expenditures are in accordance with the budget. Manages the accounting system for the department and records expenses, disbursements, and related financial transactions in order to maintain accurate fiscal records. Assists with locating and writing requests for grants or other special funds to aid in the operation of the fire department. Assists in the development of and administers a comprehensive personnel plan providing for employee compensation and benefits, including administration of the salary plan, health care plan, retirement plan, and fringe benefits offered by the department.

Oversees the general care and maintenance of department equipment, obtains estimates on repair costs, locates repair services, and arranges for repairs for all department property. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Oversees the purchasing of equipment and inventory control. Provides for and oversees a communications system for the department. Inspects repairs to ensure they were properly accomplished.

Manages the direction and control of fireground operations; oversees and participates in making decisions on strategy, immediate goals and objectives, and task assignments. Reevaluates decisions during operations and implements new objectives and task assignments as necessary. Manages the direction and monitoring of intermediate command staff members who are responsible for various aspects of the operation. Ensures that objectives are being met in accordance with the procedures set up in the emergency management plan. Directs the handling of emergencies involving hazardous materials, including identifying the hazardous material involved, assessing the risk to the community, and taking any action necessary to safeguard citizens. Communicates information concerning the hazardous materials incident to appropriate authorities, determines the action to be taken to contain or control the incident, and directs subordinate personnel involved in operations. Directs fire department personnel and the use of equipment when the department is called to assist with special tactical situations such as highway accidents, bomb threats, downed power lines, or any other situation which might result in a fire. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness. Develops emergency medical policies and procedures; oversees

the training of personnel who provide emergency medical services and ensures they have the supplies and equipment to provide such services. Participates in the establishment and implementation of effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations. Oversees programs of fire inspection, pre-fire planning, and fire investigation for department personnel.

Establishes a system to identify and evaluate areas needing improvement in productivity, efficiency, and effectiveness. Establishes and maintains a system of line and staff inspections to exercise control over operations. Establishes an internal affairs review process to investigate possible violations of departmental code of conduct by department personnel. Collects and analyzes data necessary to estimate the extent and causes of risk. Monitors the results of the risk management program by investigating all accidents or injuries involving department equipment or personnel. Oversees the development and implementation of a safety program for the department.

Reviews existing or proposed legislation, ordinances, and court rulings relating to fire department operations to determine if changes in department procedures are needed or to develop policy statements to be used by the fire department or fire district. Monitors any local conditions which may create situations the department may be called upon to handle. Writes letters, public service announcements, news releases, and any other type of official department correspondence. Promotes a positive image of the work of the department, and coordinates the work of the department with related agencies. Serves as official department representative at any required meetings, and makes speeches before groups. Directs public fire education efforts, including oversight of fire protection demonstrations and lectures. Attends conferences, conventions, and other educational meetings to keep informed on modern firefighting methods and administrative practices.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess and maintain a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. Must also have at least nine (9) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief QM

Original Adoption: 08-06-13

Revision Dates: 11-22-23

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized, non-supervisory position in the Fire Prevention Division, 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 Fire Prevention Officer investigates all fires to determine the cause and origin, and collects evidence of possible arson. The incumbent in this class educates the public on fire hazards and safety, and maintains records and reports required to document the activity of the Fire Prevention Division. The Fire Prevention Officer works with some supervision having the authority to work independently in most areas. The employee of the class 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 one fire department division, sets goals and objectives, and recommends management objectives for consideration by a superior officer. Oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the jurisdiction improve ISO ratings. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed. Participates in educational meetings and reads and studies current literature to keep informed on modern fire prevention methods and administrative practices. Maintains a reference library on inspection, investigation, and public fire education topics for use by fire department personnel. Reviews incoming written communications for the division, makes assignments to staff, and reviews incident reports written by fire suppression personnel.

Reviews previous inspection reports, building plans, specifications, and applicable codes for the specific building to be inspected. Obtains permission for the inspection and inspects the building to determine fire safety and compliance. Makes a field sketch of an inspected building, takes photographs, discusses inspection findings with building owner or manager, and makes recommendations for the correction of fire hazards. Completes a report of each fire inspection and processes appeals for exemptions from provisions of fire codes. Enforces fire prevention codes and ordinances by re-inspecting buildings where violations of fire codes occurred and, if necessary, by issuing citations, assessing fines, or serving court summonses or stop work orders

for non-compliance with fire codes. Prepares evidence from inspections for use in a court proceeding. Processes complaints from the public on hazards, inspects portable fire extinguishers, and inspects standpipe systems. Inspects fixed fire extinguishing systems, fire detection systems, fire hydrants, and structures to ensure that they contain no electrical hazards. Reviews structures for fire resistance requirements and inspects heating, ventilating, and air conditioning systems and cooking equipment. Inspects storage areas and evaluates buildings to ensure that they have not suffered structural abuse. Assesses the occupant load of a building and investigates to see if the means of egress are sufficient. Estimates the fire load of a building and assigns a fire load classification. Reviews building plans to identify potential problems related to fire protection, inspects sites for the storage of hazardous materials, and writes formal recommendations for changes in fire prevention codes. Assists institutions or companies in developing solutions for fire prevention problems. Develops pre-fire plans by visiting businesses, schools, and other places of public assembly.

Draws up evacuation plans for schools, hotels, hospitals, and conducts fire drills for business, educational, and assembly occupancies. Directs fire drills for health care, industrial, or correctional facilities, providing for special circumstances. Oversees fire safety in public assembly occupancies at major public events. Develops fire prevention education curriculum by analyzing the targeted audience, designing the appropriate method of presentation, and evaluating the effectiveness of the curriculum. Identifies the most important local fire problems and selects fire education program components and objectives to meet community needs. Determines the specific content of fire safety messages and produces instructional materials to be distributed within the community. Trains fire service personnel and volunteers in the implementation of the fire safety education program. Develops support for fire safety programs and evaluates the impact of the public fire education program. Writes speeches and delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups. Writes and submits public service announcements and news releases on fire safety. Informs the public in matters of injury prevention and control, educates the public about fire hazards, and provides information to the public about fire dynamics.

Restricts access to the fire scene, conducts interviews with witnesses, and examines exterior and interior of fire structure. Checks the surrounding area for debris that may have held ignition or acceleration materials. Identifies the heat source that caused the fire and takes photographs and notes. Makes sketches and diagrams of the building, determines the cause of the fire, and determines whether the fire was the result of natural causes, carelessness, or arson. Investigates vehicle fires and completes a fire investigation report. Searches for, identifies, and collects evidence, and collects information concerning the burned building and its contents. Executes a search warrant or obtains signed consent to search a burned building, interrogates suspects, and acts as a liaison with law enforcement or other arson investigation agencies. Communicates with the public prosecutor's office about pending cases, provides information to victims and witnesses about court presentation of a case, and testifies in court.

Responds to all alarms or emergency calls for which the department is answerable. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs nozzle and hose handling, exposures, and pump operations. Directs use of sprinkler and standpipe systems and water supplies, salvage operations, overhaul operations, and emergency medical services operations at the emergency scene. Takes charge of all safety procedures and participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information by operating communications equipment.

Supervises positions comprising fire prevention classifications. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Sets task priorities and long-term goals for subordinates. Assigns work spaces and provides subordinates with the supplies, tools, and resources necessary to get their jobs done. Holds formal meetings to receive reports, distribute information, or discuss work problems. Provides for good housekeeping and takes other action necessary to control accident hazards; trains subordinates in safety. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work.

Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Processes requests for release of fire prevention records, and supervises the preparation and maintenance of the records and reports of an assigned service. Completes any forms and records assigned, in addition to fire inspection or investigation reports. Writes requests for grants or other special funds, writes newspaper articles, letters, and writes proposed changes to fire prevention codes.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance. Serves as division representative to the news media, and responds to questions from the public about fire prevention division operations. Conducts tours of department facilities for school or civic groups and coordinates field trips to fire department facilities by school or civic groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of 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 certification accredited by one of the two international accreditation agencies, either the International Fire Service Accreditation Congress (IFSAC), or Pro Board, Meeting the NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner

Fire Prevention Officer QM Original Adoption: 09-25-19 Revision Dates:
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FIRE TRAINING OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position, the primary duty of which is conducting employee training in required areas including fire suppression, search and rescue, emergency medical services or related fire department operations. The Fire Training Officer develops and oversees a departmental training program, conducts employee training at all levels, prepares training materials, keeps required training records, and produces reports to document training activities. The employee of this class has no direct supervision over fire department personnel; however, exercises functional supervision over department employees within the training environment and oversees those employees temporarily assigned to assist with training. The employee of this class works independently in most areas with little supervision and reports to the Fire Chief, who reviews and evaluates the work of this class.

EXAMPLES OF WORK

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

Manages the operation of the fire department's Training Division. Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department, by evaluating training needs and providing department training or outside training to meet the needs. Schedules training for all department employees as directed by the Fire Chief. Prepares lesson plans and materials for training classes. Conducts classroom training in areas such as emergency medical services, first aid, CPR, supervision, safety and pre-fire planning. Demonstrates safety equipment and practices. Conducts field training, drills or evolutions to train fire personnel in fire attack, the use of tools and equipment, hydraulics, pump operations, nozzle and hose handling, use and maintenance of protective breathing apparatus, search and rescue, forcible entry, fire streams, ladders, ventilation, hazardous materials, salvage and overhaul. Provides for and organizes continuing education training for department members.

Develops job simulation exercises and written tests to evaluate skills and knowledge acquired during training. Administers and grades training tests. Evaluates the effectiveness of training to determine the need for additional training or changes in the training program by analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Makes recommendations for improvements in the training program. Participates in conferences, conventions, and other educational meetings. Keeps informed on modern firefighting methods and administrative practices. Acquires the most current information on fire service standards and protocol and disseminates such to department employees through training. Maintains a library of training materials. Conducts research of technical data, including local fire reports,

statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Obtains fire training certifications as directed by the Fire Chief and/or as required by departmental policy. Recommends and sets policies, goals, and objectives for the Training Division. Conducts inspections of various divisions of the department and observes operations to ensure compliance with departmental standards for safety and good housekeeping.

Responds to fires to make notes for use in training. Takes charge of all safety procedures at the scene of a fire or emergency. Observes emergency scene operations, including fire suppression, containing hazardous materials, rescue operations, providing emergency medical assistance, or related duties to ensure compliance with established safety procedures and the proper use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing. Participates in handling emergencies involving hazardous materials. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Writes narrative reports on matters concerning the operation of the Training Division. Documents all departmental training and maintains training records. Compiles and organizes data needed for reports. Reads graphs, charts, manuals, or reports and analyzes data through the use of statistics. Personally completes and files any forms, reports or records, as assigned.

Tests or directs the testing of departmental equipment; assures that equipment meets all applicable federal, state, and local standards. Gets estimates on repair costs and determines which repair service should be used. Meets with sales representatives to review products. Prepares expenditure estimates. Purchases, disburses and maintains inventory of supplies and equipment for the Training Division, including medical supplies. Makes recommendations on major purchases for the 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. Monitors and evaluates local conditions which may become fire or safety hazards. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Must have at least five (5) years of full-time work experience with a paid fire department in fire suppression and/or fire service training.

Prior to the closing date for application to the board must possess the following certifications in accordance with NFPA standards: Firefighter I and II, Fire Service Instructor I and II and Fire Officer II (IFSAC or ProBoard.)

Prior to the closing date for application to the board, must possess certification as an Emergency Medical Technician-Basic or higher AND certification as an Automated External Defibrillator (AED) Technician, in accordance with current state requirements. Must maintain certification as Emergency Medical Technician-Basic or higher AND Automated External Defibrillator (AED) Technician, in accordance with current state requirements, at all times while serving in the class of Fire Training Officer.

Fire Training Officer QM Original Adoption: 11-22-23 Revision Dates:
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ADMINISTRATIVE ASSISTANT

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible non-supervisory, administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative activities in such areas as purchasing, budgeting, and payroll. The employee of this class works with a high degree of independence, and special assignments are received from and work is reviewed directly by the Fire Chief or 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.

Recommends management policies, goals, and objectives to the Fire Chief. Assists the Fire Chief by participating in educational meetings, and keeps informed on modern administrative practices. Collaborates with superior officers in department operations that will help the city obtain favorable ISO ratings. Aids in developing a personnel recruitment and selection program, interviews prospective employees, and keeps promotional eligibility lists. Works with boards and agencies that affect the fire department.

Prepares payroll records and verifies employee pay status. Files payroll-related documents, such as time and attendance records, deduction notices, and employee registers. Processes payroll information for unemployment and worker's compensation. Maintains employee pay records and confirms that anticipated promotions or increases are calculated into the cost of the budget. Makes calculations necessary to compute payroll and manages funds for new recruit training.

Assists the Fire Chief with gathering information to be used in compiling budgets. Purchases equipment and supplies, keeping within the established budget. Aids superior officers in writing requests for funds to facilitate the operation of the fire department. Assists with preparing specifications for public bids. Oversees the bidding process in tandem with superior officers, meets with sales representatives, and makes recommendations on major departmental purchases. Orders supplies and equipment, maintains an inventory, and distributes supplies to appropriate personnel.

Assists in developing policy for department finances and prepares expenditure estimates. Aids the Fire Chief by managing the accounting of the entire department. Maintains cost accounting records, tracks spending, and assists in the preparation of financial reports. Obtains signatures on financial documents and maintains records for employee benefit programs. Verifies data in financial records, and reports any deviations to the Chief. Processes a variety of accounting

records, verifies accuracy of billing documents, prepares bills for mailing, and files all financial papers. Maintains a file for all contracts, and checks invoices against purchase orders.

Assists the Fire Chief in making decisions concerning what information should be included in department records and how that information should be kept. Provides for the maintenance of all department records and completes any forms and records assigned. Keeps records on the location and distribution of materials and traces missing files. Receives departmental records and checks them for accuracy, corrects errors, or returns to appropriate personnel for correction. Disposes of obsolete records in accordance with established requirements. Enters routing information in department records and processes according to department procedures.

Acts as receptionist to visitors, screens them and directs to the appropriate personnel. Opens incoming mail, distributes, and processes any outgoing correspondence. Assists the Fire Chief with writing newspaper articles or other documents for publication, and writes letters in response to requests. Places, answers, and routes telephone calls. Schedules and keeps records of all upcoming appointments and meetings. Takes minutes or notes at meetings and maintains a roster of departmental personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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

Administrative Assistant QM Original Adoption: 05-16-16 Revision Dates:
