

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #2 (MADISONVILLE)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY FIRE PROTECTION DISTRICT #2 (MADISONVILLE)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

DISTRICT FIRE CHIEF **

DEPUTY FIRE CHIEF **

FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE PREVENTION OFFICER *

FIRE TRAINING AND SAFETY OFFICER*

*Competitive class

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Original Adoption: 10-13-92

Revision Dates: 06-20-08, 11-16-11, 03-06-14, 11-15-18, 12-12-23

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 answering fire department emergency telephones, controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Firefighter/Operators report to and have work reviewed by a Fire Captain. This class ranks immediately 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.

Participates in assigned training drills either as an individual, 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.

Answers fire department emergency telephones and takes all necessary information to direct department employees to the emergency scene; performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

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

Must possess a valid driver's license.

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

Firefighter/Operator QB
Adoption Date: 10-13-92
Revision Dates: 04-17-95, 06-20-08

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 on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the District Fire Chief. This class ranks immediately 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.

Supervises the operation of one fire station and a company of fire suppression personnel for one shift. Delegates authority to subordinates when permissible by law for more effective operations. Issues orders, inspects appearances, assigns work or duty areas, and assigns work schedules to subordinates. Approves leave. Oversees and evaluates the work performance of subordinates and provides assistance in technical areas of work. Conducts employee performance evaluations and discusses work performance with subordinates and District Fire Chief. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Responds to fire alarms, supervises driving of fire apparatus, and directs the positioning of the fire apparatus at the fire or emergency scene. Directs the operation of a fire company by gathering and assessing pertinent data provided by dispatcher, performing size-up of an emergency scene, and setting up the fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions. Performs firefighting operations and supervises subordinate employees in search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, pump operations, sprinkler and standpipe systems, water supplies, and salvage and overhaul. Supervises and performs emergency medical services such as basic first aid, CPR, and first responder services. Supervises the handling and identification of hazardous materials, and directs or assists handling of hazardous materials incidents. Serves as fire safety officer as needed or

until relieved of command. Maintains communications between the fire scene and other authorized personnel, calling for assistance when needed.

Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence. Investigates the causes, origins, and circumstances of fires. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Questions witnesses to a fire incident in order to collect information.

Participates in the development of a training program and personally trains personnel. Conducts training in the classroom and provides informal or on-the-job training for new employees. Conducts drills and evolutions.

Recommends management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the city improve P.I.A.L./ISO ratings. Evaluates the efficiency of response units following emergency incidents.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Reviews reports written by subordinates and personally completes any forms, records, or reports, such as NFIRS reports, as required.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Performs or directs the performance of daily radio checks. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly, inspecting for fire protection purposes, including conducting fire drills. Reports fire hazards or safety violations to the appropriate authority.

Responds to questions and complaints from the public about operations of the fire department. Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of 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/Operator for at least two (2) years immediately preceding closing date for application to the board.

Fire Captain QB
Adoption Date: 06-20-08
Revision Dates: 12-10-08, 11-16-11

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression personnel and equipment of the department on an assigned shift. Employees of this class may perform the duties of the Fire Chief in the absence of the Chief, in addition to taking command at the scene of a fire or other emergency. District Fire Chiefs provide for the production and maintenance of department records and reports, manages the inventory and maintenance of supplies and equipment, and assists with the financial management of the department. District Fire Chiefs have the authority to work independently and have their work reviewed by the Deputy Fire Chief. This class ranks directly below that of the Deputy Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of the fire department on an assigned shift by assisting with or personally conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Assists Fire Chief with the planning and organizing of departmental operations relating to equipment, apparatus and personnel. Recommends policies, goals and objectives for consideration by a superior officer. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus as directed. Keeps informed on modern firefighting methods and administrative practices.

Supervises fire department personnel by assigning work or duty areas and work schedules. Approves leave. Inspects the appearance of assigned equipment and personnel. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Oversees and evaluates the work performance of subordinates, such as reviewing reports written by subordinates. Writes employee evaluation reports. Discusses work performance with subordinates and the Fire Chief. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Investigates complaints against department personnel and takes action or makes recommendation to resolve complaint. Resolves employee complaints and grievances. Maintains discipline as directed. Assists in the personnel recruitment and selection program by conducting interviews and making recommendations.

Develops of a training program for the department and sees that such program is supplied with training resources. Provides for regular employee training at all levels in areas such as, basic fire fighting, fire attack, salvage and overhaul, fire apparatus and driving fire equipment, rescue, CPR, first aid and safety. Conducts formal training in the classroom, through drills and evolutions, and providing informal or on-the-job training for new employees. Provides for outside training when necessary.

Responds to all fire alarms 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, pump operations, water supplies, and salvage and overhaul. Supervises and personally acts as part of the fire attack team when necessary. Takes charge of all safety procedures. Directs first aid operations and emergency medical services at the emergency scene. Provides for the needs of the emergency personnel at the scene of a fire. Maintains communications between the fire scene and other authorized personnel, including other emergency personnel at the scene of an incident. Acts as a coordinator between fire fighting personnel and law enforcement personnel at the scene of an emergency.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene and collects and labels evidence of suspected arson. Testifies in court when required.

Collects information for pre-fire planning by becoming familiar with all area features which might become important in a fire or emergency situation. Monitors and evaluates local conditions which may become fire or safety hazards.

Manages the accounting for the money and assets of fire department as directed by the Fire Chief. Gathers information to be used for compiling budgets. Prepares expenditure estimates. Authorizes expenditure of funds and makes purchases of equipment and supplies in accordance with established budget. Makes recommendation on major purchases for the department. Assists Fire Chief with writing requests for grants or other special funds to aid in the operation of the fire service.

Supervises preparation and maintenance the records and reports, such as personnel records, records of activity, inventory records, payroll records or any others which may be required. Reads correspondence, writes reports and completes any forms and records required. Compiles and organizes data needed for reports. Prepares LFIRS reports. Periodically inspects systems and facilities for keeping records.

Supervises the general care and maintenance of firefighting apparatus and equipment, departmental vehicles, station and grounds, communications or any specialized equipment, and other related property. Tests or directs the testing of equipment. Arranges for repairs and maintenance as needed. Inspects equipment and fire department property to ensure that repairs

were properly accomplished. Directs the inventory of supplies and equipment, by assigning the order and distribution of equipment and supplies to qualified department personnel.

Supervises and coordinates special projects related to public relations or the image of the fire department. Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature. Conducts tours of department facilities for school and civic groups. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Participates in conferences, conventions or other educational meetings.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

District Fire Chief QB
Adoption Date: 11-16-11
Revision Dates: 03-06-14

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of departmental operations under the direction of the Fire Chief. An employee of this class performs the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief responds to fire alarms and emergency calls and directs emergency scene activities. The Deputy Fire Chief provides for the production and maintenance of department records and reports, manages the inventory and maintenance of supplies and equipment, and assists with the financial management of the department. The Deputy Fire Chief has the authority to work independently and has work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of 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.

Performs the duties of the Fire Chief in the Chief's absence. Manages all department operations on all shifts. Assists with setting management policies for the department and recommends management or departmental goals, objectives, and policies for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Helps determine how the department should be organized, including number of operating units and distribution of such units. Conducts inspections of various divisions of the department and observes department operations. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Plans and organizes departmental operations having to do with equipment, apparatus, and personnel. Investigates accidents and complaints involving the department, determining cause, and taking action to correct the problem or to avoid future accidents.

Supervises department employees by assigning work schedules, work or duty areas, and approving leave. Promotes peace and harmony within the department by seeing that discipline is maintained by counseling employees who are experiencing work problems, meeting and working with employee groups, or any other action deemed necessary. Supervises employees by overseeing, evaluating, and discussing work performance with subordinates and the Fire Chief. Supervises department employees by providing assistance to subordinates in technical areas of work. Delegates authority to subordinates for the more effective operation of the department.

Responds to alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Directs employees at the scene of an emergency in fighting

fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties. Performs size-up of an emergency scene, including determining nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs rescue, first aid, and fire extinguishment operations at the emergency scene. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Assists with investigating the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident.

Supervises the preparation and maintenance of all department records such as personnel records, records of activity, and inventory records. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Personally completes payroll records, LFIRS reports, and any forms or records assigned.

Assists in the development of a training program for the department, evaluates training needs, and maintains that such program is properly staffed and supplied with the appropriate resources. Oversees training of basic and advanced fire fighting in the classroom and through drills and evolutions.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, communications equipment, and any other specialized equipment owned and operated by the fire department. Arranges for repairs and maintenance of all department facilities and inspects equipment to see that repairs were properly accomplished. Personally tests or directs the testing of equipment, assuring that all equipment meets federal, state, and local standards.

Assists in the preparation of the departmental operating budget by helping compile and organize the data needed to prepare the entire budget. Assists with the preparation of the expenditure and revenue estimates. Authorizes expenditure of funds and purchases equipment and supplies, making sure said purchases are in accordance with the budget. Makes recommendations on major purchases for the department.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Acts as department representative to the news media, and answers questions for the public about operation of the fire department or any related areas of emergency services. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features which might become important in a fire or emergency situation.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Deputy Fire Chief QB

Adoption Date: 03-06-14

Revision Dates:

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses the position of chief officer for the Fire Department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing personnel and property of the department. The Fire Chief establishes management policies and determines goals and objectives for the department, develops and administers the departmental operating budget, provides for the preparation of records documenting department activity, performs public relations duties, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing fire fighting, rescue, and related emergency activities; and provides for a program of fire prevention, including inspections and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the St. Tammany No. 2, 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.

Manages the total operation of the Fire Department, directing all functions and activities as chief officer. Organizes the work functions to provide the most efficient services to the community while minimizing expense. Provides for the enforcement of union contract provisions and for the continued operations of the fire department in the event of a breakdown or failure of negotiations. Reviews department operations and decides if new programs or policies are needed. Develops methods to identify and evaluate productivity of departmental programs and uses these methods to establish optimum operational procedures. Establishes a personnel recruitment and selection program following EEO standards. Establishes a system of performance evaluations by setting performance standards and providing training for supervisors who will use the system. Develops a risk management program and monitors the results by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a safety program. Establishes and maintains a system of internal controls through observation and review by supervisory personnel, inspections, and investigation of any violations of the code of conduct by department members.

Prepares a departmental operating budget by collecting and analyzing all necessary fiscal information. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget; reviews and signs purchase requisitions, vouchers for payment or related financial records and sees that they are paid in accordance with departmental policy.

Supervises preparation and maintenance of the records and reports of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept and how long records are maintained, and provides for the security and privacy of all information. Personally completes any forms or records required of the chief administrative officer. Writes public service announcements or any other official department position paper for publication.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and federal, state, and local agencies. Attends any required meetings to give reports, to make recommendations, and to keep informed on local trends that may affect the fire service. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for fire prevention or public education efforts. Produces instructional material to be used in fire prevention and other public education programs. Writes speeches, delivers lectures, talks, or demonstrations on fire prevention or related topics to the community.

Supervises all employees assigned to the fire department. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Sets task priorities and long-term goals for subordinates in order to best accomplish the goals of the organization. Counsels employees who are experiencing work problems; handles employee complaints and grievances; and maintains discipline among employees.

Evaluates and establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Serves as an instructor for formal classroom training. Provides for outside instruction to meet any training needs not available in the departmental training program.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Purchases equipment and supplies, keeping such purchases within the established budget. Provides for the repairs to all department buildings, property, or equipment, and sees that repairs were properly accomplished.

Develops and implements an emergency management system. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials and special tactical situations. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations.

Directs a program of fire inspections in accordance with all applicable federal, state, and local laws and regulations. Supervises a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine the causes of fires.

Performs any 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 and a qualified elector of the State of Louisiana.

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

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

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 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 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 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 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 experience in fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include 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 QB

Adoption Date: 10-13-92

Revision Dates: 04-17-95, 08-25-16

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized non-supervisory fire department position, the primary duties of which include conducting fire inspections of commercial buildings to ensure compliance with fire codes and performing re-inspections to verify that fire hazards have been corrected. The Fire Prevention Officer investigates all fires occurring within the jurisdiction to determine the cause and origin. Incumbents in this class also educate the public on fire hazards and safety. 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. This class ranks immediately below that of 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.

Assists the Fire Chief in managing the operation of the Fire Prevention Division by overseeing and participating in fire inspections, fire investigations and the public fire education program. Inspects operations of the division and evaluates effectiveness in order to recommend corrective action. Conducts research used to plan activities and programs of the department and the division. Coordinates with the Fire Chief to develop policies or changes in operations intended to improve the Fire Prevention Division and PIAL insurance ratings.

Prepares for inspections by reviewing previous inspection reports, building plans, specifications and fire codes. Inspects buildings and collects information to be used in determining compliance with all applicable fire codes. Contacts the occupant/owner upon arrival to obtain permission to conduct the inspection and discuss the procedure. Inspects the exterior of the building noting dimensions, construction materials, exposures, water sources, fire escapes and related features. Inspects the interior of the building checking fixed fire extinguishing systems, portable fire extinguishers, alarm systems, storage areas for flammable liquids and noting any electrical hazards. Takes photographs as needed to document inspection findings. Makes a field sketch of an inspected building noting all areas and objects of relevance. Completes a report of each fire inspection and discusses inspection findings with building owner or manager, provides them with required forms and makes recommendations for the correction of hazards. Enforces fire prevention codes and ordinances by re-inspecting buildings where violations have occurred and issues citations or assesses fines, as required.

Reviews building plans to identify potential fire protection problems, assesses the occupant load for buildings, and inspects to ensure the means of egress are sufficient. Collects information for and develops pre-fire plans by visiting businesses, schools, and other places of public assembly

in order to record features which may have significance in a fire or emergency situation. Oversees fire safety in public assembly occupancies at major public events.

Investigates the scene of a fire to determine the cause and origin by examining the interior and exterior of the fire structure. Examines the grounds, power lines, the condition of doors and windows and checks for footprints, tools or signs of forced entry. Identifies the fire point of origin, direction of travel and heat source. Documents each phase of the investigation by making extensive notes, taking photographs and drawing sketches of areas affected by fire in order to record the extent of involvement, location of evidence and other pertinent information. Searches for, identifies, and collects evidence, using accepted search methods and collection procedures, in order to preserve evidence for analysis and to protect the chain of custody. Restricts access to the fire scene to prevent contamination of evidence or entry by unauthorized persons. Uses all observations of the interior and the exterior of the structure to assist in determining whether the fire was the result of natural causes, carelessness, or arson. Collects information concerning the burned building, its owners, occupants, contents and possible arson suspects. Conducts interviews with firefighters or witnesses regarding circumstances that may have been noted before or during the fire. Completes a fire investigation report outlining the cause of the fire and estimating the damage caused. Acts as a liaison with law enforcement and communicates with the public prosecutor's office about pending cases. Prepares information and evidence from inspections for use in a court proceeding; serves as an advisor to the prosecutor and testifies in court, when required.

Develops and participates in the fire prevention and education program of the department. Reviews fire records to identify the most important local fire problems and selects program components and objectives to meet community needs. Analyzes the target audience, designs the method of presentation and evaluates the effectiveness of the fire education curriculum. Organizes and trains fire service personnel and volunteers who participate in the fire education program. Educates the public on fire hazards, fire prevention and safety. Receives complaints from the public on hazards or on possible violations of the fire code. Conducts fire drills for businesses, educational and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Assists institutions or companies in developing solutions for fire prevention problems. Conducts tours and demonstrations, and delivers talks on fire safety to schools, clubs, and other organizations. Responds to questions from the community about the operation of the fire prevention program. Serves as division representative to the news media, releasing information and answering questions, as needed.

Works with fire administration to establish policies concerning what information should be included in Fire Prevention Division records and in what format the information should be kept. Completes incident, inspection, and investigation reports for the division. Reviews incident reports written by fire suppression personnel to determine if further action on an incident is needed. Assists superiors in evaluating and responding to requests for release of fire prevention records. Orders, distributes and maintains inventory of supplies and equipment needed for the effective operation of the division. Prepares and submits an operating budget for the Fire Prevention Division to the proper authority.

Monitors and evaluates local conditions which may become fire or safety hazards. Works with department administration to evaluate new laws and review existing or proposed legislation relating to fire prevention. Obtains professional fire certifications as required by fire department policies. Provides on-the-job training for department members, including assistance in technical areas of work. Participates in educational conferences and studies current literature to keep informed on modern fire prevention 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 a valid driver's license.

Must not be less than twenty-one (21) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of 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 not less than three (3) years of full-time experience with a paid fire department serving in positions which would provide experience in fire suppression, fire investigation, fire inspection and fire prevention.

Must possess certification as Emergency Medical Responder or higher.

Fire Prevention Officer QB Adoption Date: 11-15-18 Revision Dates:
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FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the fire department, the major responsibility of which is the development and management of a departmental training program. The Fire Training and Safety Officer is responsible for researching training techniques, conducting training at the fire scene and in the classroom, scheduling departmental or outside training and maintaining employee training records. The Fire Training and Safety Officer has no direct supervision over fire department personnel; however, the incumbent exercises functional supervision over departmental employees with regard to safety procedures at the scene of a fire or emergency and during training activities. The employee of this class has the authority to work independently in most areas, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Assists the Fire Chief in coordinating and overseeing all departmental training activities. Develops a training program for the fire department and ensures 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 departmental or outside training to meet the needs. Responds to fires in order to take photographs and make notes for use in training. 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 for use by department personnel.

Assists the Fire Chief in scheduling training for all department employees. Exercises functional supervision and maintains discipline among department personnel during training activities. Prepares lesson plans and related training materials. Trains personnel in the classroom, through drills and evolutions, and by providing informal or "on-the-job" training for new employees. Personally trains employees by conducting classroom training in areas such as supervision, public relations, pre-fire planning, building inspections, fire laws, fire prevention, communications, safety and emergency medical services. Conducts training in the field, through drills and evolutions, or uses other appropriate methods to train employees in basic fire-fighting, hydraulics, pump operations, driving fire equipment, firefighting tools and apparatus, nozzle and hose handling, use of protective breathing apparatus, search and rescue operations, ropes, ladders, fire extinguishers, forcible entry, fire streams, hazardous materials operations, fire

investigation, salvage and overhaul. Develops job simulation exercises to rate skills acquired during training. Prepares, administers and grades written tests to evaluate success in training. Participates in the evaluation of department training by analyzing the results of training tests and the response at the emergency scene. Determines the need for additional training and recommends improvements to the training program.

Assists in the development of a safety program for the department. Identifies and appraises conditions which could cause accidents and financial losses. Develops and recommends accident and loss control systems and programs for incorporation into operational policies to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Investigates all accidents involving department equipment or personnel, determines the cause and makes recommendations to avoid future accidents. Coordinates the safety activities of supervisors and fire companies to ensure implementation of safety procedures throughout the department. Inspects specified areas for fire service equipment and other safety and first-aid supplies. Assists in the inspection of apparatus and equipment for accident prevention devices and to ensure compliance with occupational safety and health regulations. Demonstrates safety equipment and practices. Observes department personnel to ensure the proper use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing. Evaluates industrial, technical, and scientific publications concerned with safety management. Participates in activities of related professional organizations to update knowledge of safety program developments. Develops methods to evaluate the safety program; conducts evaluations of the program, making recommendations for improvements as needed.

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. Observes emergency scene operations to assure compliance with established safety procedures. Takes charge of safety procedures at the fire scene in the absence of a superior officer. Participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, calls for assistance, and relays necessary information on operations at the emergency scene using communications equipment. Provides for the needs of emergency personnel at the scene of an incident.

Supervises the preparation and maintenance of training/safety records and reports. Personally completes any assigned forms and records. Reads and analyzes graphs, charts, manuals, reports, and other data related to training and safety. Retrieves and files training/safety records and reports, as required. Assists in gathering information to be used in compiling budgets. Gets estimates on repair costs for department equipment and inspects after repairs to ensure proper operation. Writes specifications for new fire department equipment; prepares specifications for public bids. Orders, disburses and maintains inventory of supplies and equipment related to training and safety.

Collects information for pre-fire planning by visiting businesses, schools and places of public assembly to become familiar with features that may be important in a fire or emergency. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature. Participates in public education programs, answering questions from the public about fire department operations. Conducts tours of department facilities for school or civic groups.

Assists in the coordination of special public relations projects designed to improve the image of the fire department. Works with other public service agencies on projects of mutual concern.

Assists in the planning and organization of departmental operations related to equipment, apparatus, and personnel. Participates in the development of a personnel recruitment and selection program for the department. Interviews prospective employees, makes recommendations for hiring, and arranges for agility testing of new employees. Holds meetings with fire department personnel for the purpose of receiving reports and providing information.

Monitors and evaluates local conditions which may become fire or safety hazards. 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. Participates in conferences, conventions, and other educational meetings to keep informed on modern fire-fighting methods, training techniques and safety practices. Obtains fire training certifications as required by departmental policy or as directed by the appointing authority. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policy are needed.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

Must have at least six (6) years of full-time work experience in a fire suppression position with a paid fire department.

Prior to the closing date for application to the board must possess the following certifications in accordance with NFPA standards: Firefighter I, Firefighter II, Hazmat Awareness and Operations, Pump Operator, Operator: Aerial, Fire Inspector I, Fire Instructor I AND Fire Officer I. (IFSAC or ProBoard)

Prior to the closing date for application to the board, must also possess certification as CPR Instructor AND BEMS Instructor.

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.

Fire Training and Safety Officer QB

Adoption Date: 12-12-23

Revision Dates:
