MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #4 (Mandeville)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #4 (MANDEVILLE)

FIRE SERVICE

LINE CLASSES
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FIRE DEPARTMENT MECHANIC *

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*Competitive class
**Promotional class

QD Index	
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FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class primarily receive training in and perform tasks such as controlling and extinguishing fires, performing rescue work, providing emergency medical care, and maintaining fire department equipment, building, and grounds. Employees of this class receive specific instructions for most duties and are supervised by the shift captain. This class ranks directly below that of Fire Equipment Operator.

EXAMPLES OF WORK

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

Trains for, performs, and maintains proficiency in firefighting and rescue tasks such as connecting, carrying, and operating hose lines, directing fire streams, forcible entry, ventilation, and using portable breathing apparatus or air packs. Utilizes ladders, lines, and other equipment and tools to aid in fighting fires or removing accident victims to safety. Searches smoke-filled rooms for trapped persons at fire scene and carries or assists victims. Maintains awareness of other firefighters' efforts and assists them to ensure safety and coordination. Assists Fire Equipment Operators in the positioning and stabilizing of fire apparatus. Drives fire apparatus and fire medic unit to and from the emergency scene and operates pumper when assigned.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Carries or removes burning items to reduce fire and smoke damage. Locates and extinguishes hidden fires and hot spots. Picks up water after fire is extinguished using appropriate methods. Constructs catch-alls to trap and dispose of water. Removes debris and charred waste. Shores up or tears down weak and dangerous structural components.

Responds to medical emergency calls such as heart attacks, births, poison ingestion, drug overdose, drownings, and other emergencies. Examines victims for signs of injury or medical alert tag and obtains a comprehensive drug history on the patient to determine the nature and extent of the injury and if special treatment is necessary. Administers first aid, treats minor injuries, and administers medication to victims of fire and accidents either on the scene of an emergency or en route to the hospital. Provides advanced life support services to patients such as conducting and interpreting electrocardiograms, administering endotracheal intubations in airway, administering appropriate intravenous fluids, using defibrillators, and splinting. Observes and documents the effects of the medication administered to the individuals. Operates and

interprets monitors and other equipment used to provide emergency medical care. Notifies dispatcher to call for additional emergency medical help when needed.

Studies and maintains proficiency in the procedures for special emergencies. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Acts to contain hazardous material spills or control spread. Locates and operates shut-off valves for gas, electricity, oil, and water in buildings to reduce hazard. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer.

Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and keeps updated on information related to performance of work. Learns and maintains proficiency in firefighting operations including fire behavior, adverse conditions, firefighting formulas, structural components of buildings, purpose and use of equipment and tools, and safety procedures. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, structures of commercial and industrial buildings, location of streets, water mains, and hydrants in response area. Monitors and gathers information of conditions affecting station zone of response. Participates in discussions, demonstrations, drills, and physical workouts.

Cleans, dries, tests, inspects, and properly secures any assigned fire fighting and emergency medical care equipment such as fire apparatus, fire medic unit, communications equipment, hoses, hand tools, portable breathing apparatus, turn-out equipment, ladders, or related equipment. Conducts periodic tests of breathing apparatus and fills air cylinders. Performs periodic tests of apparatus pumping capacity and pressure. Inspects tools for damage or to determine if any tools are missing, and makes report. Maintains inventory of tools and equipment on apparatus using checklist or knowledge of equipment. Completes minor repairs to equipment and tools.

Completes the necessary tasks for the proper maintenance and function of the station and grounds. Cleans floors and windows, changes bed linens, and performs other minor maintenance duties in the station. Assists in preparing meals for firefighters and cleans kitchen area. Cuts grass and maintains lawn. Provides for the security of the station by locking station doors and securing valuable items.

Performs public relations duties such as calming excited citizens at emergency scene, receiving and responding to questions and complaints from the public, and providing information to the public concerning the work of the fire department. Receives telephone calls and provides necessary information or directions. Refers calls to appropriate personnel or agency. Assists visitors at the station. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Conducts fire drills in schools or businesses, prevention inspections and other fire prevention or fire inspection tasks or related duties. Works with local youth groups and other community groups, delivering lectures or demonstrations on fire prevention or fire safety.

Completes emergency medical records such as patient care records, records of activity, inventory records, and any forms, records, or reports as required.

Performs 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 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 of which must indicate that graduation has occurred or a degree awarded. A certificate of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

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

Firefighter QD	
Original Adoption:	05-09-96
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FIRE EQUIPMENT OPERATOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible and skilled fire line positions, the major duties of which include driving assigned apparatus to and from the scene of a fire or emergency, placement of apparatus, and the operation of pumps and other apparatus and equipment at the scene of the fire or other emergency. Fire Equipment Operators perform general care and maintenance of apparatus and equipment, participate in pre-fire planning and inspections, and assist in the extinguishing of fires and administering emergency medical aid. Employees of this class perform routine tasks independently, supervised by and have work reviewed by a Fire Captain. 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.

Responds to both emergency and non-emergency calls according to department procedures. Selects shortest available route to fire or emergency. Drives fire apparatus and fire medic unit making sure to follow all laws and safety regulations. Positions pumper to supply and regulate water to hose lines according to instructions by commanding officer. Makes recommendations to commanding officer as to the number of hose lines, extinguishing agents and nozzles and other fire scene operations. Performs hose operations including deploying, making and breaking connections, advancing, and utilizing various types of nozzles and appliances. Operates pump to build or increase water pressure to supply adequate pressure at the nozzle. Performs automatic sprinkler and standpipe system support operations. Performs truck operations such as operating boom, ladders and other aerial apparatus. Drains, rolls or folds hose sections for carrying and load on apparatus. Operates communications equipment at the emergency scene, requesting additional equipment or personnel when needed.

Performs duties as part of the fire attack and suppression team, emergency medical personnel, or the containment of hazardous materials when not engaged in operating pump or other equipment. Fire scene duties may include performing size-up, fire stream operations, forcible entry, ventilation, salvage and overhaul operations. Conducts search and rescue operations in order to locate and remove trapped victims from burning or collapsed buildings, vehicles, enclosed spaces, or other endangerment using appropriate tools and techniques. Participates in pre-fire planning, including conducting inspections in both public and private properties, studying hydrant and standpipe locations, gaining knowledge of exposures, occupancy types, and areas of high risk. Performs routine maintenance on fire hydrants and draws preplanning maps and diagrams.

Responds to medical emergency calls such as heart attacks, births, poison ingestion, drug overdose, drownings, and other emergencies. Examines victims for signs of injury or medical alert tag and obtains a comprehensive drug history on the patient to determine the nature and extent of the injury and if special treatment is necessary. Administers first aid, treats minor injuries, and administers medication to victims of fire and accidents either on the scene of an emergency or en route to the hospital. Provides advanced life support services to patients such as conducting and interpreting electrocardiograms, administering endotracheal intubations in airway, administering appropriate intravenous fluids, using defibrillators, and splinting. Observes and documents the effects of the medication administered to the individuals. Operates and interprets monitors and other equipment used to provide emergency medical care. Notifies dispatcher to call for additional emergency medical help when needed.

Performs routine service and maintenance on fire department apparatus, fire medic unit, equipment, and hand tools. Cleans all fire department vehicles and equipment after use and sees that necessary equipment and tools are in working condition and replaced on apparatus as required. Conducts required safety tests to ensure compliance with departmental operating standards. Performs daily radio checks. Provides for the maintenance and upkeep of station house and grounds.

Participates in training and/or drills as required by the department. Provides informal or on-the-job training for new employees, and offers technical expertise, assistance, and cooperation in training and firefighting efforts when required.

Compiles data and writes reports. Completes emergency medical records such as patient care records, records of activity, inventory records, and any forms, records, or reports as required.

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 Firefighter for at least one (1) year immediately preceding closing date for application to the board.

Must possess certification as Firefighter II as per NFPA Standards.

Must possess certification as Fire Apparatus Driver/Operator as per NFPA Standards.

Must possess certification as Emergency Medical Technician.

Fire Equipment Operator QD	
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FIRE CAPTAIN

(Promotional class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which includes the management of operations, personnel and equipment of one fire station on an assigned shift. Fire Captains respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide emergency medical services, assure that all fire equipment is in working condition, and assist in the training of subordinate employees. Employees of this class have the authority to work independently in most areas and discuss work assignments in a general way with superiors. Fire Captains report to and have work reviewed by the District Fire Chief. This class ranks directly below that of District Fire Chief.

EXAMPLES OF WORK

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

Responds to all emergency calls, supervises driving of fire apparatus and fire medic unit to and from the emergency, and the positioning and operation of the apparatus and equipment at the emergency scene. Directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher, performing size-up at the fire scene, including the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, the sources of water supply, and any other pertinent factors. Sets up the fireground perimeter and assumes command of fire ground operations until relieved by a superior officer. Directs attack and assists in confining and extinguishing the fire. Serves as safety officer, provides for the needs of firefighters and other emergency personnel at the scene of an emergency until relieved of command. Maintains communications between the fire scene and other authorized personnel and calls for assistance when needed.

Performs and supervises duties of fire suppression personnel as part of the emergency medical response unit when responding to calls such as heart attacks, births, poison ingestion, drug overdose, drownings, and other emergencies. Examines victims for signs of injury or medical alert tag and obtains a comprehensive drug history on the patient to determine the nature and extent of the injury and if special treatment is necessary. Administers first aid, treats minor injuries, and administers medication to victims of fire and accidents either on the scene of an emergency or en route to the hospital. Provides advanced life support services to patients such as conducting and interpreting electrocardiograms, administering endotracheal intubations in airway, administering appropriate intravenous fluids, using defibrillators, and splinting. Observes and documents the effects of the medication administered to the individuals. Operates and interprets monitors and other equipment used to provide emergency medical care. Notifies dispatcher to call for additional emergency medical help when needed.

Supervises the activities of a group of fire suppression personnel by performing duties such as inspecting appearance of subordinate personnel, assigning work areas and schedules, approving leave, reviewing written reports, providing technical assistance, evaluating and discussing the work performance of subordinates. Resolves employee complaints and counsels employees who are experiencing work problems. Investigates complaints against department personnel and formulates a recommendation. Briefs incoming Fire Captain on all pertinent activities that occurred or those that may occur on the upcoming shift.

Conducts fire extinguishment operations with primary regard for the protection of life and property, performing duties such as performing search and rescue operations, directing firefighting personnel in laying of hose lines, ventilation, fire attack, and overseeing salvage and overhaul operations. Identifies hazardous materials and directs or assists handling hazardous materials incidents.

Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence. Searches for, protects, preserves, reports and maintains the chain of custody of any evidence of arson. Assists in investigations of causes, origins, and circumstances of fires. Questions witnesses to a fire incident in order to collect information. Coordinates activities of fire fighting and law enforcement personnel at the emergency scene. Testifies in court when required.

Participates in employee training by assisting in the development and implementation of a training program for the department, providing informal Aon-the-job@ training, conducting drills and evolutions, and providing classroom training. Plans, manages, instructs and participates in company training and coordinates in regularly scheduled EMS CEU's as per the annual schedule set forth by the Training Officer.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly to ensure that exits are clearly marked and operational and for fire protection purposes. Inspects commercial businesses, recommends corrections for 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.

Inspects fire apparatus, equipment, and fire department facilities to ensure compliance with departmental maintenance standards such as the proper placement and maintenance of tools, equipment, and appliances. Investigates all accidents involving department equipment. Ensures that all required tests of fire department apparatus and equipment are conducted such as daily radio checks. Receives reports for department property or equipment in need of maintenance or repair and reports to superior officer. Assists with the maintenance and repair of apparatus and equipment. Maintains inventory of supplies and equipment, orders and disburses such, and signs vouchers or purchase requisitions.

Assist in the management of the maintenance of department records such as records of activity, inventory records, incident reports, and emergency medical records and reports. Compiles data

and completes assigned records, reports, or forms. Writes letters responding to requests about the operations of the department or any related areas of emergency services as directed. Prepares NFIRS reports.

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

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, 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 possess certification as Fire Service Instructor I as per NFPA Standards.

Must possess certification as Fire Officer I as per NFPA Standards.

Must possess certification as Fire Investigator I as Per NFPA Standards.

Must possess certification as Emergency Medical Technician.

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 QD	
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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 fire suppression operations on an assigned shift. Employees of this class 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. District Fire Chiefs supervise the maintenance of fire suppression records and reports, prepare payroll records, provide for the maintenance and repair of apparatus, equipment and property, and assist in the research and planning 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 an Assistant Fire Chief. This class ranks directly below that of Assistant 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 fire suppression operations on an assigned shift. Assists in setting goals and objectives for the department, setting and implementing management policies, and recommends policies and objectives for consideration by a superior officer. Determines how the department operating units, equipment and personnel should be organized. Investigates complaints against department personnel and formulates a recommendation for consideration by superior personnel. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Monitors and evaluates local conditions which may become fire or safety hazards.

Directs subordinate employees at the scene of a fire or other emergency and supervises fire fighting and emergency medical operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services. Assists superior officer in the safety operations at the emergency scene. 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.

Supervises personnel in the Fire Suppression Division on an assigned shift by assigning work schedules, work and duty areas and approving leave. Oversees and evaluates employee work

performance, reviews and writes employee evaluation reports, discusses work performance with subordinates, and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among subordinates of the department by recommending disciplinary action. Provides assistance to subordinates in technical areas of work. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information.

Supervises the preparation and maintenance of the Fire Suppression Division 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. Compiles and organizes data needed for reports. Prepares payroll records on subordinates and completes LFIRS reports and other forms and reports. Writes reports and letters in answer to written or oral requests of the department, or to respond to problems or complaints.

Insures that fire suppression personnel are provided training in firefighting operations, such as basic fire fighting and attack, pump operations and fire stream, rescue, salvage and overhaul, first aid, emergency medical services, the proper operation and use of firefighting apparatus, tools, and equipment, fire inspection, investigation, and safety. Plans, schedules, manages and participates in multi-company drills in conjunction with the Training Officer. Personally conducts drills and evolutions, and provides informal or Aon-the-job@ training for subordinates.

Supervises the general care and maintenance of fire fighting apparatus and equipment, stations and grounds, and other department property. Arranges for repairs and maintenance of department equipment and facilities. Inspects equipment and property after repairs to ensure that repairs were properly accomplished. Directs the testing of equipment, assuring that equipment meets all applicable federal, state and local standards.

Gathers information to be used in compiling budgets. Prepares expenditure estimates, authorizes expenditure of funds, and purchases equipment and supplies as authorized, making sure that such expenditures and purchases are in accordance with the budget. Oversees the inventory of supplies and equipment and manages the distribution of supplies and equipment to personnel as required. Makes recommendations on major purchases for the department and assists in writing specifications for new equipment when assigned.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Supervises the collection of information for pre-fire planning by ensuring that subordinates visit businesses, schools, and places of public assembly located in an assigned area, and by becoming familiar with all area features which might become important in a fire or emergency situation. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Manages the security of the fire scene to ensure that evidence of suspected arson is not removed or damaged. Collects and labels evidence, and assists arson investigation personnel. Testifies in court when needed.

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

operations of the fire department. Supervises and participates in special projects related to public relations or the image 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 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 possess certification as Fire Officer II as per NFPA Standards.

Must possess certification as Emergency Medical Technician.

Applicants must possess an Associate of Fire Science Degree, or an Associate of Emergency Medical Services Degree, or a Bachelor's Degree from an accredited college or university.

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 Captain QD	
Original Adoption:	07-08-97
Revision Dates:	03-16-98, 12-06-99, 06-12-07, 01-15-14, 11-27-00, 01-20-03, 10-20-03, 10-05-03, 06-13-06, 06-12-07, 01-15-14, 11-06-17

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory fire department positions, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing fire suppression operations of the fire department on an assigned shift and managing those specific fire department functions assigned by the Fire Chief. The employees of this class perform the duties of the Fire Chief in the chief's absence and supervise subordinate employees in the Fire Suppression Division. The Assistant Fire Chiefs oversee the production and maintenance of Fire Suppression Division records and reports, assists with preparing the department budget, and perform public relations functions. Duties of this class are performed with a high level of independence, with work assigned and reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Performs the duties of Fire Chief on an assigned shift in the absence of the chief. Manages the operations of the Fire Suppression Division on an assigned shift. Assists in developing management policies, goals, and objectives for the department. Observes the operations of the department, evaluates the effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Oversees the organization of the division, including number and distribution of operating units, equipment and apparatus, and personnel. Organizes, researches, and composes written plans on hydrant testing, pre-plan inspection, and other programs and insures the implementation and evaluation of such programs. Directs the investigation of complaints against department personnel and makes a recommendation for action to be taken.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations which will help the city improve ISO ratings. Keeps informed on local trends that may affect the fire service when attending meetings, conferences, conventions, and other educational meetings. Studies new laws, regulations, and ordinances related to fire department operations. Interviews prospective employees and makes recommendations for hiring in accordance with civil service law. Makes recommendations for promotions to both temporary and permanent positions in accordance with civil service law.

Responds to all fire calls on an assigned shift in order to oversee the direction of the emergency scene operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling,

protection of exposures, fire extinguishment, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and first aid operations. Responds to mass casualty incidents in order to assist in directing first aid, CPR, and emergency scene operations. Directs subordinates in the handling of emergencies involving hazardous materials. Ensures that fire ground communications are maintained, the needs of the emergency personnel are met, and that activities with law enforcement at an emergency scene are properly coordinated.

Supervises subordinate fire department employees by assigning work schedules and duty areas, approving leave, reviewing reports written by subordinates and providing assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Oversees and evaluates work performance of subordinates, writes employee evaluation reports and discusses work performance with subordinates and superiors. Holds meetings for the purpose of receiving reports and disseminating information. Maintains discipline by counseling employees and recommending disciplinary action for consideration by the Fire Chief.

Determines what information should be included in records of the Fire Suppression Division and in what form this information should be kept. Directs the preparation and maintenance of division records and reports such as personnel records, records of activity, inventory records, or any others which may be required. Compiles and analyzes data needed for reports. Completes forms and records, and writes reports required to document the operation of the department, including LFIRS reports.

Assists the Fire Chief in the preparation of the departmental operating budget by helping compile and organize the data needed to compile the budget. Prepares expenditure estimates and authorizes the expenditure of department funds as directed, making sure that such expenditures are in accordance with the budget. Supervises the preparation of the division payroll records.

Assists the Training Officer in evaluating the training needs of the department, providing for department training, recommending outside training to meet these needs when necessary, and conducting classroom instruction. Personally trains subordinates by conducting drills and evolutions, training in pre-fire planning, and providing informal on-the-job training.

Oversees the fire investigation of fires occurring within the district. Supervises the management of the security of the fire scene in order to prevent damage or removal of evidence. Provides for department assistance to arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court when required.

Oversees the care and maintenance of department firefighting apparatus and equipment, vehicles, communications equipment, and other specialized equipment and property. Coordinates with the Director of Administration to arrange for repairs and maintenance of fire department facilities, equipment, and operating systems. Supervises the inspection of the repairs to ensure that repairs were properly accomplished. Makes recommendations on major purchases for the department. Purchases equipment and supplies, keeping such purchases within the established budget. Oversees the distribution of supplies and

equipment to fire department personnel. Attends meetings with sales representatives to review products in order to assist in writing specifications for new fire department equipment and preparing such for public bid.

Works with firefighters' labor unions and other unions, boards, or agencies whose operations affect the careers of the fire department personnel. Coordinates special projects to enhance the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering 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 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 possess certification as Emergency Medical Technician.

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

Assistant Fire Chief QD	
Original Adoption:	06-12-07
Revision Dates:	03-10-09, 01-15-14

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of the officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, maintaining the department budget, public relations, and supervision of all paid and volunteer employees of the fire department. The chief is also responsible for directing all fire suppression and fire prevention operations of the department either in person or through a designated subordinate. The fire chief has authority and responsibility to operate independently in handling all designated responsibilities and is accountable to the Fire Board of Commissioners of St. Tammany Fire Protection District #4.

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. Establishes functional and territorial divisions for efficient fire protection, manages the personnel management functions of the department, creates work cycles and effectively deploys manpower. Collects, analyzes, and organizes data from recognized authorities to be used for planning and problem solving. Reviews department operations and decides if structural changes are needed. Reviews legislation and regulations, determines if changes in departmental procedures are needed, writes proposals for new legislation, and testifies on proposed legislation before legislative committees. Monitors any local conditions which may affect the department. Ensures productivity of department by evaluating programs and procedures, and identifying areas of improvement. Develops a report review system to analyze the quality of fire service and provides for outside audits. Oversees an information management system designed to organize information for use in the administration of the department.

Reviews incoming communications and routes work to the appropriate personnel. Develops a personnel recruitment program and interviews prospective employees. Recommends promotions in accordance with civil service law and establishes a personnel performance evaluation program. Uses information from performance evaluations to make decisions on job assignments, develops and oversees a comprehensive personnel plan, and provides for specialized training. Balances meeting employee needs with achieving organizational goals, and develops a grievance resolution process for personnel. Reviews work to be done, delegates assignments, and outlines duties. Sets task priorities and long term goals for subordinates. Assigns work spaces and provides subordinates with the resources necessary to get their jobs

done. Holds formal meetings to receive reports, disseminate information, and discuss work problems. Manages work schedules, approves leave, reviews reports, and monitors personnel work pace. Evaluates the work performance of employees, writes evaluation reports, and counsels those who are experiencing work problems. Handles grievances and provides for employee growth and career development. Motivates employees and maintains discipline among the department.

Prepares a departmental operating budget and authorizes expenditures of funds in keeping with said budget. Manages the operation of the general accounting system for the department. Ensures that expenses, disbursements, and related financial transactions are properly recorded. Reviews payroll records. Oversees the process of maintaining an inventory, provides subordinates with proper tools to monitor inventory, reviews products by meeting with sales representatives, and makes purchases keeping such purchases within the established budget. Manages a communication system for the department that includes handling calls to and from the emergency scene, as well as non-emergency communications. Provides for 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 repairs to ensure they were properly accomplished. Prepares specifications on new fire department equipment for public bids. Locates grants available for fire protection projects.

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. Communicates with citizens, elected officials, and professional and civic organizations to educate them on the needs of the fire service. Collaborates with other local fire chiefs, and meets with other fire and public officials to provide effective services. Conducts research and advises local officials on fire and emergency related issues. Acts as department representative to the news media and handles any complaints leveled at the department from the public. Attends conferences, conventions, and participates in various state and local committees to keep informed on modern firefighting methods and administrative practices.

Establishes policy concerning what information should be kept in departmental records, how that information should be stored, and a retention schedule. Supervises preparation and maintenance of departmental records, reviews subordinates' records, and periodically inspects record keeping facilities. Reviews records to prepare accurate reports for PIAL ratings. Compiles, analyzes, and organizes data needed for reports and personally completes any forms or records required.

Collects risk analysis data and devises a risk management program. Monitors the results of the risk management program, directs the investigation of all accidents, and makes changes to procedure. Manages a safety program for the department, establishing a system of line personnel inspections. Oversees systems of staff and line personnel inspections to allow for review and observation by supervisory personnel. Establishes an internal affairs review process to investigate code of conduct violations. Inspects the appearance of department equipment and personnel to ensure that they meet safety standards and controls accident hazards. Provides for

outside audits by professional fire protection and prevention consultants, when needed. Provides on-the-job training for members.

Develops and oversees an emergency management system, and supervises fire ground operations. Monitors staff members and directs the handling of hazardous materials emergencies. Manages fire department equipment and personnel at special tactical situations and develops a system to provide for organized, rapid care to injured persons on the scene. Establishes and oversees effective fireground communications procedures to promote maximum effectiveness and oversees a program of pre-fire planning to provide rescue and fire fighting services to the community.

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least ten (10) years of experience in full time fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should 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 fifteen (15) years of in full time fire service positions, at least

ten (10) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should 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 QD	
Original Adoption:	05-26-88
Revision Dates:	12-08-94, 12-06-99, 10-05-05, 05-01-07, 07-21-16

DIRECTOR OF ADMINISTRATION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a high-level administrative position with responsibility for assisting the Fire Chief in directing administrative functions of the fire department. The primary duties and responsibilities include managing the Administrative Division in areas such as planning and research, maintaining departmental records and reports, preparing departmental budget, and maintaining department supplies and equipment. The Director of Administration supervises positions comprising the fire service support classifications in the Administrative Division in the absence of the Fire Chief; however, the incumbent in this position exercises no supervisory authority over personnel assigned to other department divisions. The employee of this class has the authority to work with little supervision and only general instruction. The incumbent of this 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.

Assists the Fire Chief in the management of the administrative functions of the fire department. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Assists the Fire Chief in managing the accounting of funds and assets of the department. Assists in the preparation of the departmental operating budget by gathering information and compiling and organizing data to be used in preparing the department budget. Writes requests for special funds to aid in the operation of the fire service. Provides assistance to the Fire Board of Commissioners and Fire Chief by researching laws and information needed for special projects and coordinating activities with other department heads. Coordinates with the Assistant Fire Chiefs the schedules and work details of the Jail Release Program participants.

Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Prepares expenditure estimates. Plans, develops, tracks, and inspects specifications for new fire department equipment. Prepares specifications for public bids, reviews bids, oversees the bidding process, and makes recommendations. Meets with sales representatives and makes recommendations on major purchases for the department. Purchases equipment and supplies, keeping such purchases within the established budget. Reviews request for supplies and distributes supplies and equipment to department personnel as required.

Provides for the preparation and maintenance of department records including records of activity, inventory records, payroll records, and any others which may be required. Makes recommendations concerning what information should be included in records of the department and in what form this information should be kept. Reviews records completed by subordinates

and inspects systems and facilities for maintaining records. Compiles and organizes data needed for reports. Personally completes any forms and records required.

Provides assistance to chief officers of the department regarding the general care and maintenance of firefighting apparatus and equipment, communications or other specialized equipment, motor driven vehicles, stations and grounds, and other related property. Reviews requests and makes arrangement for repairs and maintenance of facilities, equipment, or operating systems or assigns such qualified department personnel. Insures that repaired equipment is inspected to see that repairs were properly accomplished. Plans and develops specifications for repairs to fire department facilities. Reviews plans and blueprints for new construction and makes reports or recommendations concerning such plans. Inspects work and status of contractors working on fire department facilities.

Inspects and evaluates the effectiveness of the Administrative Division and takes appropriate action to correct or improve problem areas. Assists the Fire Chief by keeping promotional eligibility lists, participating as a member of the hiring committee, and making recommendations for hiring. Investigates complaints against division personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken as directed.

In the absence of the Fire Chief and as may be assigned, supervises positions comprising of fire service support classifications in the Administrative Division by assigning work or duty areas, assigning work schedules, approving leave, overseeing and evaluating the work performance of subordinates, reviewing reports written by subordinates, writing evaluation reports and discussing work performance with subordinates. Provides assistance to subordinates in technical areas of work. Recommends disciplinary action against subordinates. Counsels subordinates who are experiencing work problems and resolves employee grievances.

Reviews correspondence addressed to the fire department and decides what type of action should be taken in reply. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Acts as a consultant for volunteer fire departments in surrounding areas, providing technical expertise, assistance, and cooperation in other fire fighting efforts. Writes reports, letters or newspaper articles to address needs of the fire department, or convey an official department position.

Assists at the fire scene by acting as a liaison between the Incident Command and private contractors as needed by handling status board, calling for assistance, and relaying necessary information. Provides logistical support for supplies and equipment in handling emergencies involving hazardous materials. Keeps informed on modern fire fighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Recommends additions to or changes in fire prevention codes.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must not be less than 21 years of age.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS:

EITHER

Must have a bachelor's degree in fire science, fire administration, public administration, or other related curriculum and at least four (4) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICES

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises an Emergency Medical Services (EMS) position in the Fire Department, the primary duty of which includes assisting the Chief of Emergency Medical Services in implementing programs, policies, and procedures for the division. The employee of this class responds to fire or emergency calls to direct EMS operations, as well as supervises subordinates participating in such EMS operations. The Assistant Chief of Emergency Medical Services provides for division training and continuing education programs for the department, as well as maintaining division equipment and supplies. The incumbent of this class works independently while performing routine tasks, reporting to and having work reviewed directly by the Chief of Emergency Medical Services.

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 the position.

Responds to fire or emergency calls to direct the operations of emergency medical personnel and the use of medical equipment. Drives emergency medical vehicles to and from the scene of a fire or other emergency to supervise medical care provided to the sick or injured. Supervises and performs emergency medical services at an emergency scene. Calms distraught family members of the victim during an emergency medical situation. Participates in the Incident Command System, directing operations at mass casualties or hazardous material incidents to take charge of all medical emergency situations. Serves as a liaison between fire service medical operations and area hospitals, answering questions or performing any related duties required.

Assists the Chief of Emergency Medical Services in the management of the operation of EMS Division. Recommends policy decisions regarding personnel and equipment. Conducts inspections of equipment and personnel, as well as observes division operations. Reviews procedures and makes recommendations to improve problem areas. Holds meetings with fire department personnel for the purpose of receiving and reviewing reports, disseminating information, and distributing information concerning the division. Exercises direct supervision over subordinate personnel in areas related to Emergency Medical Services, such as assigning EMS related duty areas and evaluating work performance as directed by the Chief of Emergency Medical Services. Provides assistance to subordinates in technical areas of work.

Keeps informed on modern methods of emergency medical work, and any local situations which Emergency Medical Services may be called upon to respond. Studies new laws, regulations, ordinances, and court rulings relating to emergency medical services in order to incorporate such

into the operations of the department. Participates in the development of policy and procedures manuals for EMS and EMS training. Gathers information as directed by the Chief of Emergency Medical Services which may be requested by courts, attorneys, or other authorized persons regarding EMS incidents or suits.

Assists in the development of a training program for the EMS Division and determines that such program is properly staffed and supplied with related training resources and teaching material. Consults with doctors and medical experts to ensure the program follows acceptable medical standards. Conducts formal training classes in designated areas and provides on-the-job or informal training sessions for fire suppression personnel. Works with medical experts and training division personnel to critique field operations. Participates in training exercises to practice acquired skills and to learn new techniques. Evaluates the clinical work of candidates for intermediate or paramedic-level emergency medical services. Determines effectiveness of training program by continually analyzing the results of the tests and reviewing response of personnel at the emergency scene.

Maintains inventory of all medical supplies needed by the department. Authorizes expenditures of funds and orders supplies in accordance to the budget. Dispenses supplies to medical personnel or provides storage as necessary. Assists with the general care, maintenance, and use of EMS communications equipment, EMS apparatus and equipment, and other related property. Inspects emergency medical services property, equipment or operating systems. Arranges for maintenance or repairs as directed. Meets with sales representatives to review products, making recommendations to the proper authority. Assists superior officer with purchasing of equipment and supplies, keeping such purchases with the established budget.

Completes forms, reports and records related to emergency medical services, filing such as required. Writes narrative reports on any areas related to the operation of the EMS Division. Reviews official correspondence and responds appropriately. Reads and compiles statistics, printouts, graphs and charts, and assembles information for use in records and reports. Assists in determining what information should be included in division records and determines in what form this information should be kept. Reviews and supervises the preparation and maintenance of emergency medical services records and reports completed by fire suppression personnel and periodically inspects systems and facilities for maintaining records.

Promotes a positive public image of the fire department and the emergency medical services division. Conducts workshops and coordinates special projects on emergency medical services, including first aid and CPR for the general public. Answers questions from the public and releases information to the news media about emergency medical services as directed. Meets with civic and governmental groups to discuss and answer questions on the needs of the division. Communicates with other medical professionals and acts as a consultant for other emergency medical services in surrounding areas. Provides technical expertise, assistance and cooperation in all related EMS efforts. Works with related federal, state and local service agencies on projects of mutual concern.

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 possess a valid driver's license.

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

Must have at least three (3) years of full-time experience as an Emergency Medical Technician-Paramedic.

Must have possessed for a period of three (3) years immediately preceding the application deadline certification as an Emergency Medical Technician-Paramedic.

Must have an Associate of Emergency Medicine, Associate of Business, or any other related degree.

Assistant Chief of Emergency Medical Services QD	
Original Adoption:	04-26-12
Revision Dates:	10-24-12, 09-10-14

CHIEF OF EMERGENCY MEDICAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which involve assisting the Fire Chief in operations management of the Emergency Medical Services division in the fire department. The Chief of Emergency Medical Services directs the work performance of division personnel in EMS functions, as well as exercises direct supervision over the line classes in all capacities related to EMS and during EMS operations at the emergency scene under the Incident Command System. The employee of this class provides for the maintenance of division records and all EMS equipment, as well as performs budgetary and public relations duties. The Chief of Emergency Medical Services works with a high degree of independence, 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.

Manages the operation of the Emergency Medical Services Division of the fire department by setting management policies, goals and objectives for the division. Plans, organizes, assigns and directs division operations with respect to equipment, apparatus and personnel. Directs inspections and observes the division operations. Evaluates emergency medical services and contributions made by the different service elements in order to determine appropriateness of procedures. Corrects or improves problem areas. Recommends changes in standard operating procedures as necessary. Investigates complaints against division personnel, replying appropriately. Gathers information as directed by the Fire Chief which is requested by courts, attorneys, or other authorized persons regarding EMS incidents or suits. Studies new laws, regulations, ordinances and court rulings relating to emergency medical services. Keeps informed on modern methods of EMS work and any local conditions which the division may be called upon to respond. Attends all meetings required by the local governing authority to give reports, offer advice, make recommendations, and keep informed on modern trends that may affect the fire service or EMS directly.

Oversees the direction of subordinate personnel who are performing emergency medical services at the emergency scene, assigning work or duty areas and delegating authority as needed within expressed provisions for more effective work. Holds meetings with subordinate fire officers for the purpose of receiving and reviewing reports and disseminating information on emergency medical services. Evaluates an assigned unit or individual fire personnel performing emergency medical services work. Writes employee evaluation reports based on EMS performance. Discusses overall work performance with fire personnel participating in EMS

duties, and their supervisors. Maintains discipline by counseling employees with work problems, providing assistance and resolving employee complaints and grievances. Participates in the personnel recruitment and selection programs, interviewing prospective division employees and making recommendations for employment.

Supervises emergency medical operations and the use of all medical equipment in response to a fire or emergency call. Supervises the transportation to and from the emergency scene or to an emergency care facility, including transporting family members of victims. Provides emergency medical care to the sick or injured at the emergency scene, hazardous material incident, crime scene or in transit. Utilizes extrication equipment and protective breathing apparatus as necessary. Supervises the Incident Command System and directs operations at mass casualty incidents pertaining to emergency medical services. Follows triage procedures.

Provides for accounting of all monies and assets charged to the Emergency Medical Service. Authorizes expenditure of funds allocated for EMS operations. Gathers information regarding EMS needs and expenditures. Prepares and submits a balanced operating budget for the division. Provides a budget calendar with revenue and spending estimates. Recommends specifications for the purchase of new emergency medical equipment. Writes requests for grants or other special funds to aid in the operation of the emergency medical service.

Directs an emergency medical services training program by setting priorities for training. Provides for proper staffing, scheduling, location, and materials and personnel organization. Develops and maintains program procedures following acceptable medical standards by consulting all necessary medical professionals and experts. Conducts formal training classes in designated areas of emergency medical services operations and utilizes informal training sessions or on-the-job training as needed. Evaluates the effectiveness of a training program by observing EMS procedures at the emergency scene or by reviewing results of training examinations. Works with training division personnel in the fire department to critique field operations. Evaluates the clinical work of candidates for intermediate or paramedic-level EMS. Participates in training exercises to practice acquired skills and learn new skills in areas of emergency medical care and basic firefighting.

Manages the general care, maintenance, and use of EMS communications equipment, apparatus and equipment, and other related property. Provides a system of operation of all fire department EMS communications equipment. Delegates inspections of equipment and supplies to assure compliance with accepted medical practices and standards. Manages inventory and provides for storage of all needed supplies and equipment of the division, approving the order and disbursement of inventory as needed. Recommends the purchase of supplies and equipment in the manner provided by lawful authority, keeping such purchases within the established budget.

Personally completes and supervises the preparation and maintenance of emergency medical services forms, records, and reports, such as personnel records, patient care records, activity reports, and inventory records. Files such as necessary. Reads graphs, charts and manuals to compile and analyze information needed for reports. Writes narrative reports on any areas related to the operation of EMS or to the training of personnel in EMS procedures, including

operational reports, statistics, trends, requests, proposed legislation, and changes in local ordinances. Assures proper EMS documentation by personnel in accordance with accepted medical and EMS protocol. Reviews official correspondence and responds by letter, phone, or personal contact.

Promotes a positive public image of the fire department and the Emergency Medical Services division by coordinating special projects or functions involving the general public. Supervises workshops on emergency medical services, including first aid and CPR. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Serves as liaison between fire service medical operations and area hospitals. Coordinates the EMS work of the department with related government and public safety agencies on projects of mutual concern. Acts as a consultant for other emergency medical services in surrounding areas. Directs subordinates or personally attends official meetings, delivers speeches and acts as department representative to the news media in matters related to the Emergency Medical Services.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

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

Must be a regular and permanent employee in the class of Assistant Chief of Emergency Medical Services immediately preceding closing date for application to the board.

Must have at least three (3) years of full-time experience as an Emergency Medical Technician-Paramedic.

Must have possessed for a period of three (3) years immediately preceding the application deadline certification as an Emergency Medical Technician-Paramedic.

Must have an Associate of Emergency Medicine, Associate of Business, or any other related degree.

Chief of Emergency Medical Services QD	
Original Adoption:	07-08-97
Revision Dates:	03-16-98, 12-06-99, 05-01-07, 09-14-11,04-16-12, 02-20-13

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses specialized, non-supervisory positions in the Fire Prevention Bureau, the primary duties of which include conducting fire inspections and conducting investigations of fires suspected to be the result of arson. Incumbents in this class coordinate public fire education on fire safety, as well as developing fire prevention education programs for the community. Employees of this class also write reports and keep records required to document Fire Prevention Bureau activity. Fire Prevention Officers receive specific instructions for most duties, but have the authority to work independently in certain designated areas. Employees of the class report to and have work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of the Fire Prevention Bureau by setting objectives for the division and ensuring that those objectives are met. Also oversees the operation of the fire investigation and inspection. Organizes the division, deploys equipment and personnel where needed and oversees the planning for activities of the division. Inspects division operations, evaluates their effectiveness and adjusts those operations to improve efficiency as needed. Monitors local conditions that may become fire or safety hazards.

Prepares for inspections by reviewing previous inspection reports, building plans and occupancy codes in order to become familiar with potential hazards. Inspects the interior and exterior of the building and collects information to determine fire safety and compliance with codes. Completes reports on each fire inspection and distributes to appropriate parties. If code violations are found, enforces fire prevention codes by re-inspecting buildings and issuing citations as needed. Receives complaints from the public on possible code infringements and prepares evidence from inspections for use in court, testifying when called upon. Inspects structures to ensure compliance in portable fire extinguishers, standpipe systems, and fixed fire extinguishing systems. Monitors structural alarm systems to reduce the risk of false alarms. Audits structures to ensure that they contain no electrical hazards and that they meet all fire resistance requirements, including that all heating, ventilating, air conditioning, and cooking equipment meet applicable codes. Inspects storage buildings for flammable and combustible liquids to assure that they are contained properly. Evaluates buildings to ensure that they are structurally sound and meet safety requirements. Ascertains that buildings meet the correct occupant load and have sufficient means of ventilation and departure. Oversees fire safety in public assembly occupancies at major public events, assuring that building occupancy limits are not exceeded. Checks equipment and exits to ensure code compliance. Inspects sites for the

proper storage and transportation of hazardous materials and equipment. Reviews building plans to identify potential problems related to fire protection and assists institutions in developing solutions.

Investigates causes of fire at the fire scene, restricting access to the scene by placing markers to prevent contamination of evidence. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire. Collects evidence using accepted search methods for later use in court. Examines the interior and exterior of the fire structure, including vehicle fires, and checks the surrounding areas for evidence of arson, such as containers that may have held accelerant materials, tools for illegal entry, etc. Identifies the combustible material at the point of origin and determines the heat source capable of igniting them and causing the fire. Takes notes, photographs, and makes sketches at the fire scene to document findings. Completes a fire investigation report that identifies the fire, structures involved, estimated damages, and any other information deemed necessary. If the fire is determined to be arson, obtains records, executes search warrants, interrogates suspects, and works with other departments in order to prepare a case for prosecution. Works with the public prosecutor's office and testifies in court to facilitate a proper disposition of the case.

Develops support for fire safety programs by contacting business leaders and providing fire safety education to workers, or enlisting the businesses as sponsors for public education efforts by the department. Serves as classroom instructor for training on fire safety and oversees the public education program. Develops fire prevention education programs for schools, clubs, businesses and other organizations. Acts as Public Information Officer for the department, answering fire safety and fire education questions from the public.

Compiles, organizes, and analyzes data and writes reports required by the department. Writes letters to handle problems or to address needs of the division. Keeps an up-to-date database of businesses in the district.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

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

Must have at least ten (10) years of work experience in a full-time, paid fire department.

Fire Prevention Officer QD Original Adoption: 09-10-14 Revision Dates:

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which are the organization and direction of the department's Fire Prevention Bureau, responsible for fire inspections, fire investigations, and public fire education. The incumbent of this class manages the fire prevention program, supervises all subordinate personnel assigned to the division, and provides for the maintenance of related records and reports. The Chief of Fire Prevention performs the majority of assigned duties independently, reporting to and receiving direction for special projects from 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.

Oversees and directs the daily operations of the Fire Prevention Bureau and provides for fire inspections, fire investigations, and public fire education. Organizes the division, making decisions concerning the use of equipment and the deployment of personnel. Recommends and sets management policies, goals, and objectives relating to fire prevention. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or 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 PIAL 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.

Oversees and participates in building inspections; reviews previous inspection reports in order to become familiar with potential hazards. Reviews building plans and specifications, as well as sections of the applicable codes for the particular type of occupancy. Contacts the owner or occupant upon arrival at the inspection site to obtain permission and outline the inspection process. Provides for the inspection of the interior and exterior of the building, noting dimensions, construction materials, exposures, water sources, good housekeeping practices and storage areas for hazardous materials. Oversees and participates in the inspection of fixed fire extinguishing systems, portable fire extinguishers, alarm systems, electrical equipment, heating, ventilation and air-conditioning equipment. Assesses the occupant load of inspected buildings, and evaluates buildings to determine whether they have suffered structural abuse, which may render them unsafe. Ensures building conditions are documented at the time of inspection by making a field sketch and taking photographs. Discusses inspection findings with the building owner or manager, provides copies of all required documents, and makes recommendations for the correction of fire hazards. Completes a report of each fire inspection, presenting facts and evidence collected during the inspection. Outlines conclusions reached and recommendations

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

Oversees and participates in visits to businesses, schools and other places of public assembly in order to collect and record features which may be relevant in a fire or other emergency. Reviews building plans to identify potential problems related to fire protection. Develops pre-fire plans to guide the response by firefighting companies. Assists institutions or companies in developing solutions for fire prevention problems. Oversees and participates in fire drills, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Receives complaints from the public on hazards or on possible violations of fire codes and processes these complaints following departmental procedures. Oversees fire safety in public assembly occupancies at major events.

Oversees and participates in fire investigations; restricts access to the fire scene to prevent removal or damage of evidence. Examines the exterior of the fire structure and the surrounding area checking for fire protection systems; burn and smoke patterns; signs of forced entry; tools, valuables or footprints. Conducts interviews with firefighters, neighbors and witnesses regarding flame and smoke colors; odors and sounds; or suspicious spectators noted at the fire scene. Examines the interior of the fire structure to determine the point of origin, direction of fire travel and heat source, checking for signs of accelerant use. Searches for, identifies and collects evidence using established methods to avoid contamination and protect the chain of custody. Takes extensive notes and photographs at the scene; makes sketches or diagrams to provide an accurate record of the locations of evidence, the extent of involvement and damage, or any other information necessary to document the fire scene. Uses all observations to determine whether fire was the result of natural causes, carelessness or arson. Completes a fire investigation report outlining the conclusions reached by investigating personnel. Interrogates suspects and executes arrest warrants. Communicates with the public prosecutor's office, acts as a liaison with law enforcement and testifies in court to facilitate the successful disposition of cases.

Supervises fire prevention employees by reviewing work to be done, outlining responsibilities and setting task priorities. Monitors the progress of jobs assigned to subordinates to determine if changes in method or additional time are required. Serves as a classroom instructor for training in fire investigation, inspection, prevention, suppression systems and evidence collection. Provides on-the-job training for department members, including explaining policies, procedures and rules; provides assistance to subordinates in technical areas of work. Holds meetings with division members in order to inspect appearance, discuss work performance and exchange information. Approves leave for subordinates, taking care to ensure proper division staffing levels at all times. Discusses performance of subordinate employees with superior officers. Evaluates the work performance of subordinates and completes employee evaluation reports. Counsels subordinates to resolve work problems, complaints or grievances. Maintains discipline among employees of the division by conducting corrective interviews and recommending disciplinary action to the appointing authority. Investigates complaints against division personnel and formulates a recommendation for action to be taken. Ensures division employees have the tools and resources necessary to perform their jobs. Evaluates division needs, recommends the purchase of equipment and authorizes the expenditure of funds in accordance with the budget.

Places orders, maintains inventory and disburses supplies and equipment for the division. Provides for good housekeeping and takes measures to control accident hazards.

Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Compiles, organizes, and analyzes data needed, and writes reports required to document division activities. Personally completes any forms and records assigned, including fire inspection or investigation reports. Reviews reports written by subordinates and fire suppression personnel for accuracy, and to determine if further action is needed. Composes letters to handle problems or to address the needs of the division. Writes requests for grants and administers grant-funded projects, managing funds and assuring conditions specified in the grant are met. Performs research in order to write and submit formal recommendations for changes to fire prevention codes. Oversees the response to requests for fire prevention records in accordance with law and departmental policy. Periodically inspects systems and facilities for maintaining records.

Develops a fire prevention education curriculum for the department by identifying the target audience, designing the appropriate method of presentation and evaluating the effectiveness of the program. Analyzes fire records to identify the most important local fire problems and selects program components. Determines the content and format of fire safety messages; writes and submits public service announcements, newspaper articles or any other official paper for publication. Evaluates the impact of the public fire education program and makes modifications when necessary. Organizes and trains fire service personnel who participate in the community fire education program. Develops, oversees and participates in lectures, demonstrations, field trips or any other activity designed to educate the public about fire hazards, injury prevention or the work of the fire department. Answers questions from the public concerning the operation of the department and serves as division representative to the news media.

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 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.

Must be a regular and permanent employee in the class of Fire Prevention Officer for at least three (3) years from the date of confirmation, immediately preceding closing date for application to the board.

Must possess an IFSAC accredited certification meeting the requirements of NFPA 1041: Fire Service Instructor Level II.

Must possess an IFSAC accredited certification meeting the requirements of NFPA 1033: Standard for Professional Qualifications for Fire Investigator.

Must possess an IFSAC accredited certification meeting the requirements of NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner, Inspector II.

Must obtain an IFSAC accredited certification meeting the qualifications of NFPA 1021: Standard for Fire Officer Professional Qualifications for Fire Officer III, during the working test period.

Chief of Fire Prevention QD Original Adoption: 05-16-23 Revision Dates:

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible and specialized fire department positions, the primary duties of which are assisting in the observation, evaluation, documentation, and implementation of the training and safety procedures for the fire department operations. The Fire Training and Safety Officers are responsible for assisting in the development of related programs and activities, conducting classes for departmental employees and providing related information to the public. The employees of this class have no direct supervision over fire department personnel; however, the incumbents perform functional supervision over departmental employees as it relates to safety procedures and during training. The Fire Training and Safety Officers work with a little supervision, reporting to and having work reviewed by the Chief of Training and Safety.

EXAMPLES OF WORK

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

Assists in the implementation of a training program by conducting classes either in the classroom, at the drill field, or at fire stations during company training in all areas of basic fire fighting, use of fire apparatus, tools and equipment, fire prevention, emergency medical services, safety, hazardous materials and other areas which effects the fire department and public safety. Supervises department employees assigned to assist in or receive training as permitted through the chain of command. Provides assistance to employees and superior officers participating in the training program as directed. Prepares lesson plans, training materials, written tests, and job simulation exercises. Administers and grades training tests. Assists in scheduling training for all department employees as assigned. Maintains a library of training materials.

Assists in the implementation of a safety program for the department. Observes department personnel to determine proper use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing. Demonstrates safety equipment and practices. Observes emergency scene operations to ensure compliance with established safety procedures. Takes charge of all safety procedures during the direction of rescue operations, EMS, first aid and CPR operations, and other areas involving fire personnel at the emergency scene. Ensures implementation of safety activities throughout the department. Inspects specified areas for fire service equipment and other safety and first-aid supplies. Examines industrial, technical, and scientific publications concerned with safety management.

Participates in the operation of training and safety programs for the department in areas of fire personnel, equipment and apparatus. Assists with monitoring and evaluating local conditions which may
become fire or safety hazards. Assists the Chief of Training and Safety in conducting inspections of various divisions and observing operations to evaluate the effectiveness, and correcting or improving problem areas.

Prepares, maintains and completes records and reports required to document the activities of the division. Writes narrative reports on matters concerning the operation of the division. Prepares LFIRS reports. Compiles and organizes data needed for reports. Files records and reports as required.

Supervises the general care and maintenance of assigned equipment and property, testing for the assurance that such meets all applicable standards. Obtains estimates on repair costs for equipment and determines which repair service should be used. Orders, disburses and maintains inventory of supplies and equipment for the training division.

Assists in the preparation of the division operating budget by gathering, organizing and compiling information and data needed in order to submit for the entire departmental budget preparation.

Informs and answers questions from the public about fire department operations by participating in public education programs, talks and demonstrations or distributing literature. Conducts tours of division facilities.

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 possess a valid driver's license.

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

Must possess IFSAC certification as Firefighter II.

Must possess IFSAC certification as Fire Service Instructor II.

Must possess certification as a Nationally Registered EMT-Paramedic.

Fire Training and Safety Officer QD	
Original Adoption:	03-10-09
Revision Dates:	02-22-11, 09-10-14

CHIEF OF TRAINING AND SAFETY

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duty of which is the direction of comprehensive training and safety programs for the department. The incumbent supervises the planning of the training and safety programs, assembling and administrating of materials, and coordinating the operation of the division with other department activities. The Chief of Training and Safety directs the work of division employees who conduct training classes and safety programs, in addition to personally performing training and safety duties. The employee of this class also directs the maintenance of records and assists the Fire Chief with purchasing and budgetary responsibilities for the division. The Chief of Training and Safety works with a high degree of independence, 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.

Manages the operation of the division through planning and utilizing personnel and equipment in order to accomplish the aims of the division. Determines how to organize the assigned services, including delegating services to division personnel. Recommends division management policies, goals and objectives for consideration by a superior officer. Implements management policies, goals and objectives for the division. Participates in the research and planning for division programs and activities, and evaluates the effectiveness of such. Conducts inspections and takes appropriate action to correct or improve problem areas. Keeps informed on modern fire fighting methods and administrative practices, and studies new laws to determine if changes are needed. Recommends changes in department operations that will help the district to obtain favorable ISO ratings.

Evaluates the training needs of the fire department, develops a training program to meet those needs, and sees that such program is properly staffed and supplied with training resources. Provides for employee training at all levels within the department by providing department training or outside training. Coordinates the movement of fire companies to and from all training activities. Assigns the schedule of training for all department employees. Approves the preparation of lesson plans and training material for training classes. Supervises the development, administration and
grading of training tests. Analyzes the results of the training tests in order to evaluate the effectiveness of the training program and determine if changes are needed.

Conducts, and supervises the training of fire personnel in the classroom, at the drill field, or at fire stations in all areas of basic fire fighting, use of fire equipment, fire prevention, fire investigation, emergency medical services, safety, and other areas which effect the fire department and public safety. Develops job simulation exercises to rate skills acquired during training. Responds to the emergency scene to review the response of personnel and to make notes and photographs for use in training.

Develops a safety program for the fire department by maintaining staff and resources, devising and conducting evaluations, and recommending and implementing changes needed for improvement. Coordinates safety activities with supervisors of departmental divisions. Conducts, and supervises training in safety. Observes department personnel to determine use of prescribed safety equipment. Supervises all safety procedures at the scene of a fire or emergency. Identifies hazards and recommends accident and loss control systems and programs for incorporation into operational policy. Takes necessary action to control safety hazards. Investigates all accidents involving department equipment or personnel and evaluates potential extent of injuries resulting from such. Prepares accident and injury reports.

Participates in developing a personnel recruitment and selection program by reviewing applications, verifying applicant information, interviewing prospects and making recommendations for hiring. Supervises employees of the division by setting work schedules, assigning work areas, and reviewing work performance. Counsels employees who are experiencing work problems. Approves leave. Writes employee evaluation reports. Resolves employee complaints and grievances. Holds, and supervises meetings with personnel for the purpose of receiving reports and disseminating information.
Supervises the preparation, completion and maintenance of records and forms. Assists in determining what information to include in all records and how to facilitate this information. Compiles and organizes data for reports or assigns to training and safety personnel. Analyzes data through the use of statistics by means necessary to assimilate information. Receives and reviews reports completed by subordinates.

Personally handles and supervises budget preparation for the division. Gathers information and assists in the compilation and organization of the data needed to prepare the entire budget. Supervises and manages the accounting for the money and assets of the division. Prepares expenditure estimates, and authorizes expenditures of funds. Prepares payroll records. Writes requests for grants or other special funds.

Supervises the order, purchase and disbursement of equipment and supplies while maintaining inventory. Makes recommendations on major purchases. Assists with writing and preparing specifications for new fire department equipment. Oversees the bidding process. Meets with sales representatives to review products. Tests or assigns testing of division equipment to assure that all applicable standards are met.

Delivers or assigns subordinates to deliver lectures and demonstrations or distributes literature on fire department operations to schools, civic organizations or to any concerned citizens owning or occupying a public or private building. Answers telephone inquires or responds to oral or

written requests from the public about operational matters or related areas of emergency services. Participates in public education programs of other fire department divisions, conferences, conventions and other beneficial educational meetings.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's License.

Must be a regular and permanent employee in the class of Fire Training and Safety Officer for at least (5) five years immediately preceding closing date for application to the board.

Must possess an Associate Degree in either Fire Science or Emergency Medical Technician-Paramedic, as well as a Bachelor of Science Degree in any field from an accredited institution of higher learning.

Must possess IFSAC certification as Firefighter II.

Must possess IFSAC certification as Fire Service Instructor II.

State of Louisiana Bureau of EMS Instructor certification.

American Heart Association BLS, ACLS, and PALS instructor certification.

National Association of Emergency Medical Technicians PHTLS instructor certification.

Chief of Fire Training and Safety QD	
Original Adoption:	02-21-11
Revision Dates:	01-15-14

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(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 finance, payroll, purchasing, budgeting, maintaining departmental records, personnel management and human resources. The employee of this class assists the Fire Chief. Special assignments are received from and work is reviewed directly by the Fire Chief.

EXAMPLES OF WORK

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

Assists the Fire Chief in performing the administrative functions of the fire department. Recommends management policies, goals, and objectives for consideration by a superior officer. Participates in the research and planning for programs and activities of 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. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed.

Assists the Fire Chief in accounting for the money and assets of the fire department. Gathers information for and assists in compiling a departmental operating budget. Assists in the preparation of expenditure and revenue estimates. Reconciles all department bank accounts and petty cash. Assists in the purchasing of equipment and supplies, keeping such purchases within the established budget. Issues receipts for money received. Processes checks for disbursement. Assists department personnel in the preparation of expense and travel vouchers for employees, when required. Assists in writing requests for grants or other special funds to aid in the operation of the fire service.

Assists the Fire Chief in making decisions about what information should be included in records of the department as assigned and in determining in what form this information should be kept. Provides for the maintenance of budget and accounting records such personnel records, records of activity, inventory records, or any others which may be required. Complies fiscal data for the preparation of management reports, budget detail, and cost analysis. Identifies budget issues and resolves problems. Verifies various records against original sources to ensure accuracy. Maintains employee files and public records contracts. Assists the Fire Chief in supervising the preparation of records and reports of the department as assigned by reviewing records

completed by department personnel and by periodically inspecting systems and facilities for keeping the records.

Compiles and analyzes data needed and writes reports required to document activity of the department. Calculates employee benefits including unemployment, worker compensation, insurance, and retirement and forwards such records to department personnel responsible for providing payment to employees. Prepares time records on employees in order to prepare payroll checks. Takes complaints from employees about pay or other matters related to payroll. Assists department personnel in maintaining the records of and processing payment for employee benefit programs including unemployment, worker compensation, insurance, and retirement, when required.

Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Writes letters in answer to written or oral requests addressed to the fire department or as required to handle problems or other needs of the fire department. Assists in writing newspaper articles or any other type of official department position paper for publication.

Makes recommendation on major purchases for the department. Assists the Fire Chief in writing specifications for new fire department equipment and preparing specifications for public bids. Attends meetings with sales representatives to review products. Assists in the ordering and distributing of supplies and equipment as required.

Answers questions for the public about operation of the fire department or any related areas of emergency services. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Assists in coordinating special projects related to public relations of the image 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 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 twenty one (21) years of age.

MUST MEET ONE OF THE FOLLOWING REQUIREMENTS

Must have a bachelor degree in business from an accredited four (4) year college or university with an emphasis on accounting and have at least three (3) years of work experience in accounting.

OR

Must have a bachelor degree in business, public administration, or a related field from an accredited four (4) year college or university with an emphasis on accounting and have at least four (4) years of work experience in accounting.

OR

Must possess a state license as a Certified Public Accountant and have at least two (2) years of work experience in accounting.

Administrative Assistant to the Fire Chief QD	
Original Adoption:	06-07-95
Revision Dates:	12-06-99, 05-01-07, 11-02-11, 09-10-14

BUDGET AND ACCOUNTING ADMINISTRATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which include managing the budget and accounting for the money and assets of the fire department. The employee of this class assists in preparing the fire department's budget, monitors revenues and expenditures, maintains payroll records and prepares, and submits projection reports. Incumbent performs routine duties independently, 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.

Manages the accounting for the money and assets of the fire department. Assists in developing policies and procedures regarding department finances and submits recommendations to the Fire Chief. Makes funding recommendations for the department. Prepares expenditure and revenue estimates. Assists in the preparation of financial and statistical reports. Completes financial and statistical reports including the use of specialized formatting, tables and charts. Prepares federal and state tax reports for the fire department.

Assists in the preparation of the departmental operating budget by gathering information, and compiling and organizing data to be used in preparing the department budget. Assists in the development and management of budget monitoring systems. Reviews budget justification to ensure it relates to budgeted dollars. Provides financial and business information to auditors as required. Assists in preparing correspondence relating to budgetary needs and submits with the operating budget.

Assists department personnel in the maintenance of budget and accounting records; compiling of fiscal data; identifying budget issues and resolving problems; and verifying that various department records are accurate, when required.

Issues receipts for money received. Processes checks for disbursement. Prepares expense and travel vouchers for employees. Maintains ledgers and ensures that such are reconciled. Completes data entry into financial management software. Tracks expenditures from the grant fund and other special funds. Reports all available funds to the Fire Chief.

Maintains records of and processes payment for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Assists department personnel

in the preparation of employees' time records and payroll checks and take complaints from employees about pay or other matters related to payroll, when required.

Communicates with vendors in order to establish accounts, reconcile differences in accounts, and ensure accurate payment is received. Maintains a file of vendors and prices. Contacts vendors by phone, letter, or electronic mail. Checks and approves payment vouchers.

Prepares routine correspondence in accordance with departmental policy and procedure. Monitors the department's electronic data processing activities related to accounting and financial record keeping. Processes accounting and control records. Prepares documents and bills for mailing. Personally completes any forms and records assigned.

Assists in preparing bidding documents and overseeing the bidding process for new department equipment. Prepares requisitions for equipment and supplies. Assists in maintaining employee uniform allotment and funds for new recruit training and clothing. Checks invoices and receipts against purchase orders.

Writes letters in answer to written and oral requests addressed to the department or needed to handle problems or to address other needs of the department. Attends meetings as directed by the Fire Chief.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

MUST MEET ONE OF THE FOLLOWING:

Must have at least two (2) years work experience in positions involving accounting, budgeting, or payroll duties.

OR

Must have an Associate's Degree in accounting and at least one (1) year work experience in positions involving accounting, budgeting, or payroll duties.

Budget and Accounting Administrator QD	
Original Adoption:	11-02-12
Revision Dates:	09-10-14

FIRE DEPARTMENT MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible and specialized position, involving the repair and maintenance of department vehicles and equipment. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Fire Department Mechanics perform duties with little supervision in most areas, performing special tasks assigned with only general instructions, and report to and have work reviewed by the 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 maintenance on or makes repairs to brake systems which include drum brakes, disc brakes, power brakes, and master cylinders. Performs maintenance on cooling systems including liquid and air cooling systems, radiators, thermostats, water pumps and hoses, and fans and fan belts. Maintains drive train systems, such as standard and automatic transmissions, clutches, drive shafts, differentials, and universal joints. Maintains fuel systems, including fuel pumps, carburetors, fuel lines and filters, and chokes. Maintains lubricating systems, including oil pumps, oil filters, oil seals, and PCV systems. Maintains suspension systems, including front and rear end assemblies, wheel alignment, steering linkages, power steering systems, tires, wheel bearings, and ball joints. Maintains diesel engines, including starting-air and scavenging-air compressors, air-starting valves, governor, fuel spray nozzles, and turbochargers. Maintains gasoline engines, including intake and exhaust manifolds, cylinder heads, crankshafts, engine bearings, tappets, gaskets, vales, camshafts, and valve lifters. Maintains emission systems, including mufflers, resonators, and catalytic converters.

Performs maintenance on or makes repairs to electrical systems, including batteries, starter systems, generators, alternators, ignition systems, points, coils, condensers, distributors, spark plugs and cables, and electronic ignitions. Maintains accessories on automotive equipment, including speedometers, tachometers, lights and flashers, and windshield wipers. Uses automotive maintenance instruments in the maintenance or repair of fire automotive equipment, including oscilloscopes, hydrometers, voltmeters, dwell-tachometers, vacuum gauges, and dynamometers. Maintains hydraulic equipment, including aerial hydraulic pumps, aerial ladders, hydraulic motors, and hydraulic cylinders.

Performs required safety inspections on all department vehicles. Road tests vehicles and operates all equipment, including communications equipment, to determine what repairs are needed or to determine that repairs were effectively accomplished. Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights, and similar tasks. Repairs fire apparatus fixtures such as rotary gear, pumps, water towers, and aerial ladders. Diagnoses mechanical problems from information supplied by firefighters or fire equipment operators. Determines if firefighting apparatus involved in an accident is safe for continued use. Makes repairs at the emergency scene when needed.

Locates outside services for the repair and maintenance of department equipment or assigns such to qualified division personnel, in accordance with department procedures. Transports, delivers, and picks up equipment for maintenance. Arranges for the repair of department equipment which cannot be repaired within the department and inspects equipment after repairs ensure they were properly accomplished. Organizes and stores department property, equipment, and supplies in an orderly fashion to allow ease of locating and retrieving materials.

Personally completes and files forms and records as required. Retrieves records, reports, or forms when needed. Maintains inventory of supplies and equipment necessary to perform the work of the assigned section or division.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, 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 have at least five (5) years' experience in automotive and heavy truck repair.

Must be certified as a Basic A.S.E. (Automotive Service Excellence) Mechanic or E.V.T. (Emergency Vehicle Technician) or equal.

Fire Department Mechanic QD
Original Adoption: 01-10-14 Revision Dates:

HUMAN RESOURCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses an administrative position which is highly responsible for the Human Resource function in the Human Resource Bureau of the fire department, the primary duties of which include assisting the Fire Chief in maintaining employee benefit programs, processing payroll, and updating or creating departmental policies and procedures concerning the hiring process. The employee of this class writes reports, correspondence, and maintains a records system. The incumbent works with a high level of independence, receiving only limited direct supervision. The Human Resource Officer exercises no supervisory authority over fire department personnel. The incumbent in this class reports directly 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 the class.

Oversees the operation of the human resource division. Maintains records of and processes payments for employee benefit programs including unemployment, worker compensation, insurance, and retirement. Coordinates the annual renewal process for health, dental, vision, life, and supplemental insurance. Administers all benefit programs to include claims resolution, change reporting, appraising invoices, and communication of benefit information to employees. Processes benefit status changes and conducts open enrollment for all active employees and retirees. Coordinates the employee assistance program. Works with attorneys on legal matters for any personnel related departmental policy.

Compiles, organizes, and prepares payroll records. Receives department employment records and checks them for completeness, accuracy, and conformity to established procedures while correcting any errors. Maintains all department records such as personnel, activity, application packets, completed employment applications, hiring data statistics, or any others which may be required. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Reports employment statistics to the Department of Labor.

Reviews management policies for accuracy and completeness. Coordinates the recruiting and hiring process. Prepares information for the department's website to ensure that online recruiting resources are current and up-to-date.

Manages all communications with applicants. Distributes applications to those who may be interested in employment with the department and maintains a log of individuals who receive

applications in order to make follow up calls. Reviews completed application packets and conducts a pre-screen of all interested applicants and schedules interviews for prospective employees. Develops and maintains a hiring time line to ensure that applicants accurately and timely complete the hiring process. Coordinates drug screens and physicals for new hires. Extends offers of employment to selected applicants including starting dates and information on obtaining uniforms.

Assist with employee disciplinary process and conducts exit interviews. Schedules annual and return to work physicals. Maintains performance review schedules and annual evaluations. Performs detailed reference and background checks on applicants. Holds meeting with fire department personnel for the purpose of receiving reports and disseminating information.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States 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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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

Must possess a valid driver's license.

Must possess five (5) years of human resource related experience.

Human Resource Officer QD Original Adoption: 12-23-14 Revision Dates: