

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #7 (PEARL RIVER)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #7 (PEARL RIVER)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR*

FIRE CAPTAIN **

FIRE CHIEF *

*Competitive class

**Promotional class

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Original Adoption: 04-26-16

Revision Dates: 04-29-19

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of the fire department. Employees of this class receive training in and perform firefighting and other tasks such as controlling and extinguishing fires, operating fire equipment, performing rescue work, driving fire apparatus, and maintaining fire department equipment and vehicles. Firefighter/Operators respond to all emergency calls and provide first aid and emergency medical care to the sick or injured at the scene. Employees of this class receive specific instructions for most duties and are directly supervised by a Fire Captain. This class ranks immediately below that of Fire 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 all fire and medical emergency calls received by the department. Trains for, performs, and maintains proficiency in firefighting and rescue tasks such as connecting, carrying, and operating hose lines; connecting nozzles and directing fire streams; pumper operation; performing forcible entry and ventilation operations; using portable breathing apparatus or air packs; selecting, maneuvering and climbing ladders; understanding the principles of fire behavior, the purpose of alarm signals, the structural components of buildings, and the safety procedures for special emergencies including HAZMAT leaks; and operating any other equipment to aid in fighting fires or removing fire and accident victims to safety. Drives or rides in fire apparatus or emergency vehicle to and from the scene. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the emergency scene by taking shortest route available and evaluating navigational problems. Observes the burning structure and fireground to locate the source of the fire, victims, water supplies and exposures. Evaluates the potential effects of environmental conditions on the fire. Positions apparatus and determines the length and number of hose lines necessary for fire suppression. Dismounts apparatus with tools for hydrant connection, pulls hose from bed and connects hose lines to hydrant or other water supply source. Maintains control of charged hose line and protects hose lines from damage by using hose ramp. Primes and operates pumper to supply adequate pressure to the nozzle. Inspects charged hose line for kinks and repairs or replaces burst hose sections. Performs automatic sprinkler and standpipe system operations. Observes and responds to changing fireground conditions, notifying officer in charge. Evaluates the stability of supporting surfaces and assists in determining if a position is safe for firefighting crews. Maintains awareness of other firefighters' efforts and assists them to ensure a safe and coordinated performance.

Notifies occupants or neighbors to vacate premises due to safety concerns. Maintains limited crowd and traffic control at the scene until police arrive. Participates in search and rescue operations to locate and free trapped or unconscious victims. Moves heavy objects, cuts open vehicles or machinery, and removes electrical wires in order to remove people from life-threatening situations. Carries or assists victims away from danger and examines them for signs of injury and medical alert tag. Administers basic or advanced first aid as well as emergency medical care to victims of fires, accidents, drowning, poisoning, drug overdose and other emergencies. Notifies dispatcher of need for additional medical help.

Performs overhaul and salvage operations in order to locate hot spots, extinguish hidden fires and protect property. Operates smoke ejectors, portable generators and emergency lighting needed at the scene. Removes burning items to reduce fire and smoke damage. Traps and removes water after fire is extinguished using catch-alls, chutes, mops, siphons or other appropriate methods. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer. Acts to contain hazardous material spill or control spread. Locates and operates shut-off valves for gas, electricity, oil, and water in buildings to reduce hazard. Secures burned building to protect from weather and vandalism. Extinguishes or controls grass and shrub fires by using portable hand pump.

Cleans, dries, tests, inspects, and properly secures any assigned fire fighting equipment including fire apparatus, communications equipment, hoses, turn out gear, tools, portable breathing apparatus and ladders. Performs periodic tests of apparatus pumping capacity and pressure. Maintains inventory of tools and equipment on apparatus. Provides for the proper maintenance and function of the station and grounds. Ensures the station is secure by locking station doors and securing valuable items.

Participates in training drills and classroom training sessions. Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws, regulations or updates related to performance of work. Participates in critical evaluations of departmental response to each fire. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, location of streets, water mains and hydrants in response area; takes proficiency tests. Completes any forms, records, or reports as required. Makes entries in daily log for the department. Reports to work well-groomed, on-time and in proper attire. Maintains satisfactory interpersonal relationships with other department members. Receives telephone calls and refers caller to the appropriate person. Notifies officer of any VIP visiting the fire station.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must have a valid driver's license.

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

Firefighter/Operator QG Original Adoption: 04-29-19 Revision Dates:

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus, and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. This class ranks immediately below the class of Fire Chief.

EXAMPLES OF WORK

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

Supervises driving of apparatus to the fire scene, performs size-up and directs equipment positioning. Sets up a perimeter for crowd and traffic control and maintains communications between the fire scene and other authorized personnel. Directs emergency scene operations until relieved by superior officer and serves as fire safety officer until relieved of command. Supervises subordinate employees as they handle hazardous materials, perform search and rescue, provide emergency medical assistance, perform salvage work, and overhaul operations. Responds to changes in fireground conditions and operates breathing apparatus. Directs forcible entry operations, ladder operations, ventilation, and hose operations. Recognizes fire exposures, applies the appropriate fire stream, and uses portable fire extinguisher. Performs truck and pumper operations, and utilizes water supplies from various sources. Performs and supervises automatic sprinkler system and standpipe support. Oversees salvage and overhaul operations, identifies hazardous materials, and provides for the needs of firefighters and other emergency personnel at the scene of an incident. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene.

Drives emergency vehicles to and from the emergency scene, notifies dispatcher to call for additional emergency help if needed, and provides emergency care to the sick or injured. Remains proficient in current emergency medical techniques, obtains a drug history on patients, and insures that accurate emergency medical services records are maintained.

Manages department operations for one shift and recommends management objectives for the department. Participates in the research and planning for the department and coordinates work with other related agencies, such as law enforcement. Monitors local conditions which may become safety hazards and briefs incoming captain on all pertinent activities that happened on shift.

Delegates authority to subordinates for the more effective operation of the department, assigns work areas to subordinates, and provides assistance in technical areas of work. Supervises the appearance of both equipment and department personnel, reviews reports written by subordinates, and evaluates work performance. Counsels employees who are experiencing work problems, conducts corrective interviews, and recommends disciplinary action to the appointing authority. Performs informal training for new employees and conducts drills and evolutions. Conducts classroom training and serves as a consultant for volunteers within the department or in surrounding areas. Provides for the maintenance of department records, and completes assigned paperwork, such as payroll records and NFIRS reports.

Directs tests of fire department apparatus, inspects apparatus for proper maintenance, and scrutinizes station facilities to ensure compliance with department standards. Reports any problems with fire department property and provides for the repair and maintenance of any department assets. Maintains inventory of supplies and equipment, and makes recommendations on major departmental purchases.

Oversees pre-fire planning inspections, including inspecting homes, commercial business, public assemblies, and schools for any fire hazards or safety violations. Ensures that evidence of arson is secure on the fire scene, maintains the chain of custody, questions any witnesses, and assists arson investigation personnel. Testifies in court when required.

Makes fire prevention presentations, conducts group tours of the department, and participates in community projects to boost public relations for the department.

QUALIFICATION REQUIREMENTS

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

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

After offer of promotion, but before beginning work in this class, must pass a 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 Firefighter/Operator with at least three (3) years in that class immediately preceding closing date for application to the board.

Fire Captain QG

Original Adoption: 04-26-16

Revision Dates: 04-29-19

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The Fire Chief is directly responsible for the organization and administration of the department, for financial planning, public relations, and for employee supervision. The chief is also responsible for providing for employee training, as well as directing all fire suppression operations of the department either in person or through a designated subordinate. The Fire Chief has authority and responsibility to operate independently and is accountable to the Fire Board of Commissioners.

EXAMPLES OF WORK

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

Develops management policies, goals, and objectives for the department. Establishes functional and territorial divisions for efficient fire protection, organizes 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, 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. Maintains promotional eligibility lists in accordance with civil service law and establishes a personnel performance evaluation program. Uses information from performance evaluations to make decisions on job assignments and develops and administers a comprehensive personnel plan. 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. Adjusts 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.

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. Develops and implements a safety program for the department, establishing a system of line personnel inspections. 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. Evaluates training needs, establishes a training program for the department, and provides on-the-job training for members. Provides for outside instruction to meet training needs and serves as an instructor for formal classroom training in the department. Maintains proficiency in the use of department equipment and attends training courses for certifications.

Prepares a departmental operating budget and authorizes expenditures of funds in keeping with said budget. Supervises a communication system for the department that includes handling calls to and from the emergency scene, as well as non-emergency communications. Oversees the general care and maintenance of department equipment, obtains estimates on repair costs, locates repair services, and arranges for repairs for all department property. Inspects repairs to ensure they were properly accomplished. Prepares specifications on new fire department equipment for public bids. Locates grants available for fire protection projects and writes requests for funds to aid in the operation of the department.

Implements an emergency management system, and directs fire ground operations. Monitors staff members and directs the handling of hazardous materials emergencies. Directs 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. Implements 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.

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. Compiles, analyzes, and organizes data needed for reports and personally completes any forms or records required.

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. Acts as department representative to the news media and handles any complaints leveled at the department from the public. Directs public education efforts on fire prevention, oversees education demonstrations and lectures on fire protection topics. Attends conferences, conventions, and

other educational meetings to keep informed on modern firefighting methods and administrative practices.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (6) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and 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 seven (8) years of in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and 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

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 also have at least ten (10) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and 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 QG

Original Adoption: 04-26-16

Revision Dates: