

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #8 (ABITA SPRINGS)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #8 (ABITA SPRINGS)

FIRE SERVICE

LINE CLASSES

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FIRE CHIEF *

*Competitive class

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Original Adoption: 10-12-99

Revision Dates: 06-13-03, 10-09-13, 04-17-24

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

DISTINGUISHING FEATURES OF CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as answering fire department emergency telephones, controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class report to and are supervised by a Fire Chief or the ranking officer left in charge.

EXAMPLES OF WORK

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

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

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

When qualified, administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors, bathrooms, and windows, emptying trash cans, mowing grass, or related duties.

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

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

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

Performs related fire department duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must be 18 years of age.

After offer of employment, but before beginning work in this class, must pass a medical/physical Examination. The selection and administration of which will 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, 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. 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 G.E.D. certificate.

Must possess AND MAINTAIN a valid motor vehicle operator's license.

Firefighter/Operator QH

Original Adoption: 06-13-03

Revision Dates: 09-09-19

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve assisting in the management of department operations, 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, provide emergency medical services, oversee the maintenance and operation of equipment, and participate 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 Chief of Operations. This class ranks directly below the class of Chief of Operations.

EXAMPLES OF WORK

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

Assists in the management of the operation of one fire station for one shift. Supervises or personally responds to fire alarms from dispatcher, records pertinent information, and proceeds with en-route size up. Supervises driving of fire apparatus by making sure the driver follows all laws and safety regulations, and takes most direct route to the fire. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs in the positioning and stabilization of apparatus at the fireground. Sets up the fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Directs pumper operations and makes decisions regarding the selection of nozzles, hoses and water supplies. Oversees automatic sprinkler and standpipe system support operations. Supervises subordinate employees at the scene of an emergency and participates in forcible entry, the selection of appropriate fire streams or agents for the most effective extinguishment, ventilation operations, hose operations, the use of self-contained breathing apparatus, the use of ladders, ropes and knots, protecting exposures, the use of appropriate portable fire extinguishers, searching for and rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul. Oversees truck operations such as operating boom, ladders, and other aerial apparatus. Handles emergencies involving hazardous materials.

Drives emergency medical vehicles to and from the scene of an emergency and provides emergency medical care to the sick or injured at the emergency scene or while in transport using communications and medical equipment provided. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Provides advanced life support

through the use of defibrillators, to shock a stopped heart. Notifies dispatcher to call for additional emergency medical help if needed. Provides for the needs of firefighter and other emergency personnel at the scene of an incident. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Takes charge of all safety procedures and directs emergency scene operations until relieved by superior officer. Secures the fire scene to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Testifies in court when required.

Provides informal or "on-the-job" training for employees. Conducts classroom training, drills, and evolutions. Directs training in all areas of basic firefighting. Rescue, safety, use of fire equipment, tools and apparatus, hazardous materials and other areas which effect the fire department and public safety.

Supervises subordinate fire department personnel, delegates assignments, assigns work and duty areas, and inspects the appearance of subordinates. Holds meetings to receive reports, distribute information and discuss work problems. Reviews reports written by subordinates. Provides assistance in technical areas of work. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance of subordinates with superiors. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and recommending disciplinary action.

Conducts required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment and appliances. Cleans apparatus, tools, equipment and hose after each use. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Performs or directs fire driver to perform daily radio check. Periodically inspects and maintains an inventory of equipment and supplies and distributes to personnel as required.

Writes reports and completes all forms and records required. Assist superior officers with reviewing and analyzing data. Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping the records. Oversees that records such as personnel records, patient care records, records of activity, financial records, and inventory records are completed and maintained. Prepares LFIRS and/or NFIRS reports.

Promotes a positive public image of the work of the department in the daily performance of duties. Assists superior officers with preparing correspondence in answer to requests to address problems or needs of the department through letters or emails. Performs pre-fire planning inspections by visiting business, schools, and places of public assembly located in an assigned area in order to become familiar with all area features which might become important in a fire or emergency situation. Assist superior officers with inspecting schools and other educational facilities for fire protection purposes. Reports fire hazards or safety violations to the appropriate authority. Acts as a consultant for volunteers within the department or in departments in

surrounding areas, providing them with technical expertise, assistance, and cooperation in training and fire fighting efforts when required.

Assists with researching and planning programs and activities of a fire company. Investigates all accidents involving department personnel and equipment, and complaints against personnel as directed by superior officers. Recommends procedures or actions in response to such accidents or complaints. Assists superior officers with evaluating injuries resulting from accidents and preparing accident and injury reports for review by administrative personnel. Recommends changes in department operations that will help the district obtain favorable ISO ratings. Provides non-emergency 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 be a regular and permanent employee in the class of Firefighter/Operator for at least three (3) years immediately preceding closing date for application to the board.

Fire Captain QH
Original Adoption: 10-09-13
Revision Dates: 04-17-24

CHIEF OF OPERATIONS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is managing fire department operations. An employee of this class may be required to perform the duties of the Fire Chief in the absence of the Chief. The Chief of Operations assumes command and directs operations at the scene of a fire or other emergency. Employees of this class supervise subordinate personnel and provide for employee training. The Chief of Operations works with a high degree of independence in the performance of assigned duties, discussing work assignments with, and having work performance 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 the Fire Chief in the absence of the Chief. Manages the operation of one fire department function or division. Participates in the research and planning for programs and activities of the department. Assists the Fire Chief with recommending, developing and setting management policies, goals and procedures. Organizes departmental operations dealing with equipment, apparatus, and personnel. Assists with determining how the department should be organized. Inspects various divisions, evaluates their effectiveness and takes action to correct problem areas. Establishes and maintains a balance of meeting employee needs without jeopardizing organizational goals. Responsible for creating work cycles and deployment of available manpower. Directs intermediate command staff members within the emergency management plan. Recommends changes in department operations which will help the district improve ISO ratings. Monitors the use of information from maps, records, reports and other documents for planning purposes.

Personally acts as part of the fire attack team and takes charge of all safety procedures at the scene. Directs the size-up of an emergency scene and water supply operations. Responsible for search and rescue, forcible entry, ventilation, hose handling, sprinkler and standpipe systems, pump operations, hazardous materials, the use of self-contained breathing apparatus, the use of ladders, ropes and knots, protecting exposures, fire extinguishment, providing emergency medical assistance, and performing salvage and overhaul at the scene of an emergency. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Maintains fireground communication.

Supervises positions in fire suppression, prevention, training, and fire support classifications. Oversees and evaluates the work performance of subordinates. Outlines responsibilities and duties to set expectations for performance. Sets tasks priorities and long-term goals for work to be completed. Assists the Chief with holding meetings for the purpose of receiving reports and disseminating information. Reviews work to be done and delegates assignments. Reviews reports written by subordinates. Inspects the appearance of assigned equipment and personnel. Provides tools and resources necessary for job performance. Assigns duty areas, work schedules and approves leave. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Aids subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Assists the Chief with maintaining discipline by counseling employees and by recommending, notifying, and administering disciplinary action. Assists with developing a personnel recruitment and selection program. Helps maintain promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law.

Assists with developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Directs and oversees training in all areas of fire suppression and safety. Prepares, administers and grades written tests to evaluate success in training. Develops and oversees job simulation exercises to rate skills acquired during training. Maintains a library of training materials.

Assists the Fire Chief with the accounting and operating budget for an assigned function or division of the department. Helps with reviewing divisional operating budgets, compiling and organizing data, and preparing expenditure estimates. Assists with maintaining and verifying payroll records and taking complaints from employees about pay or other matters related to payroll.

Prepares requisitions for equipment and supplies. Maintains an inventory of and periodically inspects supplies and equipment. Distributes supplies and equipment to personnel as required. Directs the testing of equipment and assures that it meets all applicable federal, state and local standards. Oversees the testing and maintenance of fire hydrants. Supervises the care, maintenance and use of departmental equipment including motor driven vehicles, stations and grounds and communications equipment. Assists the Fire Chief with inspecting equipment, property or operating systems after repairs to see that repairs were properly accomplished.

Oversees the preparation and maintenance of records and reports. Completes and reviews all forms, records, and reports required, using correct grammar. Assists the Fire Chief with the gathering and compiling of information needed for reports. Oversees and prepares LFIRS and/or NFIRS reports.

Directs a public relations program for the department. Assists the Fire Chief with releasing information and answering questions concerning the work of the fire department to the news media. Writes and delivers speeches and conducts demonstrations at schools or meetings of citizen's groups. Provides tours of department facilities for school or civic groups. Oversees the work of the department to maintain a positive public image. Assists with the answering of

inquiries or handling of complaints from the public. Oversees department participation in fundraising activities. Oversees the fire public education program. Directly works with local business leaders to provide fire safety education to employees. Serves as official department representative at meetings.

Supervises the safety program for the department. Demonstrates safety equipment and practices. Devises methods for conducting evaluation of safety program. Makes recommendations for improvement in the safety program. Directs investigations of all accidents involving department equipment or personnel; determines cause; makes recommendations on procedure to avoid future accidents. Directs investigations of all complaints against personnel and formulates a recommendation for reply or action to be taken. Assists the Fire Chief with collecting and analyzing data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level.

Responsible for the collection of information for pre-fire plans and reviews building plans to identify potential problems related to fire protection. Directs the inspection of buildings to determine the existence of potential fire hazards and compliance with applicable codes. Enforces fire prevention codes and reinspects buildings where violations occurred. Investigates the causes, origins, and circumstances of fires. Oversees securing of the fire scene to prevent removal or damage of evidence, assisting arson investigators, interviewing of witnesses, and observing spectators at the fire scene for suspicious behavior. Testifies in court when required.

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 Captain for at least five (5) years immediately preceding closing date for application to the board.

Chief of Operations QH Original Adoption: 04-17-24 Revision Dates:
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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer for the fire department. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class sets management policies, goals and objectives, prepares an operating budget, and organizes the personnel management functions of the department. The Fire Chief works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

EXAMPLES OF WORK

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

Manages the total operation of the fire department. Develops management policies, goals, and objectives for the department. Organizes the department in order to best utilize available resources in providing fire protection services for the community. Organizes the personnel management functions of the department by creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expense. Identifies target areas for improvement in productivity or effectiveness; develops and initiates programs and procedures to improve the quality and effectiveness of services in these areas. Analyzes demographic information for the purpose of projecting growth of the jurisdiction and expansion of services. Oversees the use of information from maps, records, reports and other documents for planning purposes.

Reviews new employment applications, interviews prospective employees and makes recommendations for hire to the Board of Commissioners. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system.

Reviews work to be done, delegates assignments and outlines responsibilities and duties for direct subordinates so that they will know what they are expected to do and what results are expected from their performance. Sets task priorities and long-term goals for subordinates. Alters and assigns work spaces. Provides subordinates with the supplies, tools, and resources necessary to get their job done. Assists in technical areas of work. Oversees formal meetings with groups

of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems.

Manages work schedules and oversees leave approval. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Reviews reports written by subordinates and evaluates the work performance in order to determine if jobs were completed effectively and in accordance with departmental procedures. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among employees of the department. Manages an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems.

Performs size-up of an emergency scene. Makes decisions for fireground operations on strategy, determining immediate goals and objectives, and making task assignments. Establishes a central communications point at the scene of a fire or other emergency. Directs operations at an emergency scene, participating in search and rescue, forcible entry, ventilation, hose handling, sprinkler and standpipe systems, pump operations, the use of self-contained breathing apparatus, protecting exposures, fire extinguishment, providing emergency medical assistance, and performing salvage and overhaul. Directs operations to supply water to hand lines or master stream appliances, or to supply or supplement sprinkler or standpipe systems. Directs fire department equipment and personnel when the department is called to assist with special tactical situations such as highway accidents, bomb threats, downed power lines, or any other situation which might result in a fire. Coordinates operations with the appropriate law enforcement official by deploying equipment and personnel to handle fire fighting or rescue efforts. Directs the handling of emergencies involving hazardous materials. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness, including overseeing training of personnel, the development of policies and procedures, and the providing of necessary supplies and equipment for emergency medical care.

Oversees the accounting for all money and assets of the department. Authorizes expenditure of funds, prepares and/or signs requisitions and reviews all financial statements for mistakes or completeness. Reviews divisional operating budgets. Compiles and organizes data needed to prepare the budget. Prepares revenue and expenditure estimates. Provides financial and business information to auditors as required.

Oversees the bidding process and prepares specifications on new equipment for public bids. Oversees the preparation of requisitions for equipment and supplies. Maintains an inventory of and orders supplies and equipment as needed. Periodically inspects supplies and equipment and distributes to personnel as required. Meets with sales representatives to review products and evaluate specifications. Oversees the general care, maintenance and use of departmental equipment including motor driven vehicles, stations and grounds, and communications equipment. Arranges for repairs and maintenance of facilities, equipment or operating systems.

Inspects equipment, property or operating systems after repairs to see that repairs were properly accomplished.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the departmental training program. Personally conducts drills and evolutions, prepares lesson plans and oversees a library of training materials.

Directs a program of pre-fire planning. Oversees the collection of information for pre-fire plans and reviews building plans to identify potential problems related to fire protection. Oversees the inspection of buildings to determine the existence of potential fire hazards and compliance with applicable codes. Supervises the enforcement of fire prevention codes and reinspection of buildings where violations occurred. Investigates the causes, origins, and circumstances of fires. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson. Examines the interior and exterior of fire structures and uses all observations from the examination, including extensive notes and photographs, to determine whether the fire was the result of natural causes, carelessness, or arson. Interviews firefighters and witnesses regarding circumstances that may have been noted before or during the fire. Applies for and executes a search warrant to conduct a search of the burned building after it has been returned to the owner or occupant. Finalizes fire investigation reports. Testifies in court when required.

Develops and implements a safety program for the department. Demonstrates safety equipment and practices. Devises methods for conducting evaluation of safety program. Makes recommendations for improvement in the safety program. Monitors the results of a risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a fire public education program. Determines target areas for fire prevention and public education by analyzing department records and other information gathering devices. Works with local business leaders to provide fire safety education to employees. Develops and implements an emergency management system based on the identification of potential hazards facing the jurisdiction and as assessment of the capabilities for dealing with those. Directs and monitors intermediate command staff members who are responsible for various aspects of the emergency management plan.

Promotes a positive public image of the work of the department in the daily performance of duties. Acts as department representative to the news media and at any required meetings. Writes and delivers speeches or lectures, conducts demonstrations at schools or meetings of citizen's groups. Conducts tours of department facilities. Oversees the response to complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Supervises preparation and maintenance of the records and reports of the department and determines in what form this information should be kept and retained. Personally completes any

forms or records required of the chief administrative officer. Compiles, organizes, and analyzes data needed and writes reports requiring the ability to effectively communicate information in written form.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess and maintain a valid motor vehicle operators' 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 other related curriculum and at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training and related areas of fire department operations and management.

OR

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 and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief QH

Original Adoption: 10-12-99

Revision Dates: 09-09-19, 04-17-24