MUNICIPAL FIRE AND POLICE CIVIL SERVICE

TANGIPAHOA PARISH FIRE PROTECTION DISTRICT #1 (AMITE)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

TANGIPAHOA PARISH FIRE PROTECTION DISTRICT #1 (AMITE)

FIRE SERVICE

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Original Adoption:	05-20-65
Revision Dates:	05-21-84, 03-27-08, 10-09-09, 09-27-21, 10-05-22, 03-12-26

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified fire fighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class are supervised by a Fire Captain and 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.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

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.

Administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.

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

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

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

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

Drives fire equipment to and from fire. Operates fire equipment at fire scene.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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.

Firefighter/Operator TA	
Original Adoption:	05-20-65
Revision Dates:	05-21-84, 11-03-94, 10-19-06, 10-06-09, 05-21-14, 03-20-18

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class assist superior officers in the supervision of all departmental operations. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, assist in the training of subordinate employees, and maintain all fire department equipment. Fire Captains work with a high degree of supervision, having the authority to work independently in designated areas. Employees of this class report to and have work reviewed by the District Fire Chief. Fire Captains rank directly below the class of District Fire Chief.

EXAMPLES OF WORK

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

Manages the operations of one fire station on an assigned shift. Responds to all emergency calls, directs the positioning of the fire apparatus at the emergency scene, and sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations until relieved by a superior officer. Performs size-up of the emergency scene, including determining the nature and extent of the fire, condition of the building, danger to adjacent buildings, and source of water supply. Supervises subordinate employees and participates in search and rescue; forcible entry; self-contained breathing apparatus; ladder operations; ventilation; nozzle and hose handling; protection of exposures; fire extinguishment; pump operations; sprinkler systems; water supplies; salvage and overhaul; and emergency medical services. Serves as fire safety officer at the scene of an emergency until relieved of command. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains communications between the emergency scene and other authorized personnel, calling for assistance when needed.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Recommends changes in department operations that will help the city improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Monitors local conditions which may become fire or safety hazards. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift; reviews records of the previous shift.

Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly becoming familiar with all features that might become important in a fire or emergency situation. Reports fire hazards or safety violations to the appropriate authority. Conducts fire drills for fire protection purposes at various facilities.

Supervises subordinate fire department personnel, delegates authority to subordinates, assigns work and duty areas, and inspects the appearance of subordinates. Aids subordinates in technical areas of work. Reviews reports written by subordinates. Oversees and evaluates the work performance of subordinates, conducts employee evaluations, and discusses work performance with subordinates and superior officers. Resolves employee complaints and grievances by consulting with superior officers.

Assists superior officer in the development of a training program for the department. Personally trains personnel by conducting training in the classroom, conducting drills and evolutions, and providing informal or on-the-job training for new employees. Serves 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/or fire fighting efforts when required.

Conducts and directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, facilities, and grounds to ensure compliance with departmental standards. Reports and receives reports about any problems with the fire department and equipment for the purposes of repair and maintenance. Provides for and performs maintenance and repairs of apparatus and equipment.

Maintains department records, such as records of activity or any other records which may be required. Personally completes any forms, records, or reports required, including LFIRS reports. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Participates in special community projects designed to improve public relations or the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Serves as a department representative to the news media, releasing information and answering questions concerning the work of the department. Refers questions and complaints from the public about the operations of the fire department or any related areas of emergency services to a superior officer.

Performs related duties as assigned.

QUALIFICATIONS 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.

Effective January 1, 2023, the applicant must possess the following certifications:

IFSAC/Pro Board Certification Hazardous Materials Awareness
IFSAC/Pro Board Certification Hazardous Materials Operations
IFSAC/Pro Board Certification Firefighter I
IFSAC/Pro Board Certification Firefighter II
IFSAC/Pro Board Certification Fire Service Instructor I
IFSAC/Pro Board Certification Fire Officer I
IFSAC/Pro Board Certification Inspector I

Must possess and maintain Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher throughout the employment in this class.

Must possess a valid Louisiana driver's license.

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

Must be a regular and permanent employee in the class of Firefighter/Operator for at least three (3) years immediately preceding closing date for application to the board.

Fire Captain TA	
Original Adoption:	10-06-09
Revision Dates:	03-20-18, 10-05-22

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. District Fire Chiefs respond to all fire and emergency calls received and direct emergency scene activities on their assigned shift. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, performing pre-fire planning, and conducting training of fire department personnel. District Fire Chiefs have the authority to work independently and have their work reviewed by the Assistant Fire Chief. This class ranks directly below that of the 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.

Manages the operation of the fire department on an assigned shift by conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Assists in the organization of the department, including the number of operating units and distribution of such units. Recommends policies, goals and objectives for consideration by a superior officer. Recommends changes in department operations that will help the fire district to obtain favorable ISO ratings. Assists with plans and organization of departmental operations having to do with personnel, equipment, and apparatus. Keeps informed on modern firefighting methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Takes charge of all safety procedures at the scene of a fire or emergency. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Participates in the handling of emergencies involving hazardous materials. Provides for the needs of the emergency personnel at the scene of a fire. Maintains communications between the fire scene and other authorized personnel, including other emergency personnel at the scene of an incident. Acts as part of the fire attack team when necessary.

Assists superiors in the development of a training program for the department and sees that such program is supplied with training resources. Provides for regular employee training by assisting

with the evaluation of training needs, providing employee training, and overseeing employee training. Assists employees responsible for collecting information for pre-fire planning by becoming familiar with all areas which might become important in a fire or emergency situation.

Assists with the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene and collects and labels evidence of suspected arson. Testifies in court when required. Researches the best methods of handling specific fire department tasks such as testing fire hydrants, pumpers and fire hoses, and sees that such jobs are performed in a timely and efficient manner.

Supervises fire department personnel by overseeing and evaluating the work performance of subordinates and reviewing reports written by subordinates. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned personnel and equipment. Works with superiors to assign duty areas and approves comp time leave. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Maintains discipline by counseling employees and recommending disciplinary action to the Assistant Fire Chief. Aids subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Arranges for needed repairs and maintenance or assigns such to qualified departmental personnel. Maintains inventory of supplies and equipment. Makes recommendations on major purchases for the department. Distributes supplies and equipment to department personnel as required or needed.

Assists in the maintenance of certain department records. Supervises the preparation of records and reports of an assigned service or division. Periodically inspects systems and facilities for keeping records. Writes reports, completes any forms and records required, and prepares or has prepared LFIRS reports. Compiles and organizes data needed for reports.

Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools, civic groups, and citizens. Participates in special projects designed to improve the public image of the fire department. Participates in conferences, conventions, and other educational meetings 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.

Effective January 1, 2023, the applicant must possess the following certifications:
IFSAC/Pro Board Certification Hazardous Materials Awareness
IFSAC/Pro Board Certification Hazardous Materials Operations
IFSAC/Pro Board Certification Firefighter I
IFSAC/Pro Board Certification Firefighter II
IFSAC/Pro Board Certification Fire Service Instructor I
IFSAC/Pro Board Certification Fire Service Instructor II
IFSAC/Pro Board Certification Fire Officer I
IFSAC/Pro Board Certification Fire Officer II
IFSAC/Pro Board Certification Inspector I
IFSAC/Pro Board Certification Inspector II

Must possess and maintain Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher throughout the employment in this class.

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 Louisiana 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.

District Fire Chief TA	
Original Adoption:	03-27-08
Revision Dates:	09-25-08, 10-06-09, 03-20-18, 10-05-22

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, training, and overseeing all operations of the fire department, in addition to managing specific administrative functions. The employee of this class performs the duties of the Fire Chief in the Chief's absence and supervises all subordinate department employees. The Assistant Fire Chief provides for the production and maintenance of department records and reports, manages the inventory and maintenance of supplies and equipment, and assists with the financial management of the department. The Assistant Fire Chief has the authority to work independently 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.

Oversees the daily operations of the fire department and performs the duties of the Fire Chief in the Chief's absence. Recommends management or departmental goals, objectives, and policies for consideration by the Fire Chief. Participates in research and strategic planning for the fire department. Studies new laws, regulations, ordinances and court rulings relating to fire department operations to determine if changes in policies or procedures are needed. Recommends changes in department operations that will help obtain favorable ISO ratings. Assists the Fire Chief in investigating accidents involving the department. Determines the cause of the accident; takes action to correct the problem and avoid future accidents. Participates in planning and organizing departmental operations, programs and activities related to personnel and equipment. Works closely with the Fire Chief to provide for employee retention, health and safety.

Manages the accounting for the money and assets of the department as assigned by the Fire Chief. Assists the fire administration by monitoring the expenditure of funds and keeping purchases within the established budget. Oversees the maintenance of inventory, ordering and distribution of department supplies and equipment. Participates in meetings with sales representatives to review products. Assists the Fire Chief with writing specifications for new department equipment. Gathers and organizes data in order to prepare and submit an operating budget for the entire department.

Manages the general care and maintenance of firefighting apparatus, equipment, motor driven vehicles, fire stations and grounds. Provides for the regular testing of fire-related equipment to ensure all applicable state and federal standards are met. Assists the Fire Chief in researching the best methods of equipment testing and maintenance; ensures that such jobs are either contracted or assigned to qualified department personnel. Assists with planning for needed repairs; inspects equipment after repairs to ensure proper operation.

Assists the Fire Chief in supervising department employees. Assigns work schedules and duty areas; approves leave. Inspects the appearance of all assigned personnel and equipment. Holds meetings with subordinates to review reports and receive/provide information. Delegates authority as needed for the more effective operation of the department. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Promotes harmony within the department by ensuring that discipline is maintained. Counsels employees who are experiencing work problems and recommends disciplinary action as needed. Works with subordinate supervisors to resolve employee complaints and grievances. Oversees and evaluates the work performance of subordinates. Discusses performance issues with the employee/superiors and writes employee evaluation reports.

Manages the development and maintenance of a training program for the department and ensures that such program is properly staffed and supplied with the appropriate resources. Oversees regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Manages subordinate supervisors who conduct classroom training, drills and evolutions. Oversees training in basic firefighting, pump operations, nozzle and hose handling, breathing apparatus, rescue, fire attack, fire-fighting apparatus, tools and equipment. Ensures that on-the-job training and assistance in technical areas of work are provided to new employees.

Assists in responding to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Supervises subordinate employees at the scene of an emergency. Oversees operations of size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul at the emergency scene. Directs emergency medical services, first aid and CPR operations at the scene. Provides for security at the fire scene to prevent the removal or damage of evidence to be collected. Oversees investigations into the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Oversees and participates in handling emergencies involving hazardous materials.

Supervises the compilation and organization of data needed for reports. Ensures records and reports completed by subordinates are accurate and complete. Manages the preparation of payroll records and LFIRS reports. Reads correspondence addressed to the fire department and replies as directed by the Fire Chief. Oversees and participates in special projects associated with

public relations or the image of the department. Assists in coordinating the work of the department with related federal, state, and local agencies, releasing information and providing support when needed.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

Must have obtained a bachelor's degree in fire science, fire administration, business administration, public administration or related curriculum as approved by the Fire Chief.

Must possess the following certifications:

IFSAC/Pro Board Certification Hazardous Materials Awareness
IFSAC/Pro Board Certification Hazardous Materials Operations
IFSAC/Pro Board Certification Firefighter I
IFSAC/Pro Board Certification Firefighter II
IFSAC/Pro Board Certification Fire Service Instructor I
IFSAC/Pro Board Certification Fire Service Instructor II
IFSAC/Pro Board Certification Fire Officer I
IFSAC/Pro Board Certification Fire Officer II
IFSAC/Pro Board Certification Inspector I

Must possess and maintain Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher throughout the employment in this class.

Must have served in the position of District Fire Chief for at least five (5) years preceding application, or if there is no eligible applicant in the District Fire Chief position due to failure to meet the necessary educational and certification requirements, then applicant must have at least ten (10) years of experience in the fire service at the level of Fire Captain.

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 Louisiana driver's license.

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized, non-supervisory position in the Fire Prevention Division, the primary duties of which include conducting fire inspections and fire investigations. Incumbents in this class coordinate public fire education on fire safety, as well as developing fire prevention education programs for the community. Fire Prevention Officers work with some supervision, having the authority to work independently in most areas. Employees of the class report to and have work reviewed by the Chief of Fire Prevention. This class ranks directly below that of the Chief of Fire Prevention.

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 superior officer in researching and planning Fire Prevention programs and activities of the division. Performs the duties of the division chief in his/her absence. Develops methods which may be used to evaluate and improve productivity, efficiency, and procedures of departmental programs by evaluating and taking appropriate action to improve problem areas. Maintains a reference library on inspection, investigation, and public fire education topics for use by fire department personnel who need to conduct research on fire prevention topics or who must study for examinations in these areas.

Participates in the purchase and inventory of equipment and supplies by making recommendations for major purchases and periodically inspecting equipment and supplies. Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order or meets any applicable standards.

Promotes a positive public image of the work of the department in the daily performance of duties. Plans and conducts a public relations program for the department. Serves as official department representative at meetings of governmental or civic committees and groups, conducts tours of department facilities for school or civic groups, and answers inquiries or handles complaints from the public in person or by telephone about the operation of the department/division and related areas. Develops the fire public education program and works with local business leaders to provide fire safety education to employees thereby developing support for the program by the businesses. Evaluates the impact of the public fire education program by comparing baseline data on number of fire incidents, number of fire deaths or injuries, and amount of property loss with new data collected after the implementation of the program and modifies the program if necessary. Conducts fire drills for business, educational,

and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Conducts fire drills for health care, industrial, or correctional facilities, providing for special circumstances. Educates the public about fire hazards and organizes and trains fire service personnel and volunteers who participate in the implementation of the fire safety education program. Oversees fire safety in public assembly occupancies at major public events. Provides information to the public about fire dynamics, human behavior and/or defenses against injury due to fire, and firefighter personal protective equipment, gear, tools, and fire apparatus. Schedules and coordinates field trips to fire department facilities by school or civic groups.

Personally completes all forms and records required. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures. Assesses the occupant load of a building and inspects to see if the means of egress are sufficient for this load. Estimates the fire load of a building and assigns a fire load classification. Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans. Prepares for an inspection by reviewing previous inspection reports to become familiar with potential hazards. Contacts the owner/occupant upon arrival at inspection site, obtains permission for the inspection, and gives a briefing detailing of the inspection procedure. Takes photographs and makes field sketches to document conditions at the time of the inspection. Inspects fixed fire extinguishing systems, functional aspects of fire detection and alarm systems, heating, ventilating, and air-conditioning systems, cooking equipment, and portable fire extinguishers. Inspects sites for the storage of hazardous materials, equipment and systems for the handling transferring, or transporting of hazardous materials, standpipe systems, and structures. Examines the exterior and interior of the building, including locked areas, and collects information to be used in determining fire safety and compliance with applicable codes. Inspects storage areas for flammable and combustible liquids to ensure that they are properly constructed for the containment of such liquids and are correctly ventilated. Inspects fire hydrants and conducts flow tests to ensure that adequate water supplies are available for fire fighting efforts. Evaluates buildings to ensure that they have not suffered structural abuse which might render them unsafe. Discusses inspection findings with building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Investigates the causes, origins, and circumstances of fires. Secures the fire scene to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Searches for, identifies, and collects evidence, using accepted search methods and collection procedures while maintaining the chain of custody. Examines exterior and interior of fire structure, including vehicle fires, observes how the building is situated, the condition of the grounds, the location of driveways and outbuildings, power lines and utilities; fire protection systems; positions of hose lines and ladders; condition of doors and windows, and signs of forced entry; burn and smoke patterns, charring and scorching; fire extension; low burns and points of

fire entry. Locates low burn to determine the point of origin; notes direction of fire travel; notes contents, finishing materials, horizontal and vertical shafts; looks for trailers; notes depth and severity of charring, scorching, and blistering on interior finishes and contents; looks for indications of accelerant use; and reconstructs the fire scene, if needed. Uses all observations of the interior and the exterior of the structure to determine whether the fire was the result of natural causes, carelessness, or arson. Takes photographs, records extensive notes concerning each phase of the investigation, and makes sketches and diagrams of the interior and the exterior of the building. Checks the surrounding area for unusual debris and identifies and preserves for evidence. Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects. Interviews firefighters and/or witnesses regarding circumstances that may have been noted before or during the fire. Determines the cause of the fire and requests expert assistance if needed. Applies for and executes a search warrant or obtains a signed consent to search form from the owner or occupant of a burned building to conduct a search after the premises have been returned to the owner or occupant. Obtains information from departmental records or other business, court, or agency records, to review and analyze data that may be used to prove whether or not a fire was the result of arson and to prepare a case for prosecution. Interrogates suspects after having informed them of their rights and evaluates suspect's responses to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution. Testifies in court when 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 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 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 a high school curriculum which has been accredited by the applicant’s state approved agency. A certificate of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess the following certifications:

- IFSAC/Pro Board Certification Hazardous Materials Awareness
- IFSAC/Pro Board Certification Hazardous Materials Operations
- IFSAC/Pro Board Certification Firefighter I
- IFSAC/Pro Board Certification Firefighter II
- IFSAC/Pro Board Certification Fire Service Instructor I
- IFSAC/Pro Board Certification Fire Officer I
- IFSAC/Pro Board Certification Inspector I

Must possess and maintain Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher throughout the employment in this class.

Fire Prevention Officer TA Original Adoption: 03-12-26 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 Division, responsible for fire inspections, fire investigations, and public fire education. The incumbent of this class manages the fire prevention program, oversees department personnel who perform fire prevention duties and provides for the maintenance of related records and reports. The Chief of Fire Prevention responds to all alarms for which the department is answerable and takes charge of all safety procedures at the emergency scene. The employee of this class supervises department employees while performing fire prevention tasks and in the training environment. The Chief of Fire Prevention performs the majority of assigned duties independently, reporting to and receiving direction for special projects from the 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.

Oversees and directs the daily operations of the Fire Prevention Division and provides for fire inspections, fire investigations and public fire education. Organizes the division, making decisions concerning the use of equipment and resources. 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 ISO ratings. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed.

Develops a fire prevention education curriculum for the department by identifying the most important local fire problems and the target audience. Designs the most appropriate method of presentation. Evaluates the effectiveness 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. Schedules and coordinates tours of fire department facilities by school or civic groups; arranges for guides, instructors, and instructional materials for groups. Serves as representative to the news media, releasing information and answering questions concerning the work of the division. Determines the content and format of fire safety messages. Writes and submits public service announcements and news releases on fire safety to be used by local newspapers, television and radio stations using accepted procedures for working with the news media.

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/occupant upon arrival at inspection site, obtains permission for the inspection, and gives a briefing detailing the inspection procedure. Inspects the exterior and exterior of the building, making notes of any areas barred from inspection and collects information to be used in determining fire safety and compliance with applicable fire codes. Oversees and participates in the inspection of fixed fire extinguishing systems, portable fire extinguishers, fire detection/alarm systems, electrical equipment, heating/air-conditioning equipment and sites for the storage of hazardous materials. Assesses the occupant load of inspected buildings, and evaluates buildings to determine whether they have suffered structural abuse. 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, recording all necessary information about the building, presenting facts and evidence collected during the inspection, and outlining 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; testifies in court or serves as an advisor to the prosecutor.

Collects information for pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record any area features which might become important in a fire or emergency situation. Reviews building plans to identify potential problems related to fire protection. Develops pre-fire plans by evaluating the information gathered and determining the appropriate response by fire-fighting companies. Conducts fire drills for business, educational, and assembly occupancies; reviews evacuation plans and instructs 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 checks the surrounding area for unusual debris such as evidence of acceleration materials, tools that may have been used for illegal entry, or valuables hidden outside the structure. Identifies and preserves for evidence any tracks, footprints, or related markings. Conducts interviews with firefighters and/or witnesses regarding circumstances that may have been noted before or during the fire such as location, size and path of the fire, flame and smoke colors or suspicious spectators. Examines interior of fire structure and locates low burn to determine the point of origin. Notes direction of fire travel, contents, finishing materials, depth and severity of charring, scorching, and blistering. Looks for indications of accelerant use and reconstructs the fire scene, if needed. Provides for the identification and collection of evidence using established methods to avoid contamination and protect the chain of custody. Documents the fire scene by taking extensive notes and photographs; makes sketches or diagrams to provide an accurate record of the locations of evidence and the extent of damage. 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; executes search and 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 outlining responsibilities and duties to set expectations for performance. Directs subordinates by setting task priorities, long-term goals for work to be completed, and assigning and altering workspaces and duty areas, as needed. Holds meetings to receive reports, review work to be done and delegate assignments. Inspects the appearance of equipment and personnel. Assigns work schedules and approves leave. Resolves employee complaints and grievances. Oversees and evaluates work performance of subordinates and discusses performance with subordinates and superiors. Writes employee evaluation reports. Counsels employees who are experiencing work problems and recommends disciplinary action when necessary. Motivates employees by evaluating their job needs and seeking ways of enriching the job to better satisfy those needs.

Serves as a classroom instructor for training in fire inspection, investigation, prevention, suppression systems and evidence collection. Maintains a fire prevention reference library for use by department personnel. Provides on-the-job training for department members, including explaining policies, procedures and rules. Aids employees in technical areas of work. Controls accident hazards by training in safety. Ensures employees have the tools and resources necessary to perform their jobs. Investigates complaints against employees and formulates a recommendation for action to be taken.

Assists superior in the accounting for the money and assets of the Fire Prevention division. 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 fire prevention supplies and equipment. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are submitted to the proper authority. Prepares expenditure estimates and personally handles budget preparation for the division.

Gathers and compiles information for reports or departmental planning by reviewing and analyzing data. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Reviews incoming written communications for the division and writes 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. Personally completes any forms and records assigned. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken. Writes requests for grants or other special funds to aid in the operation of the fire prevention service. Performs research and writes formal recommendations for additions to or changes in fire prevention codes and submits such recommendations to the appropriate city or state agency. Oversees the response to requests for fire prevention records in accordance with law and departmental policy.

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 the following certifications:

IFSAC/Pro Board Certification Hazardous Materials Awareness
IFSAC/Pro Board Certification Hazardous Materials Operations
IFSAC/Pro Board Certification Firefighter I
IFSAC/Pro Board Certification Firefighter II
IFSAC/Pro Board Certification Fire Service Instructor I
IFSAC/Pro Board Certification Fire Service Instructor II
IFSAC/Pro Board Certification Fire Officer I
IFSAC/Pro Board Certification Fire Officer II
IFSAC/Pro Board Certification Inspector I
IFSAC/Pro Board Certification Inspector II

Must have obtained Fire Investigator certification in accordance with NFPA standards.

Must possess and maintain Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher throughout employment in this class.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer immediately preceding closing date for application to the board.

Chief of Fire Prevention TA	
Original Adoption:	10-05-22
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