

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

TANGIPAOA PARISH FIRE PROTECTION DISTRICT #1 (AMITE)

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

TANGIPAOHA 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

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.

Assistant Fire Chief TA

Original Adoption: 10-05-22

Revision Dates:

CHIEF OF FIRE PREVENTION

(Competitive 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 has no direct supervision over line personnel, however, the incumbent exercises functional supervision over 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.

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. Outlines responsibilities and duties for employees so that they will know what they are expected to do and what results are expected from their performance. 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. 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.

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.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit

necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess 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 have at least ten (10) years of continuous full-time employment with a paid fire department in positions that provide experience in fire suppression, fire investigation, fire inspection and public fire education.

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