

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

WEST FELICIANA PARISH FIRE PROTECTION DISTRICT #1 (ST. FRANCISVILLE)

Contents

OCCUPATIONAL INDEX TO CLASSES2

FIREFIGHTER/OPERATOR3

FIRE CHIEF.....7

FIRE RECORDS CLERK.....11

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

WEST FELICIANA PARISH FIRE PROTECTION DISTRICT #1 (ST. FRANCISVILLE)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR*

FIRE CHIEF *

LINE SUPPORT CLASS

FIRE RECORDS CLERK *

*Competitive class

**Promotional class

FA Index

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04-18-22

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire apparatus and equipment. Firefighter/Operators provide emergency medical care to the sick or injured at an emergency scene. Employees of this class receive specific instructions for most duties, but have the authority to work independently in certain areas. This class is supervised by and ranks immediately below the class of Fire Chief.

EXAMPLES OF WORK

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

Drives fire apparatus to and from fire scene. Studies direct routes, location of streets, water mains, and hydrants in station area. Selects shortest available route to fire or emergency scene and determines the location of the nearest fire hydrant using maps, gps, or memory to ensure timely response while navigating narrow alleys and structural impasses. Communicates with dispatcher and fire vehicles using two-way radio. Monitors or gathers information regarding weather or other conditions affecting station zone of response. Assists in apparatus positioning, pumper positioning, and apparatus stabilization at the fire scene.

Observes fire ground and relays information to superiors. Identifies fires sources, other fire threats, and potential civilians in the fire scene. Observes the burning structure and decides where the source of the fire is located. Determines whether there is any structural damage caused by the fire, and if the building is safe for fire personnel to move through. Reports any injuries on scene to superior officers. Evaluates the environmental effects on conditions of the fire. Uses correct fire procedures to attack the fire after assessment. Recognizes internal and external fire exposures and takes measures to protect from fire extension. Listens or watches for orders and instructions from superior officers and follows orders under conditions of stress, noise, and confusion at the fire scene. Relays orders from officers to other firefighters and apparatus operators. Recognizes threats such as back-draft and smoke color and smell to determine the best approach to a fire.

Applies the appropriate fire stream or portable extinguisher for the most effective method of fire extinguishment. Estimates the length and number of hoses. Approaches emergency scene with tools necessary for hydrant connection and pulls hose from hose bed. Identifies and protects potential exposures by using direct streams or water curtains. Operates pumper from self-

contained water source until a connection is made to an incoming water supply source without interruption. Gains control of uncontrolled hose lines. Calculates nozzle discharge pressures for the length and diameter of hose and size of nozzle. Connects hoseline and determines best use of hose from differing positions. Uses hose straps, ropes, and chains to support charged line, and to secure hose to ladders and other objects. Operates nozzles to produce the proper stream along with differing hoseline attachments to produce differing agents such as a foam concentrate. Tests and inspects hoseline and hoseline fittings for leaks, signs of wear, or damage. Tests hoseline nozzle for smoothness and ease of operation. Carries hoselines away from fire scene and drains, rolls, or folds hose sections and loads them onto apparatus after fire is extinguished.

Performs forcible entry operations and places smoke ejectors. Performs ventilation operations through breached openings, through the use of different apparatus. Operates self-contained breathing apparatus for protection from hazardous environments. Locates and operates shut-off valves for gas, electricity, oil, and water to reduce hazard. Acts to contain and control hazardous material spill and removes containers of flammable or hazardous material. Searches smoke-filled rooms by crawling on the floor and feeling for trapped victims, obstructions, holes, and areas of excessive heat. Removes burning materials from buildings to attempt to reduce the spread of fire damage. Performs overhaul operations to complete fire extinguishment by locating hot spots and hidden fires, and to remove debris and water using appropriate equipment and tools. Constructs a catch-all to catch water and debris. Removes debris, rubble, and other material found at a cave-in. Cleans up water after fire is extinguished. Secures windows and doors to protect building and contents from weather, theft, and vandalism.

Maintains limited crowd and traffic control until police arrive. Notifies occupants or neighbors to vacate premises when needed. Conducts search and rescue operations. Carries or assists conscious, unconscious, or deceased victims using different apparatus. Locates and digs to free conscious or unconscious victims trapped in various circumstances. Moves heavy objects and cuts or pries open vehicles, machinery, etc., to free persons trapped or pinned. Rescues drowning persons by swimming and using appropriate lifesaving carries or poles and ropes. Treats range of injuries at scene using advanced first aid and emergency care techniques. Examines victim to determine nature and extent of injury or illness. Examines injured person for medical alert tag to determine if special treatment is necessary. Responds to medical emergency calls. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department using communications and medical equipment provided. Administers limited first aid to public, including minor injuries, lacerations, burns, and smoke inhalation. Operates communications equipment at the emergency scene to request additional equipment or personnel, advises dispatcher of the call status, and return to service.

Performs salvage operations using covers, tarps, floor coverings, or chutes, and any other devices, equipment or tools. Shores up weak and dangerous structural components, and tears down weak and dangerous structural components. Places burned and charred waste or other debris on tarp and assists in carrying waste from building. Protects salvaged property and informs officer in charge of suspected arson. Reads placards or recognizes HAZMAT symbols to identify flammable

or hazardous materials and reports to officer. Controls and extinguishes grass fires with portable, hand operated pumps.

Ensures fire apparatus is operating properly, and is ready for service by performing inspections. Performs periodic tests of apparatus pumping capacity and pressure. Cleans, dries, tests, inspects, and properly secures any assigned firefighting tools or equipment. Maintains inventory of tools and equipment and makes minor repairs. Inspects and cleans different pieces of equipment, such as Air packs, lighting and electrical equipment, power generators, ladders, and fire extinguishers. Inspects all tools on fire apparatus to make sure they are in proper working order and to determine if any tools are missing; reports damaged/missing tools to officer. Maintains adequate quantities of station office supplies, first aid supplies, cleaning, and maintenance supplies. Inspects, repairs, and replaces hose lines that are damaged or have busted. Fills air cylinders. Conducts periodic tests of functioning of self-contained breathing apparatus (SCBA) and replaces if necessary. Places turnout gear and firefighting equipment in readiness. Transports spare apparatus to other stations, as needed. Records equipment and apparatus missing or needing repair or replacement. Inspects hydrants to ensure proper operation.

Practices with apparatus and equipment under supervision to increase and maintain proficiency. Provides occasional informal or "on-the-job" training and maintain proficiency. Participates in critical evaluation of each fire on return to the fire station. Informally monitors activities of less experienced firefighters at fire scene to ensure efficient and safe operation.

Delivers written reports after each shift. Records all activity, such as alarm, radio, apparatus, and equipment tests and district activity. Provides for and ensures that accurate emergency medical services records. Completes any assigned forms, such as maintenance records, fire incident or casualty reports, and preliminary investigation reports. Provides for the maintenance of department records such as records of activity, inventory records, or any others which may be required. Provides non-emergency services such and releasing people and animals locked in cars. Participates in the development of pre-fire plans for the department.

Deals with the public in a courteous manner whether at the fire scene or in day to day contact. Demonstrates and explains fire equipment and firefighting techniques to the public. Calms or comforts emotionally distraught victims, relatives, and spectators at emergency scenes. Provides comfort and assistance to family of injured firefighters. Conducts fire station tours and explains apparatus and equipment to the visiting public.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must have a valid driver's license.

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

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| Firefighter/Operator FA Original Adoption: 04-18-22 Revision Dates: |
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FIRE CHIEF

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, prepares a departmental operating budget, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the West Feliciana Parish FPD #1 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 as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations. Reviews department structure and operations and decides if new programs or policies are needed. Testifies on proposed legislation before legislative committees. Monitors any local conditions which may create situations the department may be called upon to handle.

Develops a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Develops grievance and resolution procedures to deal with personnel problems and complaints.

Develops a risk management program and monitors the results by investigation all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Establishes 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. Establishes and maintains a system of line inspections to exercise control through the processes of observation and review by supervisory personnel.

The Chief reviews the records of expenses, disbursements, and related financial transactions of the department accounts in order to insure accurate fiscal records. Authorizes the expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Prepares in conjunction with departmental operating budget.

Supervises a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Personally completes any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department.

Promotes a positive image of the department in the daily performance of duties by interaction with the public, and federal, state, and local agencies. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Attends any required meetings to give reports, offer advice, make recommendations, give speeches, and keep informed on local trends that may affect the fire service. Acts as department representative to the news media, by writing public service announcements, news releases, newspaper articles, or releasing information and answering questions concerning the work of the department.

Develops a public education program to meet identified community needs by determining programs objectives and structuring the program to satisfy these needs. Writes speeches and structures demonstrations on fire prevention or related topics to be given to schools, clubs, or civic groups.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline among employees.

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. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Maintains an inventory of supplies and equipment for the department. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations.

Directs a fire prevention program, including fire inspections and pre-fire planning in order to reduce the incidence of fire and to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the State of Louisiana. Live within thirty miles from Fire District Headquarters.

Before appointment, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the required duties of the position.

Must have obtained certification as Fire Officer I, as defined by N.F.P.A. 1021, Standard for Fire Officer Professional Qualifications.

Must have obtained certification as Hazardous Materials Operational Level.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) 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 work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) 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 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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least nine (9) years of progressively responsible experience on 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 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 FA

Original Adoption: 09-14-99

Revision Dates: 04-05-18, 07-11-19

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are processing and maintaining fire personnel and departmental records, and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computer, maintaining hard copy files, and extracting information as needed. The employee of this class handles routine requests, answers and directs telephone calls and addresses visitors to the department. The Fire Records Clerk performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Receives, reviews, and processes department records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Enters routine information in department records, such as accounting or personnel records and incident reports. Completes all forms or records as required. Reads graphs, charts, manuals, records, reports, or related department documents. Compiles, organizes and analyzes data from records. Maintains roster of pertinent information on department personnel, incorporating new employee information. Proofreads typed material and corrects errors.

Sets up a filing system and revises such system when necessary. Logs all received material as directed. Arranges filing system in hard copy files or computer database, and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically and by subject matter. Locates and retrieves information or documents from hard copy or computer files as necessary. Extracts information or summarizes contents of files as directed. Reviews such material in order to determine content and sorts appropriately. Provides duplicates of materials, such as bills of financial transactions. Assigns cross-indexing numbers to files similar in content needing multiple headings. Maintains a library or archives of materials for future use or reference by department personnel.

Operates a computer terminal using various applications, including a word processing program, in order to enter or retrieve information from files. Operates a facsimile machine, a copying machine and a calculator or mathematical computer software.

Maintains the inventory of supplies and equipment for an assigned division. Orders and distributes supplies and equipment as required. Meets with sales representatives to review products and makes recommendations.

Acts as receptionist to department visitors, and answers and places telephone calls, handling questions or requests from visitors or callers to the station. Directs visitors or transfers callers to the appropriate individuals following departmental procedures. Prepares accommodations for meetings within the department. Processes outgoing mail and interdepartmental correspondence.

Performs public relations duties such as answering telephone inquires and questions for the public about the operation of the department or any related areas of departmental operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Fire Record Clerk FA

Original Adoption: 01-20-11

Revision Dates: 04-05-18