

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CADDO PARISH FIRE PROTECTION DISTRICT #8 (VIVIAN)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CADDO PARISH FIRE PROTECTION DISTRICT #8 (VIVIAN)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN \*\*

FIRE CHIEF \*

\*Competitive class

\*\*Promotional class

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Revision Dates:

# 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 designated areas. This class is supervised by and ranks immediately below the class of Fire Captain.

## **EXAMPLES OF WORK**

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

Responds to all fire and medical emergency calls received by the department. Operates or rides in apparatus to and from emergency scene, evaluates navigational problems, and selects shortest available route. Communicates with dispatcher using two-way radio. Positions the pumper to supply hose lines from water tank on the apparatus, to obtain water from a water hydrant, and to draft water from a static source such as a lake. Stabilizes apparatus and provides directional assistance to operators raising and lowering aerial equipment, either verbally or with hand signals. Locates fire source, uses appropriate extinguishing agent, and responds to fireground changes. Determines if a position is safe for firefighting crews. Evaluates the potential effects of environmental conditions on the fire. Examines fire structures for signs of fire extension. Observes burning structure and decides where source of fire is located. Uses correct attack procedures depending on type of fire. When vantage point is superior, makes recommendations to officer regarding appropriate equipment and procedures such as extinguishing agents and nozzles, number of hose lines, size and type of ladder, positioning of equipment, ventilation openings and escape routes. Observes fireground for victims, water supplies and fire exposures. Notifies superior officer of changes in conditions at the fire scene, injured department members and any other pertinent information. Follows orders and maintains awareness of other firefighter's efforts.

Applies appropriate fire streams and agents for the most effective fire extinguishment. Estimates lengths of hose needed and determines the number of hose lines that may be added at any point during pump operations. Makes hydrant and hose connections, drafts water and carries charged or uncharged hose lines at the scene. Gains control of uncontrolled hose line; assists other firefighters in controlling hose lines. Operates various types of nozzles and master stream appliance; protects potential exposures by using direct streams or water curtains. Operates hose

line with eductors and protects hose line from damage. Inspects and secures charged hose lines and repairs burst hose sections. Connects/disconnects hose to intake and discharge valves of pumper. Primes and operates pumper from self-contained water source, draft, or static water supply and operates fire hydrant. Operates pump to supply adequate pressure at the nozzle and regulates water to hose lines. Calculates gpm, water flow, and friction loss. Performs sprinkler and standpipe support operations. Monitors water pressure in area or zone.

Performs forcible entry and ventilation operations, recognizes conditions that may lead to backdraft, and places smoke ejectors. Performs ventilation operations to remove heat and smoke through natural or breached openings or by forcibly opening windows or doors. Operates self-contained breathing apparatus for protection from hazardous environments. Conducts ladder operations and performs ladder load determinations. Ascends and descends ladders with or without tools during fireground operations. Carries and operates portable generator to produce electrical power and protects from possible overload. Carries and operates emergency lighting equipment to allow performance of duties at night. Removes containers of flammable or hazardous materials at the fire scene under direction of officer. Searches smoke-filled rooms by crawling on floor and feeling for trapped victims, obstructions, holes, and areas of excessive heat. Removes burning mattresses and furniture from building to reduce fire and smoke damage to building and contents. 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. Shuts down pumper using correct procedures. Drains, rolls, or folds hose sections and loads on apparatus after fire is extinguished.

Maintains limited crowd and traffic control until police arrive. Notifies occupants or neighbors to vacate premises when needed. Carries out search and rescue operations. Carries or assists conscious, unconscious, or deceased victims down ladders or stairs away from the scene. Locates and digs to free victims trapped in tunnels, pipes, or excavations. Moves heavy objects and cuts or pries open vehicles, machinery, etc., to free persons trapped or pinned. Removes energized electrical wires from contact with victims and rescues drowning persons using appropriate lifesaving maneuvers and equipment. Treats range of injuries at the scene, provides advanced life support, and administers medication. Assesses victim to determine nature and extent of injury or illness. Examines injured person for medical alert tag to determine if special treatment is necessary. Inspects scene of poisoning or drug overdose to determine nature of poison. Performs emergency medical services such as basic first aid, CPR, and first responder services. Provides emergency medical care at the emergency scene or while in transport to the hospital using communications and medical equipment provided. Drives emergency medical vehicles to and from the scene. Operates communications equipment and notifies dispatcher of the call status, the need for additional emergency help and of return to service.

Performs salvage and overhaul operations. Removes burning materials and waste or debris from emergency scene. Shores up or tears down weak or dangerous structural components. Locates hidden fires or hot spots. Protects salvaged property and informs officer in charge of suspected arson. Recognizes HAZMAT symbols and contains hazardous material spills. Locates and

operates shut-off valves for utilities. Controls or extinguishes grass or shrub fires using hand operated pump or hand tools.

Performs regular maintenance of all firefighting equipment, tools, and supplies, and conducts all required safety tests. Cleans, dries, tests, inspects, and properly secures any assigned firefighting tools or equipment. Maintains inventory of tools and equipment and makes minor repairs. Records equipment or apparatus missing or in need of repair/replacement. Inspects personal turn-out equipment and clothing. 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. Records the results of alarm, radio, apparatus, and equipment tests. Maintains adequate quantities of station maintenance and office supplies. Performs periodic tests of apparatus pumping capacity and pressure. Fills air cylinders. Tests and inspects hoseline and fittings for signs of leaks, wear, or damage. Tests hoseline nozzle for smoothness and ease of operation. Inspects and cleans Air Pak to ensure it operates properly. Inspects, tests and cleans emergency lighting, electrical equipment and emergency power generator. 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.

Learns and maintains proficiency in department equipment and tools. Reads and studies training materials and basic laws and regulations. Provides occasional informal training for new employees. Participates in critical evaluations of each fire after return to station. Monitors conditions affecting station zone of response. Studies information regarding hydrant locations, exposures, type of occupancy, and areas of high life or monetary loss risk. Updates hydrant maps and vital building book. Informally monitors activities of less experienced firefighters at fire scene to ensure efficient and safe operation. Compiles data, writes reports, and provides for the maintenance of department records. Provides for and ensures that accurate emergency medical services records such as personnel records, patient care records, records of activity, financial records, and inventory records are maintained. Records entries in daily log.

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 public. Comforts emotionally distraught persons at the emergency scene. Provides assistance to families of injured firefighters. Provides non-emergency services such as freeing children or animals locked in cars. Conducts fire station tours and explains apparatus and equipment to visiting public. Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Firefighter/Operator CH Original Adoption: 05-28-20 Revision Dates:
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# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which include assisting the Fire Chief in day-to-day operations, assuming command at emergency or fire scene in the absence of the Fire Chief, and supervising subordinates. Fire Captains are also responsible for managing EMS/Rescue scenes, department vehicle and equipment checks, and household chores and duties at the fire station. Employees of this class work with a high degree of independence and report to and have work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operation of one fire station on assigned shift. Answers fire alarms; records information and directs operation of a fire company in response to emergencies by gathering and assessing pertinent data provided by dispatcher. Supervises driving of apparatus. Directs positioning of the fire apparatus at the fireground. Performs size up of an emergency scene and directs operations at the scene until relieved by a superior officer. Set up fireground perimeter for crowd and traffic control. Supervises subordinate employees at the scene in forcible entry and ventilation operations, fire extinguishment, and search and rescue; hose, ladder, and pumper operations; protection of exposures, sprinkler and standpipe systems support operations, salvage and overhaul, and emergency medical services. Operates self-contained breathing apparatus for protection from hazardous environments. Responds to changes in fireground conditions while performing and directing firefighting operations. Identifies internal and external fire exposures and takes measures to protect from fire extension. Applies and utilizes appropriate fire streams and agents, portable fire extinguishers, and water supplies from public water systems and static sources.

Serves as fire safety officer at the scene until relieved of command. Briefs incoming captain on activities that occurred or those that will occur on upcoming shift. Handles emergencies involving hazardous materials. Monitors conditions which may become fire or safety hazards. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Coordinates activities of firefighting personnel and law enforcement personal at the emergency scene. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports and maintains chain of custody of evidence of suspected arson. Maintains communications between the fire scene and other authorized

personnel, notifies dispatcher to call for additional emergency medical help if needed, relays necessary information on operation at the emergency scene. Drives emergency medical vehicles to and from scene of fire or other emergency to provide medical care or transfer the injured to a hospital or other emergency care facility. Provides emergency medical care and advance life support services to patients using basic first aid, CPR, defibrillators, and first responder services at the scene or while in transport to hospital.

Supervises and delegates authority to subordinate fire department personnel for the effective operation of the department. Issues orders, assigns work schedules and duty areas, and inspects appearance of equipment and subordinate personnel. Serves as a consultant for new employees and volunteers within the department by providing them with technical expertise, assistance, cooperation in training and/or firefighting, on-the-job training; conducting drills, evolutions, and classroom training when required. Oversees, evaluates, and discusses work performance with subordinates and superiors. Reviews reports written by subordinates and aids subordinates in technical areas of work. Resolves employee complaints and grievances and counsels employees experiencing work problems. Assists in maintaining discipline among subordinates by conducting corrective interviews and recommending disciplinary action to the appointing authority.

Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Conducts required testing of fire department apparatus and equipment. Receives reports documenting problems with fire department property and equipment and provides for maintenance and repair. Maintains inventory of supplies and equipment and orders and distributes supplies and equipment to personnel as required.

Compiles data and writes reports requiring the ability to compose complete sentences and organize ideas in logical sequence. Completes any assigned forms, records, and reports required, including NFIRS reports. Provides for the maintenance of departmental records, such as activity and inventory records and any other reports which may be required.

Assists in inspections of schools and other facilities for fire protection purposes and pre-fire planning. Participates in community projects designed to improve public relations. Conducts tours of department facilities for schools or civic groups.

Performs other related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

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

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



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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least five (5) years immediately preceding closing date for application to the board.

Prior to closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Officer I, according to the International Fire Service Accreditation Congress.

Must have current Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) basic or higher.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) basic or higher while working in the class of Fire Captain.

Fire Captain CH
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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 directly responsible for the day-to-day operations of the fire department, including the organization and administration of the department, budgeting of funds, supervision of subordinate personnel, and promoting positive leadership within the ranks. The employee of this class directs fireground/emergency scene operations, performs public relations duties, and acts as a liaison between the department and other local government agencies. The employee of this class has authority and responsibility to operate independently, and reports to the Fire District Board.

## **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 fire department services, directing all functions and personally completing any forms required of the chief administrative officer. Organizes the department by creating a structure which includes functional divisions that utilize available resources and provide efficient fire protection services to the community while minimizing expense. Develops management policies, goals and objectives for the department. Evaluates the effectiveness and productivity of departmental programs, identifies target areas for improvement, and initiates procedures to improve the quality of service as needed. Collects data from department and legislative records to make management decisions for planning purposes. Reviews department structure and operations to determine if changes to the program or policy are required. Prepares and manages departmental operating budget and general accounting system to provide a record of liabilities, assets, and financial transactions and records expenses, disbursements, and related financial transactions of department accounts. Establishes policy concerning department records and retention.

Develops a personnel recruitment and selection program in accordance with federal EEOC standards, interviews prospective employees, and makes recommendations for hiring. Determines performance standards for department personnel and uses information developed in performance evaluations to make decisions concerning retention in job. Assists in the development of a comprehensive personnel plan providing for compensation and benefits. Communicates with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Establishes an internal affairs review process to investigate violations of the departmental code of conduct. Maintains discipline by

conducting corrective interviews, recommending disciplinary action, and notifying employee of disciplinary action taken. Develops a grievance resolution procedure and counsels employees who are experiencing work problems.

Oversees the supervision of subordinate personnel reviewing incoming communications for delegation, setting task priorities, adjusting work schedules and approving leave. Holds formal meetings for the purpose of receiving and disseminating information. Supervises preparation and maintenance of department reports by reviewing records and reports completed by subordinates for effectiveness. Provides supplies, tools, and resources necessary to help subordinates perform assigned job duties. Ensures sufficient personnel are available to meet staffing requirements. Establishes and maintains inspection system to observe the appearance of equipment and personnel. Monitors progress of assigned jobs to determine if additional time is required. Evaluates employee work performance and writes evaluation reports. Maintains promotional eligibility lists and makes or recommends promotions in accordance with civil service law.

Establishes and maintains the training program. Provides on-the-job training for department members, including explaining policies, procedures or rules, and providing assistance in technical areas of work. Oversees the development and implementation of a safety program for the department and ensures subordinates receive appropriate safety training. Determines performance standards and implements a system of inspections to exercise control and evaluate personnel performance. Devises a risk management program to mitigate departmental losses. Develops and utilizes report review system to inspect quality of fire service. Provides for good housekeeping and takes other action necessary to control accident hazards.

Oversees fireground operations, including size-up, strategy, communications, equipment or personnel assignments and the reevaluation of decisions as required. Directs and monitors intermediate command staff members responsible for various aspects of operation. Directs the handling of special tactical situations or medical emergencies and determines actions to be taken in response to the situation. Manages the handling of emergencies involving hazardous materials, including identifying the hazardous material involved, assessing the risk to the community, and taking any action necessary to safeguard citizens. Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations, grounds, and other related property. Maintains proficiency in the use of department equipment and apparatus.

Inspects buildings and collects information to be used in determining fire safety and compliance. Completes report, presents facts, outlines conclusions reached, and makes recommendations result of the findings. Receives appeals for exemptions from provisions of fire codes and analyzes the request. Enforces fire prevention codes and ordinances. Issues citations, accesses fines, and serves court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in court proceeding; testifies in court or serves as advisor to the prosecutor. Conducts fire drills for businesses, educational and assembly occupancies. Oversees fire safety in public assembly occupancies, assesses occupant load of

building for sufficient means of egress, evaluates building for structural abuse. Reviews building plan to identify problems related to fire protection.

Determines target areas for fire prevention and public education efforts by analyzing local fire protection problems, produces instructional materials to be used in public education programs. Drafts letters, speeches, reports, public service announcements, news releases and any other official department position paper for publication. Delivers lectures, talks, or demonstrations on fire prevention or related fire protection topics to schools, clubs or civic groups using acceptable principles of speech communication. Develops a public education program to meet identified community needs. Draws up evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans.

Promotes a positive public image of the department in the daily performance of duties by interacting with the public and coordinates the work of the department with related federal, state, and local agencies in both emergency and non-emergency situations. Handles complaints from the public regarding department operations or concerning procedures related to the handling of emergency medical services. Serves as official department liaison to the news media, with law enforcement or other arson investigation agencies, and at required meetings offering advice, recommendations, and information on local trends that may affect the fire service.

Performs any related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

After offer of 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 at least fifteen (15) years of experience in full time fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Must possess certification as Fire Instructor I, Fire Instructor II, Fire Officer I, Fire Officer II, Fire Officer III, Pump Operator, and Fire Safety Officer.

Must not be less than twenty-one (21) years of age.

Must possess and maintain a valid driver's license.

Fire Chief CH

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