

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CADDO PARISH FIRE PROTECTION DISTRICT #4 (KEITHVILLE)

Contents

OCCUPATIONAL INDEX TO CLASSES 2

FIREFIGHTER/OPERATOR 3

FIRE CAPTAIN..... 5

FIRE CHIEF..... 7

SECRETARY TO THE FIRE CHIEF 11

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CADDO PARISH FIRE PROTECTION DISTRICT #4 (KEITHVILLE)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

FIRE CHIEF *

LINE SUPPORT CLASSES

SECRETARY TO THE FIRE CHIEF *

*Competitive class

**Promotional class

CD Original Adoption:	10-18-88
Revision Dates:	05-17-91, 12-17-93, 07-28-94, 04-24-95, 11-02-98, 03-26-07

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF 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 medical and rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class are directly supervised by a Fire Captain, and this class ranks directly below that of 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.

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 emergency medical care to patients of fire, accident, and illness either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned medical and fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire and medical 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 must be met by the filing deadline for application to the test.

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

Must possess a valid driver's license.

Firefighter/Operator CD Original Adoption:	05-17-91
Revision Dates:	12-17-93, 06-27-94, 10-21-97, 09-14-00, 06-18-04, 02-20-08, 07-29-10, 04-15-14, 01-08-19

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which is the supervision of firefighting personnel and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of the Fire Chief, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains work with a high degree of independence, and report to and have work reviewed by the Fire Chief. This class ranks directly 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 exclude other duties which may be logical assignments to this class.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from the scene of the incident. Assumes command until relieved by the Fire Chief. Supervises emergency scene operations including size-up, rescue, forcible entry, ventilation, fire suppression, water supplies, nozzle and hose handling, and salvage and overhaul. Participates in hazardous materials incidents. Supervises emergency medical services such as basic first aid, CPR and first responder services.

Supervises subordinate fire department personnel. Inspects the appearance of assigned equipment and personnel. Oversees and evaluates employee work performance. Issues orders, assigns duty areas and provides assistance to employees. Reviews reports written by subordinates. Resolves complaints and grievances and counsels employees who are experiencing work related problems. Recommends disciplinary action to the Fire Chief.

Trains subordinates in basic firefighting by personally conducting training in drills and evolutions, and in the classroom. Provides informal "on-the-job" training.

Investigates the causes, origins, and circumstances of fires. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for, reports, protects, preserves and maintains the chain of custody of any evidence of arson. Assists arson investigation personnel. Testifies in court when required.

Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Writes narrative reports.

Performs pre-fire planning and conducts inspections of businesses, schools, and public occupancies. Reports fire hazards or safety violations to the appropriate authority.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and equipment. Conducts daily radio checks.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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 four (4) years immediately preceding the closing date for application to the board.

Fire Captain CD Original Adoption: 07-29-10 Revision Dates:
--

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 and public education, performs public relations duties, 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 Board of Fire 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. Collects data from department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions and for planning purposes; analyzes and organizes data so that it can be used for planning and problem solving.

Establishes and maintains a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints.

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

Establishes and maintains a system of line inspections to exercise control through the processes of observation and review by supervisory personnel. Develops a report system to be used to analyze the quality of fire service.

Manages the operation of the general accounting system for the department. Supervises the recording of expenses, disbursements, and related transactions of department accounts in order to maintain 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 a 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 through interaction with the public, 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 releasing information and answering questions concerning the work of the department.

Determines target areas for fire prevention or public education efforts. Develops a public education program to meet identified community needs. Produces instructional material to be used in fire prevention and other public education programs within the community. 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. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Evaluates the work performance of subordinates and writes employee evaluation reports. 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.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications on new fire department equipment for public bids. Arranges for repairs of all department buildings, property, or equipment, or assigns such to qualified department personnel. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. 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. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Directs a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. 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 must be met by the filing deadline for application to the test.

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

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

Must possess a valid driver's license.

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 three (3) 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. Must have a minimum of three (3) years of fire suppression experience.

OR

Must have an associate degree in fire science or fire administration, or a bachelor's degree in an unrelated 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. Must have a minimum of five (5) years of fire suppression experience.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. And at least six (6) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include 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. Must have a minimum of six (6) years of fire suppression experience.

Fire Chief CD Original Adoption:	12-17-93
Revision Dates:	06-27-94, 07-29-10, 04-15-14, 01-08-19

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is to assist the Fire Chief by performing clerical duties required for the efficient operation of the fire department. The incumbent of this class acts as receptionist for the Chief's office, types and files for the chief, answers telephones for the Fire Chief, and relieves the Chief of many minor administrative details such as replying to routine correspondence and compiling data needed for reports. The Secretary to the Fire Chief also assists in keeping financial records for the department. The employee of this class performs routine duties independently and receives instructions for special projects from the Fire Chief who monitors and evaluates the work of this class.

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.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Places telephone calls for the Fire Chief. Keeps records of the schedule and notifies the Fire Chief of appointments, meetings, or other scheduled events. Schedules appointments for the Fire Chief as directed. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary. Answers questions and handles any routine requests by visitors to the office. Takes minutes or notes at meetings.

Types letters, forms, reports, or any other documents assigned by the Fire Chief. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation.

Sets up a filing system and revises the system when necessary. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically.

Operates a computer terminal in order to enter or retrieve information from files. Operates a copying machine. Operates a calculator or adding machine. Develops new procedures for office functions when necessary.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures, then processes or files them according to department procedures. Enters routine information in department records (such as accounting records, personnel records, information files, or other related files). Fill out forms or records required or assigned to this position. Compiles and organizes data needed for reports.

Compiles information to be used in developing the departmental budget. Makes calculations necessary to compute payroll, and prepares payroll records. Takes complaints from employees about other matters related to payroll. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Issues payments from petty cash. Makes out checks for payment of department bills.

Maintains the inventory of supplies and equipment for an assigned division by ordering supplies and equipment. Disburses supplies and equipment as required.

QUALIFICATION REQUIREMENTS

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

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.

Secretary to the Fire Chief CD Original Adoption:	07-28-94
Revision Dates:	09-14-00, 07-29-10, 04-15-14, 01-08-19