

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CALCASIEU PARISH WARD 8 DISTRICT #2 (LEBLEU)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CALCASIEU PARISH WARD 8 DISTRICT #2 (LEBLEU)

FIRE SERVICE

LINE CLASSES

FIRE CHIEF *

*Competitive class

**Promotional class

UH Original Adoption: 05-03-16

Revision Dates:

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class prepares an operating budget, directs all fire suppression and emergency operations, sets management policies, goals and objectives for the department, and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the Calcasieu Parish Ward 8 District 2 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.

Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure that best utilizes available resources in providing fire protection services for the community. Organizes the personnel management functions of the department. Reviews department structure and operations and decides if new programs or policies are needed. Writes proposals for new legislation, regulations, or ordinances pertaining to the operation of the fire or emergency medical services. Reviews incoming communications and routes work to the appropriate person or location. Develops methods which may be used to evaluate productivity or effectiveness. Monitors any local conditions which may create situations the department may be called upon to handle. Collects data from recognized authorities to be used in making management decisions and for planning purposes. Develops and implements an emergency management system based on identification of potential hazards facing the jurisdiction.

Oversees and utilizes a system of management designed to organize and process information for use in the administration of the department. Compiles, organizes, and analyzes data needed to write reports. Supervises preparation and maintenance of records and reports. Establishes policy concerning what information should be included in all departmental records. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in

accordance with departmental procedures. Personally completes any forms or records required. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Writes letters in answer to written or oral requests addressed to the fire department.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions. Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates. Provides for a communications system that includes receiving calls from the emergency scene and processing non-emergency communications. Purchases equipment and supplies, keeping such purchases within the established budget. Records expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records. Authorizes expenditure of funds allocated for fire department operation, making sure that expenditures are in accordance with the budget.

Oversees a personnel recruitment and selection program in accordance with federal EEO standards. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Sets long term goals for subordinates and establishes a timetable for completion. Outlines responsibilities and duties for subordinates, and manages task priorities to best accomplish the goals of the organization. Oversees work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Establishes and maintains a balance of meeting employee needs without jeopardizing organizational goals by developing a grievance resolution procedure and providing methods to deal with employee problems. Develops and supervises a safety program for the department.

Supervises the process of maintaining an inventory of supplies and equipment for the department. Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Maintains proficiency in the use of equipment and apparatus by practicing at a fire station or designated training facility. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done. Inspects the appearance of department equipment to ensure departmental standards for safety are met. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property to see repairs were properly accomplished. Prepares specifications on new fire department equipment for public bids.

Evaluates training needs, establishes a training program, and ensures the program is properly staffed and adequately supplied. Attends training courses to acquire or maintain certification in firefighting, emergency medical operations, or other related areas. Provides on-the-job training

for department members, serves as an instructor for formal classroom training, and provides for any outside training needs not available through the department. Supervises the production of instructional materials to be used in fire prevention and other public education programs within the community.

Directs and controls fireground operations, makes decisions on strategy, determines immediate goals and objectives, and makes task assignments. Establishes and implements effective fireground communication procedures to avoid confusion and promote maximum effectiveness. Directs and monitors intermediate command staff members and ensures that objectives are met in accordance with the emergency management plan. Implements new objectives and task assignments as necessary. Supervises the handling of emergencies involving hazardous materials, special tactical situations such as highway accidents, and aiding persons suffering from injury or illness. Directs a program of pre-fire planning in order that the department will be prepared to provide services to the community in the most efficient manner possible.

Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Holds formal meetings with groups of subordinates for the purpose of receiving reports and discussing work problems. Attends conferences, conventions, and other educational meetings. Makes speeches before school or civic groups and acts as department representative to the news media. Handles complaints from the public concerning fire or emergency service operations. Promotes a positive public image of the work of the department.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (6) years of experience in full time 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 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.

OR

Must have an associate's degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (8) years of in full time 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 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.

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 degrees or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of experience in full time 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 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.

Fire Chief UH Original Adoption: 05-03-16

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