

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

DESOTO PARISH FIRE PROTECTION DISTRICT #8 (MANSFIELD)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

DESOTO PARISH FIRE PROTECTION DISTRICT #8 (MANSFIELD)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

FIRE CHIEF *

LINE SUPPORT CLASSES

TRAINING AND ADMINISTRATIVE OFFICER *

ADMINISTRATIVE AND CLERICAL

SECRETARY TO THE FIRE CHIEF*

*Competitive class

**Promotional class

DH Original Adoption:	05-05-93
Revision Dates:	11-30-93, 11-10-98, 04-10-00, 03-10-08, 07-08-14, 08-06-19

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the 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, and performing rescue work. Employees of this class are supervised by the 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 fire fighting 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, fire inspection, or pre-fire planning 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.

Answers emergency and business telephone. Dispatches apparatus. Does preliminary paperwork on emergency incident reports.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

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

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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 minimum of 18 years of age.

Must possess a valid Louisiana driver's license prior to beginning work in this class.

Firefighter/Operator DH Original Adoption:	05-05-93
Revision Dates:	09-06-94, 11-08-99, 03-10-08

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of a company of Firefighter/Operators 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 supervision, receiving specific instructions for most duties, but have the authority to work independently in certain designated areas. Employees of this class 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.

Manages the operation of one fire station for one shift. Evaluates the efficiency of response units following emergency incidents, monitors local conditions which may become fire or safety hazards, and participates in the research and planning for the department, making recommendations to the Fire Chief for the efficient operation of the department.

Answers fire alarms, records necessary information, and supervises driving of fire apparatus to emergency scene. Assumes incident command until relieved by the Fire Chief. Supervises emergency scene operations including fire suppression, size-up, rescue, water supplies, pumper operations, forcible entry, ventilation, salvage and overhaul, emergency medical procedures, and hazardous materials. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, and maintains the chain of custody of any evidence of arson.

Supervises subordinate fire department personnel. Issues orders and assigns work or duty areas. Inspects the appearance of assigned equipment and personnel. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Evaluates and discusses the work performance of subordinates, and keeps the Fire Chief advised of subordinates' work performance.

Participates in fire prevention efforts of the department. Performs pre-fire planning inspections by visiting businesses, schools, places of public assembly. Prepares, draws, or sketches plot plans.

Assists in the training of department personnel. Provides on-the-job training for subordinates. Trains subordinates in basic fire fighting by personally conducting classroom training, drills and

evolutions. Provides department volunteers and departments in surrounding areas with technical assistance.

Provides for the maintenance of department records, such as personnel records, records of activity, inventory records, or any other records which may be required. Writes reports, including incident reports, and personally completes assigned forms and records.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Supervises routine and periodic testing of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. 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.

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.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have and maintain a valid driver's license.

Must have and maintain certification as Emergency Medical Technician - Basic.

Must have obtained certification as Firefighter II, as defined by NFPA 1001, Standard for Fire Fighter Professional Qualifications.

Prior to confirmation, must have obtained certification as Instructor I, as defined by NFPA Standard 1041.

Must be a regular and permanent employee in the class of Firefighter/Operator for a period of at least one (1) year immediately preceding the application deadline.

Fire Captain DH Original Adoption:	04-10-00
Revision Dates:	03-10-08

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, 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. 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.

Develops methods to identify and evaluate productivity of departmental programs. Interviews prospective employees and makes recommendations for hiring. Develops grievance and resolution procedures to deal with employee problems and complaints.

Develops 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 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.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. 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. Writes public service announcements, news releases, newspaper articles, or any other official department position paper for publication.

Promotes a positive image of the department in the daily performance of duties by interaction with the public, and federal, state, and local agencies. 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. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

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. Serves as an instructor for formal classroom training.

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. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Provides for and maintains a communications system for the department.

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. 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 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 before 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 a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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 have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least two (2) years of progressively responsible experience in fire service positions. Must hold LSU certification as a Firefighter II.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least five (5) years of progressively responsible experience in fire service positions which furnish supervisory and administrative experience. Must hold LSU certification as a Firefighter II.

Fire Chief DH Original Adoption:	05-05-93
Revision Dates:	09-06-94, 04-12-96

TRAINING AND ADMINISTRATIVE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible, non-supervisory position in the fire service, the primary duties of which include developing and organizing departmental training, performing administrative functions which are necessary for the effective operation of the department, and performing public relations duties. The Training and Administrative Officer responds to, instructs, and monitors subordinates at the scene of an emergency as needed. The employee of this class also manages the maintenance and repair of equipment and supplies. The incumbent of this class reports to 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.

Develops training exercises and evaluates their effectiveness to determine the need for additional training. Prepares lesson plans, training material, and written tests. Schedules training for all department employees and administers and grades tests. Conducts training classes in the classroom, at the drill field, or at fire stations. Provides informal or on-the-job training in basic fire fighting; pre-fire planning; fire attack; safety; rescue; driving fire equipment; salvage and overhaul; first aid; CPR; EMS; fire prevention, inspection, and investigation; fire tools and equipment; hazardous materials; supervision; and laws applicable to fire service operations. Responds to fires to take notes and photographs for use in training.

Responds to alarms or emergency calls as needed. Performs size-up at the scene of an emergency and oversees employees in fire fighting, containing hazardous materials, search and rescue, salvage and overhaul, medical assistance, and related duties to evaluate whether additional training is necessary. Takes charge of safety procedures and observes emergency scene operations to ensure compliance with safety procedures. Maintains communication between authorized personnel, firefighters, and law enforcement. Provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Plans and organizes departmental operations having to do with equipment, apparatus, and personnel. Delegates authority to subordinates and provides assistance in technical areas of work. Attends meetings required by the local governing authority. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Compiles and organizes data, prepares LFIRS reports, and reviews reports written by subordinates. Maintains schedule for the Chief and notifies Chief of events and appointments. Answers inquiries and informs the public about operations of the fire department. Writes newspaper articles or any other type of official department position paper for publication.

Participates in public education programs, coordinates public relations projects, consults volunteer fire departments, and works with other public service agencies.

Purchases equipment and supplies within the established budget. Gets estimates on repair costs and services. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Writes specifications for new fire department equipment and prepares them for public bids. Oversees the bidding process. Meets with sales representatives to review products. Maintains inventory and orders and distributes supplies and equipment.

Performs any related duties 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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least eight (8) years of experience as a full-time member of a paid fire department in fire service positions involving fire suppression or fire department training, or which involves a background in fire department administration and management.

Training/Administrative Officer DH Original Adoption: 07-08-14 Revision Dates:

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 assisting the Fire Chief in providing administrative support by performing office functions and handling clerical duties. The Secretary to the Fire Chief types correspondence, records, and reports; processes mail for the fire department; maintains the Fire Chief's schedule; and acts as a receptionist. The incumbent in this class calculates and prepares payroll records, and issues payment of department bills. The Secretary to the Fire Chief performs routine duties independently with almost no supervision, 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.

Performs public relations duties such as answering telephone inquiries about operation of the fire department. Acts as receptionist to visitors for the department, and handles any routine request by visitors to the office. Schedules, keeps records, and notifies the Fire Chief of appointments, meetings, and other events, and takes minutes or notes at meetings. Makes telephone calls for the department, answers any incoming calls, and transfers caller following department procedures. Opens incoming mail for the department, and stamps material to record date and time received. Reads, sorts, and distributes mail to proper person or section. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Writes letters to answer written or oral requests addressed to the department as assigned, and composes business letters using correct grammar and punctuation. Types letters, forms, memos, statements, formal reports, or any other assigned documents, and proofreads and corrects errors. Processes outgoing mail and interdepartmental correspondence.

Accounts for the money and assets of an assigned division of the fire department. Makes calculations necessary to compute payroll, including pay raises, dependent status changes or new additions. Makes out payroll checks. Receives complaints from employees about pay and deals with payroll section regarding errors and changes. Writes checks for payment of department bills such as utilities and supplies, posts items into journals, ledgers, or other accounting records, and balances these at the end of the month. Compiles information to be used in developing the departmental operating budget, including salaries, hours, overtime, and related data. Assists a superior in preparing and submitting to the proper authority an operating budget for an assigned division of the department and entire department.

Receives department records and reports and processes them according to department procedures. Operates a computer terminal to enter or remove information from files, and locates and retrieves documents from hard copy files and computer files. Uses computer scanning

equipment to enter records or documents into computer database. Inputs routine information in department records, such as accounting records, personnel records, information files, or other related files, and maintains roster of department personnel. Reads graphs, charts, manuals, records, reports, or related department documents, and compiles and organizes data needed for reports. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Operates a facsimile machine, copying machine, calculator, word processor, and postage meter.

Sets up and maintains a filing system. Files correspondence, cards, forms, records or reports in hard copy files or computer database where they are organized alphabetically, numerically, chronologically, geographically, and by subject matter. Assigns cross-indexing numbers to files if subject matter should be classified and filed under more than one heading. Traces missing files and performs appropriate back-up function in computer files. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Periodically inspects systems and facilities for maintaining records and reports to see that these are adequate, and disposes of obsolete files and records in accordance with established retention schedules or legal requirements. Develops new procedures for office functions when necessary.

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.

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 DH Original Adoption: 08-06-19 Revision Dates:
