

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

DESOTO PARISH FIRE PROTECTION DISTRICT #9 (FRIERSON)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

DESOTO PARISH FIRE PROTECTION DISTRICT #9 (FRIERSON)

FIRE SERVICE

LINE CLASSES

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FIRE CAPTAIN **

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LINE SUPPORT CLASSES

FIRE TRAINING AND SAFETY OFFICER *

*Competitive class

**Promotional class

DI Original Adoption: 08-11-15

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 the fire department. Employees of this class receive training in and perform firefighting and other tasks such as controlling and extinguishing fires, operating fire equipment, performing rescue work, driving fire apparatus, and maintaining fire department equipment and vehicles. Firefighter/Operators respond to all emergency calls and provide first aid and emergency medical care to the sick or injured at the scene. Employees of this class receive specific instructions for most duties and are directly supervised by a Fire Captain. This class ranks immediately below that 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. Trains for, performs, and maintains proficiency in firefighting and rescue tasks such as connecting, carrying, and operating hose lines; connecting nozzles and directing fire streams; performing forcible entry and ventilation operations; using portable breathing apparatus or air packs; selecting, maneuvering and climbing ladders; and operating any other equipment to aid in fighting fires or removing fire and accident victims to safety. Drives or rides in fire apparatus or emergency vehicle to and from the scene. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the emergency scene by taking shortest route available and evaluating navigational problems. Observes the burning structure and fireground to locate the source of the fire, victims, water supplies and exposures. Evaluates the potential effects of environmental conditions on the fire. Positions apparatus and determines the length and number of hose lines necessary for fire suppression. Dismounts apparatus with tools for hydrant connection, pulls hose from bed and connects hose lines to hydrant or other water supply source. Protects hose lines from damage by using hose ramp. Primes and operates pumper to supply adequate pressure to the nozzle. Operates and controls portable, fixed, or large-caliber water streams in order to extinguish fire and protect exposures. Inspects charged hose line for kinks and repairs or replaces burst hose sections. Assists in maintaining control of charged hose lines. Performs automatic sprinkler and standpipe system operations. Observes and responds to changing fireground conditions, notifying officer in charge. Evaluates the stability of supporting surfaces to determine if a position is safe for firefighting crews. Maintains awareness of other firefighters' efforts and assists them to ensure a safe and coordinated performance.

Notifies occupants or neighbors to vacate premises due to safety concerns. Maintains limited crowd and traffic control at the scene until police arrive. Participates in search and rescue operations to locate and free trapped or unconscious victims. Moves heavy objects, cuts open vehicles or machinery, and removes electrical wires in order to remove people from life-threatening situations. Carries or assists victims away from danger and examines them for signs of injury and medical alert tag. Administers basic or advanced first aid as well as emergency medical care to victims of fires, accidents, drowning, poisoning, drug overdose and other emergencies. Notifies dispatcher of need for additional medical help.

Performs overhaul and salvage operations in order to locate hot spots, extinguish hidden fires and protect property. Operates smoke ejectors, portable generators and emergency lighting needed at the scene. Removes burning items to reduce fire and smoke damage. Traps and removes water after fire is extinguished using catch-alls, chutes, mops, siphons or other appropriate methods. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer. Acts to contain hazardous material spill or control spread. Locates and operates shut-off valves for gas, electricity, oil, and water in buildings to reduce hazard. Recognizes signs of arson, notifies officer in charge and preserves evidence. Secures burned building to protect from weather and vandalism. Extinguishes or controls grass and shrub fires by using tools, implements, portable hand pumps and fire extinguishers.

Performs regular maintenance on all firefighting tools and equipment to ensure they are in proper working order and ready for service. Cleans, dries, tests, inspects, and properly secures any assigned fire fighting equipment including fire apparatus, communications equipment, hoses, turn out gear, tools, portable breathing apparatus and ladders. Performs periodic tests of apparatus pumping capacity and pressure. Locates, removes, replaces and maintains inventory of tools and equipment on apparatus using knowledge or checklist to determine if any are missing or damaged. Inspects hydrants for defects and performs routine maintenance, flushing periodically as needed. Provides for the proper maintenance and function of the station and grounds by cleaning floors and windows, emptying trash cans, changing bed linens, cutting grass and performing other minor maintenance duties. Assists in preparing meals for firefighters at the station and cleans kitchen area. Provides for the security of the station by locking station doors and securing valuable items.

Participates in training drills and classroom training sessions. Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws, regulations or updates related to performance of work. Participates in critical evaluations of departmental response to each fire. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, location of streets, water mains and hydrants in response area; takes proficiency tests. Participates in pre-fire planning inspections for both public and private properties. Completes daily maintenance checklist and any other forms, records, or reports as required. Makes entries in daily log for the department. Reports to work well-groomed, on-time and in proper attire. Maintains satisfactory interpersonal relationships with other department members. Receives telephone calls, assists visitors and conducts tours at the fire station.

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 have a valid driver's license.

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

Within one year of appointment, must acquire, and must thereafter maintain, certification as an Emergency Medical Technician in accordance with national and state standards. Within one year of appointment, must acquire certification as a Firefighter 1 according to the National Fire Protection Association (NFPA) Standards.

Firefighter/Operator DI Original Adoption:	08-11-15
Revision Dates:	03-24-16, 02-26-18

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus 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 a superior officer, assist in the training of subordinate employees and oversee the completion of fire department records and reports. Fire Captains have the authority to work independently, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank 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.

Supervises the operation of one fire station for one shift. Directs the operation of a fire company when responding to fire alarms and emergency calls. Gathers pertinent information from dispatcher and begins size-up en route to the scene. Supervises the safe driving of the fire apparatus and directs or assists in the positioning of apparatus at the fireground. Sets up fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Recognizes internal and external fire exposures and takes measures to protect them from fire extension. Directs pumper operations and makes decisions regarding the selection of nozzles, hoses and water supplies. Oversees automatic sprinkler and standpipe system support operations. Supervises subordinate employees at the scene of an emergency and personally participates in size-up, hose operations, forcible entry, firefighting, use of self-contained breathing apparatus, handling hazardous materials, ventilation operations, selection of appropriate fire streams or agents, use of ladders, searching for and rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul.

Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Obtains comprehensive drug history on patient. Operates, interprets and monitors equipment used to provide emergency medical services. Notifies dispatcher to call for additional medical assistance, when needed. Serves as fire safety officer and directs emergency scene operations unless relieved. Supervises and assists in the handling of emergencies involving hazardous materials. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Coordinates activities of fire fighting and law enforcement personnel during emergency operations. Maintains communications between the fire scene and other authorized

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

Briefs incoming captain on all pertinent information regarding previous or upcoming shift. Supervises subordinate fire department personnel, delegates authority as necessary, issues orders, inspects the appearance of subordinates, assigns work areas and approves requests for leave. Provides assistance to subordinates in technical areas of work. Observes, documents and evaluates the work performance of subordinate employees. Discusses work performance with the employee and superiors in order to conduct employee performance evaluations. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command. Investigates all accidents and complaints involving department personnel, and makes recommendations as needed. Reviews reports written by subordinates for accuracy; ensures all reports are completed and filed in a timely manner. Completes any forms or records as required. Prepares and maintains training records, work schedules, maintenance forms and NFIRS reports.

Performs or directs subordinates in pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Ensures that pre-fire plans are up-to-date and maintained. Reports fire hazards or safety violations to the appropriate authority. Assists superiors by suggesting changes in department operations that will help the district to obtain favorable PIAL ratings. Monitors and evaluates local conditions which may become fire or safety hazards.

Inspects fire apparatus for proper placement and maintenance of tools, equipment and appliances. Directs daily radio performance tests. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Ensures assigned equipment and station maintenance duties are completed daily.

Provides training for fire personnel on each shift by conducting training in the classroom, through drills and evolutions and providing informal or on-the-job training for new employees. Directs the critical evaluation of departmental response to each emergency incident upon return to the station.

Responds to questions or complaints from the public about fire department operations and services. Oversees fire safety presentations, equipment demonstrations, fire station tours and any community projects designed to improve public relations or the image of the fire department.

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 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.

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 be a regular and permanent employee in the class of Firefighter/Operator immediately preceding closing date for application to the board.

Must possess certification as Emergency Medical Technician-Basic or higher.

Prior to the closing date for application to the board, must have obtained certification as Firefighter II. Within one year of appointment must have obtained certifications as Fire Service Instructor I, and Fire Officer I, according to the National Fire Protection Association (NFPA) Standards.

Fire Captain DI Original Adoption:	08-11-15
Revision Dates:	03-24-16, 02-26-18

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 directs all fire suppression and emergency operations, organizes the personnel management functions and sets management policies, goals and objectives for the department. The Fire Chief works independently, reporting to the DeSoto Fire Protection District Number 9 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. Organizes the department by creating a structure that will best utilize available resources in providing fire protection services. Develops management policies, goals, and objectives for the department. Determines target areas for fire prevention or public education efforts and develops such programs to meet identified community needs. Directs programs of pre-fire planning, fire inspection, and fire investigation. Evaluates the productivity and effectiveness of departmental programs and initiates procedures to improve the quality of service as needed. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Develops and implements an emergency management system by assessing the department's capabilities of dealing with potential hazards. Oversees fireground operations, including size-up, strategy, communications, equipment or personnel assignments and the reevaluation of decisions as necessary. Directs the handling of special tactical situations or medical emergencies and determines action to be taken in response to the situation.

Organizes the personnel management functions of the fire department. Creates work cycles and deploys manpower in a manner which most efficiently provides for required services while minimizing expenses. Develops a personnel recruitment and selection program in accordance with EEOC standards and interviews prospective employees, making recommendations for hiring. Assists in the development of and administers a comprehensive personnel plan providing for compensation and benefits. Communicates with boards and agencies whose rules or operations may affect the careers of the fire department employees or the work of the fire department. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Investigates complaints from employees and provides for employee

grievance resolution procedures. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and notifying employees of disciplinary action taken.

Oversees the supervision of subordinate personnel by delegating and reviewing assignments, adjusting work schedules approving leave, assigning work spaces, outlining responsibilities and setting long-term goals for employees. Provides subordinates with supplies, tools, and resources necessary and ensures that resources are used economically. Determines performance standards for department personnel and establishes procedures for evaluating employee performance. Establishes and maintains a system of inspections to observe the appearance of department equipment and subordinate personnel. Oversees the work pace and progress of assigned jobs. Evaluates the work performance of subordinates and writes employee evaluation reports. Holds formal meetings for the purpose of receiving and disseminating information. Provides for employee growth and career development by giving constructive feedback, providing motivation and helping employees to develop career goals. Maintains promotional eligibility lists and makes or recommends promotions in accordance with civil service law.

Evaluates the training needs of the department and 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. Arranges for outside instruction to meet any needs not available in the departmental training program. Oversees the development and implementation of a safety program for the department and ensures subordinates receive appropriate safety training. Monitors any local conditions which may create situations the department may be called upon to handle. Devises a risk management program to control departmental losses. Investigates all accidents or injuries involving department equipment or personnel in order to make changes in procedure to avoid future accidents. Provides for good housekeeping and takes action necessary to control accident hazards.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning the format, content and retention of fire department records. Supervises the preparation and maintenance of department records and reports. Develops a report review system for analyzing the quality of fire service. Reviews records and reports completed by subordinates. Periodically inspects record-keeping systems and facilities. Personally completes all forms, records, and reports required including fire investigation and inspection reports. Collects, organizes and analyzes data to be used in planning, problem solving and making management decisions. Reviews incoming communications, making assignments or routing work to the appropriate person.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations, grounds, and other related property. Reviews products and prepares specifications for fire department equipment. Oversees the maintenance of inventory and purchases supplies and equipment for the department. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property afterward to see that repairs were properly accomplished.

Authorizes the expenditure of funds allocated for departmental operations, making sure such expenditures are in accordance with the budget.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Writes letters in response to written or oral requests addressed to the fire department. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Coordinates the work of the department with related federal, state, and local agencies. Writes public service announcements or news releases and acts as official department representative to the news media.

Performs any other related duties.

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 be at least twenty-one (21) years of age.

Must possess certification as Emergency Medical Technician-Paramedic.

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 (5) 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 degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) 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 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 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 DI Original Adoption:	08-11-15
Revision Dates:	02-26-18, 10-11-18

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position, the primary duty of which is developing training and safety programs for the fire department. The Fire Training and Safety Officer prepares training materials, conducts training classes for department personnel and administers and grades tests. The employee of this class has no direct supervision over fire department personnel; however, performs functional supervision over departmental employees in the training environment and at the emergency scene. The Fire Training and Safety Officer works with little 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.

Develops a training program for the fire department and sees that such program is properly staffed and supplied with training resources. Coordinates and schedules regular employee training at all levels for department employees as assigned by the Fire Chief. Conducts training and supervises employees, either in the classroom, at the fire station, or through drills and evolutions in the following areas: fire fighting, fire apparatus, fire attack, forcible entry, ventilation, fire streams, driving fire equipment, pump operations, hydraulics, salvage, overhaul, hazardous materials safety, rescue, first aid, emergency medical services, pre-fire planning and fire prevention. Demonstrates and instructs employees in the use of firefighting tools and equipment including ropes, ladders, nozzles, hoses, fire extinguishers and protective breathing apparatus. Provides on-the-job" training for new employees. Coordinates movement of fire companies to and from training activities. Responds to all alarms and emergency calls for which the department is answerable while on duty and supervises departmental employees with regard to safety procedures at the emergency scene. Takes notes during fireground operations for use in training. Reviews the response by personnel at the emergency scene and the results of training tests to determine if additional training or changes in the program are needed. Periodically evaluates the training program and makes recommendations for improvements.

Conducts research and analyzes the technical data included in local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Reads graphs, charts, manuals or reports. Maintains a library of training materials and prepares lesson plans, written tests, and job simulation exercises. Administers and grades training tests. Supervises the preparation and maintenance of records and reports related to training and safety. Personally completes and files all forms, reports and records as required.

Develops a safety program for the department and sees that such program is properly supplied with training resources. Demonstrates safety equipment and practices. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Observes emergency scene operations to ensure compliance with established safety procedures. Takes charge of all safety procedures and directs rescue operations at the emergency scene. Observes department personnel to determine proper use of prescribed safety equipment, such as glasses, helmets, goggles, respirators, and clothing. Coordinates and ensures implementation of safety activities throughout the department. Identifies and appraises conditions which could result in accidents or financial losses. Develops and recommends accident and loss control programs to reduce or eliminate occupational injuries, illnesses and financial losses. Routinely inspects apparatus, equipment and working conditions. Investigates all accidents involving department equipment or personnel and files accident or injury report. Determines cause of accident or injury and makes recommendations on procedure to avoid future incidents. Reads industrial, technical, and scientific publications concerned with safety management. Evaluates effectiveness of the safety program and makes recommendations for improvements.

Assists in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Makes arrangements for agility testing for newly hired employees. Participates in the research and planning for programs and activities of the department. Keeps informed on modern fire fighting methods and administrative practices, and studies new laws, regulations, ordinances, and court rulings relating to training and safety functions to determine if changes in policies and procedures are needed. Recommends changes in department operations that will help the city to obtain favorable PIAL ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends policies, goals, and objectives regarding safety and training. Participates in conferences, conventions and other educational meetings as needed.

Participates in supervising the general care and maintenance of assigned equipment and property. Personally tests or directs the testing of equipment, ensuring that equipment meets all applicable standards. Researches the best methods of handling specific fire department tasks and sees that such jobs are either contracted for or assigned to qualified department personnel. Prepares expenditure estimates and gathers information to assist in budget preparation. Purchases equipment and supplies for the department by placing orders and keeping such purchases within the established budget. Makes recommendations on major purchases for the department.

Informs the public about the work of the fire department by delivering talks, demonstrations or literature. Assists with answering general questions or telephone inquiries from the public about the operation of the fire department or any related areas of emergency services.

Performs other 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.

Must have a valid driver's license.

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 not less than five (5) years of full-time experience with a paid fire department.

Must possess certification as Emergency Medical Technician-Basic or higher.

Fire Training and Safety Officer DI Original Adoption:	08-11-15
Revision Dates:	02-26-18