

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF DONALDSONVILLE --- PARISH OF ASCENSION

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF DONALDSONVILLE --- PARISH OF ASCENSION

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

ASSISTANT FIRE CHIEF **

FIRE CHIEF *

*Competitive class

**Promotional class

DO Original Adoption:	04-03-73
Revision Dates:	11-11-75, 09-23-80, 10-28-81, 09-24-85, 03-30-89, 07-15-99, 04-15-08

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE 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 rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class are supervised by a fire captain and this class ranks directly 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.

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.

Drives fire equipment to and from fire. Operates fire equipment at fire scene.

Administers first aid to fire or accident victims 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 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, regulations, and related duties.

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

Must possess a valid driver's license.

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

Firefighter/Operator DO Original Adoption:	04-03-73
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FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include assisting superior officers in the management of one fire department function or fire station on an assigned shift, responding to emergency calls, keeping all equipment and apparatus in working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinate employees. Employees of the class of Fire Captain work with a high degree of independence, and report to an have work reviewed by the Assistant Fire Chief. This class ranks directly below the class of Assistant 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 all departmental operations for one shift. Investigates all accidents involving department equipment or personnel; determines cause; and makes recommendations on procedure to avoid future accidents.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus en route to the emergency scene. Directs positioning of apparatus at the fireground.

Performs size-up of emergency scene, determines the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, and source of water supplies. Maintains communications between the fire scene and other authorized personnel. Directs emergency scene operations and serves as fire safety officer until relieved by superior officer. Supervises and coordinates the activities of a group of firefighter/operators in fire scene operations, including fire attack and extinguishment, search and rescue, forcible entry, ventilation, nozzle and hose handling, salvage and overhaul, and the identification of hazardous materials. Administers emergency medical services including CPR.

Investigates the cause, origin, and circumstances of fires. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for, protects, reports, and preserves evidence, and maintains the chain of custody. Assists arson investigation personnel.

Supervises subordinate personnel. Inspects the appearance of assigned equipment and personnel. Issues orders and assigns work or duty areas. Oversees and evaluates work performance of subordinates, conducts employee performance evaluations, and counsels employees who experience work problems. Resolves employee complaints and grievances. Trains subordinates in basic fire fighting by conducting training in the classroom, drills and evolutions, and provides informal "on-the-job" training.

Provides for the maintenance of and completes department records, forms, and reports, such as records of activity, inventory records, maintenance records, incident reports, and others which may be required.

Conducts required tests of and provides for the repair and maintenance of fire department apparatus and equipment. Inspects station house, buildings, and facilities to insure compliance with departmental maintenance standards.

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 be a regular and permanent employee in the class of Firefighter/Operator immediately preceding filing deadline for admission to exam.

Must possess a valid driver's license.

Fire Captain DO Original Adoption:	04-03-73
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ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the major duties of which consist of managing the department operations, and assisting the Fire Chief with the planning and administration for the department. The Assistant Fire Chief provides for employee supervision, training, public relations, fire prevention activities, the management of departmental records, and the maintenance and repair of departmental property and equipment. The employee of this class performs the duties of incident commander at the emergency scene until relieved by the Fire Chief. The Assistant Fire Chief is responsible for overseeing the operations of the department in the absence of the Fire Chief, and performs regularly assigned duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of the department in the absence of the Fire Chief. Participates in the research and planning for programs and activities of the department. Conducts inspections of and observes department operations. Keeps informed on modern fire fighting methods and administrative practices.

Supervises department employees by assigning work schedules and work and duty areas. Oversees and evaluates work performance of subordinate employees. Discusses work performance with subordinate employees. Provides assistance to subordinates in technical areas of work. Resolves employee conflicts, counsels employees experiencing work problems, and maintains discipline.

Develops a program for and oversees department training. Provides for regular employee training, and personally trains personnel by conducting formal classroom training, drills and evolutions, and "on-the-job" training.

Directs and supervises the activities of subordinate employees at the scene of an emergency, including size-up; rescue; forcible entry; fire extinguishment; ventilation; salvage and overhaul; protection of exposures; pump operations; and emergency medical services; and hazardous

materials. Takes charge of all safety procedures, and provides for the needs of emergency scene personnel. Coordinates the work of fire fighting and law enforcement personnel.

Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Provides for the maintenance of all department records, records of activity, inventory records, or any other records which may be required. Personally completes any forms and records assigned, including payroll records and fire reports. Compiles and organizes data needed for reports.

Answers questions for the public about the operation of the department or other related areas of emergency services. Writes letters in answer to written or oral requests addressed to the fire department or needed to handle problems or to address other needs of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to the public. Coordinates special projects related to public relations or the image of the fire department. Acts as a consultant for volunteer fire departments in surrounding areas.

Enforces fire prevention codes, personally inspects and directs inspections of buildings. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the scene of a suspected arson fire to preserve evidence. Assists arson investigation personnel who may take charge of the fire investigation.

Supervises the general care and maintenance of equipment, property and supplies. Directs the testing of equipment to see that it meets applicable standards.

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 be a regular and permanent employee in the class of Fire Captain immediately preceding filing deadline for admission to exam.

Must possess a valid driver's license.

Assistant Fire Chief DO Original Adoption:	04-03-73
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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses one position whose primary duty is planning for and overseeing the operation of a full-time and volunteer fire department for the city. The fire chief is responsible to the mayor and city council and is directly responsible for the supervision of personnel and maintenance of facilities and equipment assigned to the department. In addition to all administrative functions required, the fire chief often assumes full command of operations at a fire or emergency scene. Work may be physically strenuous and is often hazardous in nature.

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.

Administrative duties include managing the operation of the entire department, setting management policies, goals, and objectives for the department, monitoring and evaluating local conditions which may become fire or safety hazards, defining and implementing departmental operations that will help the city obtain favorable ISO ratings, investigating all accidents involving department equipment or personnel, determining the cause, and planning and implementing procedures to avoid future accidents; investigates complaints against department personnel and determines action to be taken; oversees the work of all subordinate department employees; sees that discipline is maintained, counsels employees experiencing work problems, meets and works with employee groups, and performs any other duties necessary to promote peace and harmony within the department.

Duties in the area of financial management include accounting for money and assets of the department, gathering information to be used in compiling budgets, purchasing equipment and supplies for the department, and authorizing the expenditure of funds in accordance with the budget.

Provides for the maintenance of all department records and reports and personally completes assigned records; handles correspondence addressed to the fire department; compiles data needed for reports and writes reports; writes specifications for new fire department equipment.

At the scene of a fire or emergency, sizes-up the emergency scene and deploys personnel and equipment, supervises the activities of subordinate employees, directs rescue, forcible entry, fire extinguishment, ventilation, salvage and overhaul, protection of exposures, pump operations, first aid, CPR, and emergency medical services; takes charge of all safety procedures; handles hazardous materials; maintains emergency scene communications; provides for the needs of emergency scene personnel and coordinates the work of fire fighting and law enforcement personnel.

Performs public relations duties such as representing the department to the public, answering questions on the work of the fire department or any related areas of emergency services; fosters a positive public image of the work of the department; coordinates the work of the department with related local, state, and federal agencies.

Develops a program for and oversees department training; conducts classroom training, drills and evolutions, and "on-the-job" training.

Enforces fire prevention laws; personally inspects or directs inspections of buildings; recommends changes or additions to fire prevention codes; reviews plans and blueprints for new construction; collects information for pre-fire planning; secures the scene of a suspected arson fire to preserve evidence, collects and labels evidence; investigates to determine the cause, origin, and circumstances of the fire and assists arson investigation personnel who may complete the investigation.

Supervises the management and maintenance of equipment and property and the management of supplies for the department by performing duties such as testing or directing the testing of equipment to see that it meets applicable standards; arranging for repairs and checking after repairs to verify that these were correctly accomplished; maintaining inventory of necessary supplies and equipment; meeting with sales representative to review products; and ordering and disbursing supplies.

Performs related duties as assigned or required.

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 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 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.

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 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.

OR

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate. Applicant must also have at least eight (8) 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.

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