

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

EAST BATON ROUGE PARISH FIRE PROTECTION DISTRICT #6 (BATON ROUGE)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

EAST BATON ROUGE PARISH FIRE PROTECTION DISTRICT #6 (BATON ROUGE)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

ASSISTANT FIRE CHIEF **

FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE INVESTIGATOR *

SECRETARY TO THE FIRE CHIEF *

*Competitive class

**Promotional class

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| EF Original Adoption: | 09-10-87 |
| Revision Dates: | 11-05-87, 03-20-90, 11-02-94, 02-23-98, 11-04-98 |

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 the Assistant Fire Chief and this class ranks directly below that 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.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Administers 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 or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

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

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met 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, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

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

Prior to confirmation, must obtain certification as Firefighter I, as defined by NFPA 1001, Standard for Firefighter Professional Qualification.

Prior to confirmation, must obtain and maintain National Certification as a First Responder.

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| Firefighter/Operator EF Original Adoption: | 09-10-87 |
| Revision Dates: | 07-16-92, 11-11-92, 11-02-94, 07-17-98, 11-09-01 |

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 department operations on an assigned shift, responding to emergency calls, assuming command at the scene of an emergency in the absence of a superior officer and keeping all fire department equipment in working condition. Employees of this class supervise subordinate firefighters on an assigned shift and provide training to subordinate employees. Fire Captains work with a high degree of independence and report to and have work reviewed by the Assistant Fire Chief. This class ranks directly below that 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 the operation of an assigned fire station for one shift. Assists superior officers in the management of department operations. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Supervises the activities of a group of subordinate firefighters by performing duties such as inspecting equipment and personnel, giving work assignments, reviewing written reports, providing technical assistance, and overseeing and evaluating work performance of subordinates. Provides training to subordinate employees by conducting on-the-job training.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to the emergency scene. Assumes command of fire ground operations until relieved by a superior officer. Determines the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, sources of water supply, and any other pertinent factors. Maintains communications between the fire scene and other authorized personnel and calls for assistance when needed. Supervises fire suppression operations including search and rescue, laying of hose lines, ventilation, fire attack, administering medical services, and salvage and overhaul. Serves as safety officer at the scene of the emergency.

Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports and maintains the chain of custody of any evidence of arson. Testifies in court when required.

Participates in fire prevention and education by making presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities. Participates in special community projects designed to improve public relations of the department. Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly.

Provides for the maintenance of department records and reports, such as records of activity, and incident reports. Completes assigned records or reports necessary to document the activity of the department.

Inspects fire apparatus, equipment, and facilities to insure compliance with departmental maintenance standards. Conducts required tests of fire department apparatus and equipment.

QUALIFICATION REQUIREMENTS

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

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

After offer of promotion, 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 regular and permanent employee in the class of Firefighter/Operator immediately preceding the closing date for application to the board.

Prior to confirmation, must have obtained certification as Firefighter II, according to NFPA Standards.

Prior to confirmation, must obtain certification as Company Officer, according to NFPA Standards.

Must be a Nationally Registered Emergency Medical Technician.

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| Fire Captain EF Original Adoption: | 11-04-98 |
| Revision Dates: | 11-09-01 |

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a position, the major duty of which is assuming the responsibilities of the Fire Chief in the absence of the Chief. The Assistant Fire Chief is responsible for the fire prevention and inspection program and the public fire education program of the department, in addition to assisting the Chief in supervision of both paid and volunteer personnel, overseeing the maintenance and repairs of department equipment and property, and overseeing the records-keeping functions of the department. The Assistant Fire Chief also serves as commander at the scene of a fire or emergency until relieved by the Fire Chief. This class ranks directly below that of Fire Chief and the incumbent works primarily independently with work reviewed and special assignments given 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.

Assists the Fire Chief in managing the activities of the department, including acting as Fire Chief in the Chief's absence. Recommends management policies, goals, and objectives for consideration by the Chief. Participates in the research and planning process for programs and activities of the department.

Monitors and evaluates local conditions which may become fire or safety hazards. Manages the operation of the fire inspection and investigation division of the department. Enforces fire prevention codes. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Recommends changes in fire prevention codes. Reviews plans and blueprints for new construction. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction; secures the fire scene; and collects and labels evidence of possible arson. Assists arson investigation personnel and testifies in court when required.

Conducts public education programs for the department by giving talks and demonstrations and distributing literature. Conducts polls and surveys and organizes and analyzes data to make recommendations for setting goals for the public relations program. Acts as department representative to the news media.

Answers questions for the public about the operation of the fire department. Coordinates special public relations projects. Acts as a consultant for volunteer fire departments in surrounding areas.

Manages the records-keeping functions of the department, including deciding what information should be included in all records of the department, determining in what form this information should be kept, and supervising the preparation and maintenance of the records. Compiles and analyzes data and writes reports, requests for grants or other special funds, newspaper articles, or any other type of official department position paper for publication.

Directs emergency scene operations including performing size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services.

Supervises subordinate employees, delegating authority when appropriate; inspects the appearance of assigned equipment and subordinate personnel; discusses work performance of subordinates with superiors; provides assistance to subordinates in technical areas of work; resolves employee complaints and grievances; and maintains discipline. Provides on-the-job training for new employees. Provides formal training in CPR, pre-fire planning, inspection, investigation, and sprinkler and standpipe systems.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Writes specifications for new fire department equipment and prepares specifications for public bids. Maintains inventory, orders, and disburses supplies.

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 good standing in the class of Fire Captain immediately preceding the closing date for application.

Must possess a valid driver's license.

Must be a national certified Emergency Medical Technician-Basic.

Must have at least five (5) years of fire suppression experience.

Must possess state certification as a Firefighter II.

Must have obtained certification as a Fire Inspector, as defined by NFPA 1031, Standard for Professional Qualifications for Fire Inspector.

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| Assistant Fire Chief EF Original Adoption: | 03-20-90 |
| Revision Dates: | 07-16-92, 11-02-94, 11-09-01, 11-14-12 |

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of head of all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and performance of fire suppression and emergency rescue duties. The fire chief sets management policies and goals and objectives for the department, prepares and submits operating budgets, attends meetings in his capacity of head of fire department operations, and responds to fire and emergency alarms to direct the operation of both paid and volunteer fire personnel. The chief works independently, reporting to the Fire Advisory Board as governing body for the fire department.

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 organizational and administrative duties as required to ensure the efficient operation of the fire service including determining number, organization, and distribution of units of the department; ensures proper management and discipline of members of the department; plans, organizes, assigns, and directs operations with respect to equipment, apparatus, and personnel; attends all meetings required by the local governing authority to give reports, make recommendations, etc.

Performs financial management duties including gathering information for use in compiling budgets and submitting an operating budget to the governing authority; prepares specifications for public bids and oversees bidding process; draws up specifications for new equipment; purchases or recommends purchase of equipment and supplies;

Reviews official correspondence and takes action required; provides for and insures that accurate departmental records such as financial records, personnel records, etc., are maintained; personally completes all forms and records required of the chief executive officer of the fire department;

Responds to fire and emergency alarms; supervises subordinate employees at the scene of an emergency in fighting fires, containing hazardous materials, performing rescues, providing emergency medical service, and doing salvage and overhaul duties; operates communications equipment to coordinate operations at emergency scene;

Maintains a public relations program; attends official meetings, delivers speeches, and meets with civic and governmental groups to discuss the needs of the department, to present official department stand on issues under discussion, to answer questions, etc.

Investigates complaints against department personnel; provides for personnel recruitment and selection; interviews prospective employees and makes recommendations for hiring; supervises classified employees and volunteer department members;

Develops a training program for the department and provides for regular employee training;

Enforces fire prevention laws; directs or supervises the inspection of buildings to determine the existence of potential fire hazards;

Supervises the general care, maintenance, and use of department alarm systems, fire fighting apparatus and equipment, vehicles, stations and grounds, and related property;

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 Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

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 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 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 department operation and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least nine (9) years of progressively responsible experience in fire service positions, at least three (3) 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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| Fire Chief EF Original Adoption: | 11-05-87 |
| Revision Dates: | 07-16-92, 11-02-94, 07-17-98, 11-09-01 |

FIRE INVESTIGATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible support position in the fire department, the major duty of which includes the investigation of the causes of fire, including suspicious fires or fires of undetermined origin. The Fire Investigator responds to fire alarms in order to secure the fire scene, locate the point of origin, and search for and collect evidence of possible arson. The Fire Investigator conducts interviews with witnesses, interrogates suspects, and performs other follow-up duties required to locate and apprehend persons suspected of setting fires. The employee of this class prepares arson cases for prosecution. This class is non-supervisory in nature, and reports to and has work reviewed by the 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.

Investigates the causes, origins, and circumstances of fires in order to determine the cause as being natural, accidental, or intentional. Determines the cause of the fire by examining the heat source and combustible materials at the point of origin.

Collects information concerning the fire structure, its contents, and its occupancy. Interviews firefighters, owners, managers, occupants, and witnesses in order to collect information about circumstances that may have been noted before or during the fire.

Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Takes notes and makes sketches and diagrams of interior and exterior of the building to be used in evaluations. Takes photographs of the interior and the exterior to provide an accurate record of the extent of involvement of the fire. Searches for, identifies, and collects evidence of possible arson in order to preserve evidence for analysis and to protect the chain of custody for later use in court.

Interrogates suspects after having informed them of their rights. Applies for and executes a search warrant or obtains a signed consent to search form from the owner or occupant of a burned building. Acts as a liaison with law enforcement or other arson investigation agencies. Secures and executes arrest warrants in order to make arrests. Transports arrested persons to jail following standard law enforcement procedures.

Communicates with the public prosecutor's office to exchange information about pending cases. Provides information to and witnesses about court presentation of a case. Testifies in court

on all aspects of a case.

Completes any forms and records assigned. Compiles, organizes, and analyzes data needed to write reports for the documentation of assigned activities. Receives requests for the release of fire prevention records, evaluates the request, and approves or disapproves the request according to applicable laws and department policies. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken.

Works with other agencies, releasing information and giving assistance when needed. Acts as a consultant for other fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation when required.

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 examination.

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

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

Must possess a valid motor vehicle operator's license issued by the State of Louisiana.

Prior to confirmation, must successfully complete P.O.S.T. certification.

Prior to confirmation, must obtain Firefighter I certification as measured by N.F.P.A. Standards.

- EITHER -

Must have at least three (3) years fire suppression experience in a full-time position with a paid fire department, or fire-related services with a federal, state, local or other governmental firefighting agency,

- OR -

At least three (3) years' experience in some other field which would provide familiarity with fire hazards, fire codes and fire cause determination.

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| Fire Investigator EF Original Adoption: | 02-23-98 |
| 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 relieving the Fire Chief of the duties of routine record-keeping, correspondence, and other clerical and minor administrative matters. The work involves frequent contacts with the public through acting as receptionist for the chief's office. The employee of this class performs routine duties independently, with instructions for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief who supervises and reviews work of this class.

EXAMPLES OF WORK

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

Keeps records of the Fire Chief's schedule and notifies the him of appointments, meetings, or other scheduled events. Schedules appointments for the Fire Chief as directed. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary. Answers questions and handles any routine requests by visitors to the office.

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

Sets up a filing system and revises the system when necessary. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, chronologically, or geographically. Retrieves information or documents from the files.

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

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Enters routine information in department records. Fills out all forms or records required or assigned to this position. Keeps promotional eligibility lists for use by the Chief in recommending promotions.

Keeps accounting records of department money and assets. Makes calculations necessary to compute payroll. Prepares payroll records. Makes out 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 budget. Assists in the preparation of the total departmental operating budget.

Maintains inventory of supplies and equipment. Prepares purchase requisitions according to department procedures. Obtains estimates on repair costs and arranges for repairs and maintenance of assigned equipment. Disburses supplies and equipment as required.

Operates communications equipment for short periods to relieve communications officers.

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

Must present a certificate verifying the ability to type fifty (50) words per minute.

Must have at least three (3) years clerical experience, including the operation of a computer.

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| Secretary to the Fire Chief EF Original Adoption: 02-23-98 Revision Dates: |
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