

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**SOUTH BOSSIER PARISH FIRE PROTECTION DISTRICT 2 (Elm Grove)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### SOUTH BOSSIER PARISH FIRE DISTRICT 2 (Elm Grove)

#### FIRE SERVICE

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FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN \*\*

DEPUTY FIRE CHIEF \*\*

FIRE CHIEF \*

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ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF \*

FIRE DEPARTMENT MECHANIC \*

\*Competitive class

\*\*Promotional class

BP Index
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# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving and operating fire department vehicles. Employees of this class are also responsible for the maintenance of fire apparatus, fire department equipment, the fire station, and for completing records as assigned. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Captain. This class reports to and 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.

Selects shortest available route to the fire or emergency scene and drives fire apparatus while operating sirens, lights, and other warning devices. Secures oneself to apparatus in assigned location. Evaluates navigational problems such as narrow alleys, blind hallways, or structural impediments and determines a means of entrance. Communicates with dispatcher and other fire vehicles using two-way radio. Places apparatus at fire scene according to instructions of a commanding officer. Assists in positioning additional arriving apparatus verbally or using hand signals. Observes and responds to changes in fireground conditions, notifying the officer in charge. Listens and follows orders from officers at the fire scene under conditions of stress, noise, and confusion. Maintains awareness of other firefighters' efforts and assists them to ensure safe and coordinated performance.

Locates and extinguishes fire source. Observes fireground for fire victims, water supplies, and fire exposures. Recognizes HAZMAT symbols to identify flammable or hazardous materials. Recognizes internal and external fire exposures and takes measures to protect from fire extension. Makes hose connections to hydrants or standpipes and controls water flow. Tightens or loosens hose connections and couplings to pumps, nozzles, and appliances. Carries charged, empty, and rolled up hose lines up stairs or ladders. Pulls booster hose from reel and advances to fire scene. Operates pump from self contained water source and supplies adequate pressure at the nozzle. Performs salvage and overhaul operations in order to protect property from damage and to complete fire extinguishment. Locates hot spots after fire is extinguished to be sure the fire does not rekindle. Removes burning furniture from buildings to reduce fire and smoke damage. Clamps sprinkler heads, drains, rolls, or folds hose sections and loads on apparatus after fire is extinguished. Cleans and stores equipment upon return to fire station.

Drives emergency vehicles to the emergency scene to provide medical care and/or to assist with the transfer of the injured to a hospital or emergency care facility. Responds to medical emergency calls. Performs emergency medical services. Operates monitors and other

equipment for emergency medical services. Notifies dispatcher to call for additional medical help when needed. Treats range of injuries at the scene using advanced first aid and emergency care techniques. Inspects victim for signs of injury, consciousness, and breathing to determine the nature and extent of the injury or illness. Examines injured person for medical alert tag to determine if special treatment is necessary. Obtains a comprehensive drug history on the patient and administers medication at the emergency scene. Observes and documents the effects of medication given to individuals. Keeps informed on any specific signs or circumstances under which it is not appropriate to administer a drug to a patient. Reports own or other's injuries to superiors.

Performs search and rescue operations in order to locate and remove trapped victims from burning buildings, vehicles, or enclosed spaces. Uses extricator, K-12 saw, pry cars, come-along, pneumatic cutting tool, or porta-power to cut or pry open vehicles or machinery. Moves heavy objects to gain access to trapped victims or bodies; locates and digs to free victims trapped in tunnels, pipes, or sewers. Searches rooms for trapped persons by feeling for victims, obstructions, holes, and areas of excessive heat. Carries or assists victims by using slings, chairs, or stretchers.

Performs regular maintenance of equipment such as fire pump, aerial ladders, self-contained breathing apparatus, and emergency medical equipment to ensure they are in proper working order. Conducts required safety tests of fire department apparatus and equipment to ensure compliance with departmental operating standards. Inspects fire apparatus, emergency lighting equipment, Air Pak, station power generator, and ground and aerial ladders to determine if repair or maintenance is needed. Inspects all fire apparatus tools, communications equipment, hoselines, and fire extinguishers for damage. Inspects personal turn-out equipment and clothing. Records equipment and apparatus missing or needing repair or replacement.

Participates in training and drills. Learns and maintains proficiency in fireground operations, purpose of all equipment and alarm systems, principles of fire behavior, and structural components of buildings. Observes and repeats procedures demonstrated by training instructor. Practices with apparatus and equipment to increase and maintain proficiency. Studies direct routes, location of streets, water mains, and hydrants in the area surrounding the station.

Provides for the maintenance and upkeep of station house and grounds. Cleans rooms and furnishings at the station and maintains appearance of apparatus. Places turnout gear and firefighting equipment in readiness. Locks station doors and windows to secure valuable items from theft, vandalism, and damage. Maintains adequate office, first aid, and cleaning supplies. Assists visitors who seek help.

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. 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 twenty-one (21) years of age.

Firefighter/Operator BP Original Adoption: 09-08-16 Revision Dates:
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# 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, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Deputy Fire Chief. Fire Captains rank directly below the class of Deputy 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 department operations on shift. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire, and overhauling after the fire. Monitors driving of the fire apparatus, ensuring the driver takes the most direct route to the fire and follows all laws and safety regulations. Serves as fire safety officer and directs emergency scene operations until relieved of command. Directs the positioning of apparatus in order to initiate the most effective fire attack. Evaluates the efficiency of response units following an emergency. Briefs incoming captain of all pertinent activities that occurred on shift.

Oversees communications between the fire scene and other authorized personnel. Provides for the needs of firefighters and other emergency personnel. Directs size-up of an emergency scene to determine the nature and extent of the fire, condition of the building, and source of water supply. Observes and responds to changes in fire ground conditions while directing firefighting operations. Supervises search and rescue, forcible entry, ventilation, overhaul, ladder, pumper, and hose operations. Directs or assists in identifying and handling hazardous materials. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel and testifies in court when required.

Directs the driving of emergency medical vehicles to and from the scene of a fire. Provides and monitors emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital. Performs and supervises operation and interpretation of monitors and other equipment used to provide emergency medical services. Obtains a comprehensive drug history on the patient, administers medication, and documents the effects of medication given to individuals. Studies new laws and drug reference literature, keeping informed on when it is

not appropriate to administer a drug to a patient. Directs dispatcher to call for additional medical help if needed.

Delegates authority to subordinates for the more effective operation of the department. Issues orders and assigns work and duty areas. Provides assistance to employees in technical areas of work. Oversees and evaluates work performance of subordinates, and counsels employees who are having work problems, complaints, or grievances. Conducts employee performance evaluations and discusses performance with subordinates and superiors. Recommends disciplinary action to the appointing authority.

Provides informal or "on-the-job" training for new employees by conducting drills, evolutions, and classroom training. Serves as a consultant for volunteers within the department or in surrounding areas, providing them with technical expertise, assistance, and cooperation in training.

Supervises required tests of fire department apparatus and equipment. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Directs fire driver to perform daily radio check. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Receives reports about any problems with property or equipment for the purpose of repair or maintenance.

Provides for the maintenance of departmental records such as activity, patient care, financial, emergency medical services, and inventory records. Supervises the completion of assigned forms and reports, including NFIRS reports. Reviews reports written by subordinates.

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.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least (2) two years immediately preceding closing date for application to the board.

Fire Captain BP Original Adoption: 09-08-16 Revision Dates:
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# DEPUTY FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative and supervisory position, the major duty of which involves directing the activities of all fire suppression personnel. The employee of this class is responsible for supervision in assignment of leave and care and maintenance of stations and equipment. In addition, the deputy fire chief is responsible for department public relations and takes command of emergency scene operations when required, directing the activities of all subordinate personnel and the use of all department equipment. The deputy fire chief works with a high degree of independence, reporting to and 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 department operations on any shift and performs the duties of the Fire Chief in his absence. Recommends goals and objectives for consideration to the Fire Chief and participates in the research and planning for the department. Collaborates with the Fire Chief on organizing department operations related to equipment, and manages the planning and organization of departmental operations having to do with personnel. Conducts inspections of department divisions, observes department operations, and improves any problem areas. Plans and organizes equipment and personnel operations, as well as monitors local conditions which may become fire hazards. Participates in educational events to keep informed on modern administrative and firefighting practices, and attends all meetings required by the governing authority. Recommends changes in department operations that will help the department to obtain favorable PIAL ratings. Studies new laws and regulations to determine if changes in department policies and procedures are needed.

Supervises department positions comprising of fire suppression, training, and fire service support classifications. Delegates authority where appropriate for more effective operation of the department. Investigates complaints against department personnel, participates in developing a personnel recruitment and selection program. Investigates all accidents involving department personnel. Promotes peace and harmony in the department by maintaining discipline, works with boards and agencies that affect employee careers, and holds meetings with fire department personnel. Inspects the appearance of subordinates and equipment, assigns work areas, approves leave, reviews reports, and evaluates work performance. Discusses subordinates' work performance with superiors and provides assistance to subordinates in technical areas of work. Resolves employee complaints, writes evaluation reports, counsels those experiencing problems and recommends disciplinary action.



Develops a training program for the department, sees that it is properly supplied, and provides for regular employee training at all levels. Conducts training in the classroom, and provides informal, on-the-job training. Performs and supervises training in basic fire fighting, equipment, hose handling, rescue and EMS. Handles training in pre-fire planning, forcible entry, water supplies, ventilation, and salvage and overhaul. Directs training in hazardous materials, supervision, investigation, and safety.

Supervises the general care and maintenance of fire fighting equipment and directs the testing of equipment to ensure that it meets all applicable standards. Assigns specific tasks to the most qualified personnel. Writes specifications for new department equipment, prepares specifications for public bid, and oversees the bidding process. Meets with sales representatives, maintains an inventory of supplies, orders needed supplies and distributes supplies among personnel, and makes recommendations on major department purchases.

Reads and replies to department correspondence. Aids the Fire Chief in reviewing legislation affecting the fire department and formulates position statements for the department to use. Writes articles for publication, composes letters in response to requests to the department, and gives demonstrations to the public. Conducts polls and surveys regarding the fire service, and recommends any needed policy changes based on that data. Assists the Fire Chief by acting as department representative to the news media, answers questions for the public about fire department operations, and conducts group tours of department facilities. Coordinates public relations projects and the work of the department with related agencies. Testifies in court when required.

Aids the Fire Chief in managing the assets of the department and assists with preparing and submitting a department operating budget. Assists the Fire Chief in preparing expenditure estimates, authorizes the expenditure of funds, and purchases equipment and supplies within the established budget. Collaborates with the Chief on what department information should be recorded and in what form that information should be kept. Writes request for funds to aid the department.

Responds to emergency calls, supervising employees at the scene. Performs size-up of emergency and directs rescue operations, ventilation, forcible entry, pump operations, and water supplies. Oversees salvage, overhaul and EMS at the scene, as well as personally acting as part of the fire attack team. Takes charge of all safety procedures at the scene, participates in handling hazardous materials, and maintains communications. Provides for the needs of personnel at the incident and acts as coordinator between department employees and law enforcement.

Visits local structures to collect pre-fire planning information and investigates the causes of a fire to determine if the result was suspected arson. Supervises the fire scene to ensure that any evidence of suspected arson is preserved.

#### **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.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding closing date for application to the board.

Deputy Fire Chief BP

Original Adoption: 09-08-16

Revision Dates:

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highly responsible position of chief officer of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, for financial planning and budgeting of funds, for public relations, and for employee supervision. The employee of this class oversees fire prevention and public education, manages equipment and supplies, provides for training, and directs fire ground operations. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

## **EXAMPLES OF WORK**

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

Develops management policies, goals, and objectives for the department. Supervises the personnel management functions of the department and assigns work to the appropriate personnel. Researches and collects data regarding department operations, reviews department structure in light of that information, and makes any necessary structural changes. Reviews legislation, regulations, ordinances, and court rulings related to fire department operations. Evaluates department productivity and adjusts programs and procedures for a better work flow. Monitors any local conditions which may affect the department.

Establishes a personnel recruitment and selection program in accordance with EEOC standards and interviews prospective employees. Oversees promotional eligibility lists. Establishes a system by which personnel performance will be evaluated and uses the information from those evaluations to make decisions on job assignments. Assists in the development of and administers a comprehensive personnel plan that provides for employee compensation and benefits. Balances meeting employee needs while maintaining organizational goals. Develops a grievance resolution procedure for department employees. Reviews work, delegates assignments, outlines responsibilities, sets task priorities, and sets long term goals for subordinates. Provides employees with the supplies necessary to complete their jobs and holds meetings with subordinates to communicate information. Adjusts work schedules, approves leave, and reviews employee reports. Counsels employees who are experiencing work problems. Motivates employees and maintains discipline within the department. Establishes an internal affairs review process. Inspects the appearance of department equipment and personnel to ensure that standards are met.

Manages the general accounting for the department. Oversees accurate fiscal records by recording expenses, disbursements, and related financial transactions of department accounts. Prepares a departmental operating budget and authorizes expenditure of funds in accordance

with the budget. Locates grants available for fire protection and writes requests for grants and funds to aid in fire department operation.

Promotes a positive public image of the work of the department in the daily performance of duties. Responds to requests to the fire department and coordinates the work of the department with related agencies. Serves as official department representative at any required meetings. Makes speeches before civil groups, acts as department representative to the news media, and handles complaints from the public. Identifies local fire protection problems and community needs, then targets fire prevention education to these areas.

Oversees a training program for the department and provides on-the-job training for department members. Provides outside instruction to meet any training needs not available in the department program. Devises a risk management program, investigates all accidents, and monitors the results of the risk management program. Develops and implements a safety program for the department. Oversees the training of subordinates in safety and takes any action necessary to avoid accident hazards. Oversees proficiency in the use of department equipment by attending training courses to acquire or maintain certifications in firefighting fields. Attends educational meetings and conferences to keep informed on modern fire fighting and administrative practices.

Purchases equipment and supplies, and oversees the process of maintaining an inventory for the department. Oversees the general care and maintenance of department property, obtains repair estimates, and arranges for repairs. Directs the inspection of equipment after repairs to see that repairs were properly completed. Prepares specifications on new department equipment for public bid. Provides for and oversees a communication system for the department.

Directs record retention policy in the department and supervises the preparation and maintenance of all department records. 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. Completes any forms or records required and compiles data needed for reports.

Develops and implements an emergency management system and directs fire ground operations. Directs and monitors command staff members who are responsible for the operation, including hazardous materials emergencies, and special tactical situations. Oversees a system to provide for organized, rapid care to injured persons, establishes effective fire ground communication procedures, and directs a program of fire planning in order that the department be able to provide services to the community in the most efficient manner possible.

Performs any 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 test.

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 appointment, 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 at least twenty-five (25) years of age.

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 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. 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 BP

Original Adoption: 09-08-16

Revision Dates:

# ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible non-supervisory, administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative activities in such areas as policies, budgeting, and payroll. The employee of this class works with a high degree of independence, and special assignments are received from and work is reviewed directly 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.

Recommends management policies, goals, and objectives to the Fire Chief. Assists with PIAL rating paperwork. Participates in the research and planning for programs and activities in the fire department. Assists with evaluating and inspecting the effectiveness of divisions and department operations, and helps determine how the department should be organized to ensure maximum efficiency. Collaborates with the Fire Chief on organizing department operations related to equipment, and manages the planning and organization of departmental operations having to do with personnel. Assists with monitoring and evaluating local conditions that may become fire or safety hazards. Reports to emergency scenes as needed and conducts training for department personnel. Performs the administrative duties of the Fire Chief in the absence of the Chief and Deputy Fire Chief.

Keeps promotional eligibility lists. Works with the Chief to promote peace and harmony in the department by seeing that discipline is maintained, counseling employees who are having work problems, and meeting with employee groups. Aids with investigating all accidents involving department equipment or any complaints against department personnel, and makes recommendations on action to be taken.

Prepares and submits an operating budget for the entire department. Assists with the compilation and organization of data needed to prepare the budget. Manages the accounting for the money and assets of the fire department, and for assigned functions or divisions. Prepares expenditure and revenue estimates and maintains expenditure of funds. Purchases equipment and supplies, keeping such purchases within the established operating budget. Prepares payroll records.

Oversees preparation and maintenance of records and reports, and makes decisions concerning what information should be included in all records of the department. Provides for the maintenance of all department records and periodically inspects record keeping systems.

Personally completes any forms or records required and prepares payroll records. Prepares LFIRS reports. Writes requests for grants or other special funds, and writes newspaper articles or any other type of official department position paper for publication. Compiles and organizes data needed for reports and completes any forms or records assigned. Ensures that all correspondence addresses to the fire department is received and routed to the appropriate person for response.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature. Works with boards and agencies that affect the fire department. Conducts polls and surveys related to the fire service, and organizes and analyzes data. Answers questions for the public about operation of the fire department, conducts tours, and oversees public relations projects.

Performs any 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.

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 not be less than twenty-one (21) years of age.

Administrative Assistant to the Fire Chief BP
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Original Adoption: 09-08-16
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Revision Dates:
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# FIRE DEPARTMENT MECHANIC

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the repair and maintenance division of the fire department. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Fire Department Mechanics perform duties with some supervision, performing routine tasks independently, and performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Deputy 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 maintenance and repairs to gasoline engines which include the installation or replacement of gaskets. Performs maintenance and repairs to diesel engines, which may include adjusting or replacing scavenging-air compressors, governors, fuel spray nozzles and turbochargers. Performs maintenance on or makes repairs to hydraulic equipment. Maintains and repairs fire apparatus fixtures including rotary gear, pumps, water towers and aerial ladders.

Maintains and makes repairs or adjustments to cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order to systems by installing replacement parts such as fans, fan belts, fuel lines, filters, oil seals, PCV systems, batteries, spark plugs, cables and other parts as necessary. Maintains and makes repairs or adjustments to brake, drive train, emission and suspension systems. Installs necessary replacement parts to such systems including replacing drum, disc or power brakes, clutches, transmissions, mufflers, tires and wheel bearings.

Performs general maintenance tasks on departmental vehicles and fire apparatus such as refueling vehicles, changing or adding oil, and adjusting headlights as needed, in order to assure peak performance. Repairs, adjusts or replaces accessories on automotive equipment such as windshield wipers, lights and flashers. Maintains or repairs automotive equipment using instruments such as hydrometers and voltmeters.

Inspects, maintains, tests, repairs and provides for proper storage of open-circuit and self-contained breathing apparatus. Refills,

disinfects and conducts flow tests on self-contained breathing apparatus after use. Inspects, maintains, repairs and performs service tests on nozzles, nozzle assemblies, fire hose and hose couplings. Cleans and maintains turn-out gear. Provides for the repair and maintenance of portable equipment and small power tools such as portable generators, pumps and power saws. Installs, maintains and repairs overhead doors. Recommends purchases, installs, repairs and replaces network, computer, printing and audio-video systems, including cables and wires. Builds, installs and repairs props used in training.

Operates all equipment on vehicles, including communications equipment, to determine what repairs are needed or to ensure that repairs were effectively accomplished. Diagnoses mechanical problems using information received from fire department personnel and maintenance check lists. Reads service manuals, parts books, and any other written or internet-based material necessary to determine how to perform required repairs and maintenance duties. Performs required safety inspections on all department vehicles. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments or calibrations.

Provides for the repair and maintenance of portable equipment and small power tools such as portable generators, pumps and power saws. Installs, maintains and repairs overhead doors. Provides for the maintenance of the station's plumbing and electrical systems. Builds, installs and repairs props used in employee training.

Responds to fire emergency calls when needed and assists with firefighting suppression duties. Makes repairs at the emergency scene when needed. Determines if firefighting apparatus involved in an accident is safe for continued use. Arranges for repairs and maintenance of facilities, equipment or operating systems, or assigns such to qualified department personnel. Locates and arranges for outside services for repairs that cannot be accomplished within the department. Transports, delivers, and picks up equipment for repair or maintenance. Inspects repairs completed by outside services to ensure work was effectively accomplished and equipment or vehicles are in proper working order. Road tests and conducts required safety inspections on all department vehicles.

Holds meetings with fire department personnel in order to receive reports or provide information related to maintenance projects. Provides on-the-job training for new employees in the completion of work orders and in technical areas of work. Monitors work pace and progress of assigned maintenance jobs to ensure timely completion. Participates in continued training and obtains appropriate professional certifications as required by departmental policies.

Assists superiors in writing specifications for new fire department equipment. Participates in the purchase of equipment and supplies, keeping such purchases within the established budget. Maintains accurate inventory of division property, equipment and supplies. Organizes and stores inventory items in an orderly fashion to allow ease of locating and retrieving such. Provides for sufficient inventory of supplies and equipment necessary to perform the work of the maintenance division.

Oversees the preparation and care of maintenance division records. Writes reports and personally completes all forms and records as required. Files records and reports, retrieving such from division files as needed. Keeps maintenance records on self-contained breathing apparatus.

Performs any 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 possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

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.

Must have at least five (5) years work experience in automotive and heavy truck repair.

-OR-

Must have at least two (2) years work experience in automotive and heavy truck repair and must also possess educational certification for course work completed in automotive and heavy truck repair.

Fire Department Mechanic BP Original Adoption: 09-08-16 Revision Dates:
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