

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #11 (PEARL RIVER)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #11 (PEARL RIVER))

FIRE SERVICE

LINE CLASSES

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Original Adoption: 02-08-12

Revision Dates: 05-19-15

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, driving and operating fire apparatus and equipment, maintaining fire department vehicles and equipment, and providing emergency medical care to the sick or injured at an emergency scene. Employees of this class receive specific instructions for most duties, but have the authority to work independently in certain designated areas, and are directly supervised by a Fire Captain. This class ranks immediately below that of Fire Captain.

EXAMPLES OF WORK

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

Trains for, performs, and maintains proficiency in firefighting and rescue tasks such as connecting, carrying, dragging, and operating hose lines; directing fire streams; forcible entry; ventilation; and using portable breathing apparatus or air pack, ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety. Operates or rides in fire apparatus to and from fire or emergency scene. Communicates with dispatcher and fire vehicles using two-way radio. Cuts or pries open vehicles or machinery to free persons trapped. Maintains limited crowd and traffic control as needed.

Ensures a timely response to the emergency scene by taking shortest route available using resources of maps or memory. Positions apparatus and connects hose lines to water supply source. Determines the number of required hose lines necessary for fire suppression. Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressures necessary for fire suppression. Operates and controls portable, fixed, or large-caliber water streams.

Locates and extinguishes hidden fires and hot spots. Performs salvage operations necessary to protect property, using covers, tarps, or other materials. Carries or removes burning items to reduce fire and smoke damage. Picks up water after fire is extinguished using appropriate method. Constructs catch-alls to trap and dispose of water. Removes debris and charred waste. Shores up or tears down weak and dangerous structural components.

Performs emergency medical services such as basic first aid, CPR, and first responder at the scene of an emergency or while in transport to the hospital. Examines victims for signs of injury and administers first aid to treat minor injuries, consciousness, and breathing and determines nature and extent of injury or illness. Provides emergency care to victims of fires, accidents, heat strokes, drowning, poisoning, drug overdose and other emergencies. Provides advanced life support services to patients using defibrillators. Administers medication to individuals at the emergency scene or while in transport to the hospital emergency department and observes and documents the effects of such medication. Notifies dispatcher for additional medical help when needed. Studies new laws, drug reference literature, precautions, techniques, and pharmacological information, relating to emergency medical services in order to incorporate such into the operations of the department. Provides for and ensures that accurate emergency medical services records such as personnel records, patient care records, records of activity, financial records, and inventory records are maintained.

Identifies causes of fires to determine how fire started and whether arson may have been involved. Recognizes, notes, and preserves evidence of arson. Informs officer in charge of suspected arson. Observes spectators for suspicious behavior. Guards premises where arson is suspected and questions witnesses to determine fire cause.

Draws preplanning maps and diagrams. Updates hydrant maps and vital building books. Inspects hydrants for defects and flushes periodically as needed. Conducts fire drills in schools and businesses. Upon request, inspects private residences or other buildings for fire hazards and compliance. Inspects smoke and heat detector devices in public and private properties.

Studies and maintains proficiency in the procedures for special emergencies. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Acts to contain hazardous material spill or control spread. Locates and operates shut-off valves for gas, electricity, oil, and water in buildings to reduce hazard. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer.

Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws and regulations or updates related to performance of work. Learns and maintains proficiency in firefighting operations including adverse conditions, firefighting formulas, safety procedures, and structural components of buildings. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, structures of commercial and industrial buildings, location of streets, water mains, and hydrants in response area. Monitors and gathers information of conditions affecting station zone of response.

Cleans, dries, tests, inspects, and properly secures any assigned fire fighting equipment such as fire apparatus, communications equipment, hoses, hand tools, portable breathing apparatus, turn-out equipment, ladders, or related equipment. Performs periodic tests of apparatus pumping capacity and pressure. Inspects tools for damage or to determine if any tools are missing, and makes report. Inspects fire station and notifies officer in charge of needed repairs.

Completes minor repairs to equipment and tools. Maintains inventory of tools and equipment on apparatus using checklist or knowledge of equipment.

Performs tasks necessary for the proper maintenance and function of the station and grounds such as cleaning floors and windows, changing bed linens, cutting grass and performing other minor maintenance duties. Prepares meals for firefighters at the station and cleans kitchen area. Provides for the security of the station by locking station doors and securing valuable items. Maintains the organization of and updates the station library.

Performs public relations duties such as calming excited citizens at emergency scene, receiving and responding to questions and complaints from the public, and providing information to the public concerning the work of the fire department. Receives telephone calls and provides necessary information or directions. Refers calls to appropriate personnel or agency. Assists visitors at the station. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Works with local youth groups and other community groups, delivering lectures or demonstrations on fire prevention principles, including fire hazards and appropriate safeguards.

Completes any forms, records, or reports as required.

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, 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 possess a valid driver's license.

Must not be less than 18 years of age

Firefighter/Operator QK Original Adoption: 02-08-12 Revision Dates:

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 company, 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, perform emergency medical services, 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 a superior officer. 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 the operations of one fire company on an assigned shift. Responds to all fire alarms, directs the operating and positioning of the fire apparatus at the fireground, and sets up the fireground perimeter for crowd and traffic control. Directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher, and performing size-up of an emergency scene. Directs emergency scene operations until relieved by a superior officer. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Supervises and assists subordinate employees in search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Serves as fire safety officer at the scene of an emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel. Supervises emergency medical services such as basic first aid, CPR, and first responder services at the emergency scene and on the way to the hospital.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Recommends changes in department operations that will help the fire district improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Supervises subordinate fire department personnel, delegates authority to subordinates, assigns work and duty areas, inspects the appearance of subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance with subordinates. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Reports fire hazards or safety violations to the appropriate authority. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Testifies in court when required.

Assists in the development of the department training program and the conducting of training in the classroom, the conducting of drills and evolutions and providing informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Provides for and ensures that accurate emergency medical services records such as personnel records, patient care records, records of activity, financial records, and inventory records are maintained. Compiles data and writes reports. Personally completes any forms, records, or reports required, including payroll records and NFIRS reports.

Provides for the repair and maintenance of apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Conducts tests or directs the testing of fire department apparatus and equipment.

Responds to questions and complaints from the public about the operations of the fire department. Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety.

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 two (2) years immediately preceding closing date for application to the board.

Must possess certification as an EMT - Basic.

Fire Captain QK

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Revision Dates: 05-19-15

CHIEF OF OPERATIONS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is to manage the operations of the St. Tammany Parish F.P.D. #11 fire department. The Chief of Operations plans and organizes departmental operations and recommends management policies, goals, and objectives. The incumbent of this class assists the Fire Chief in personnel recruitment and employee management, as well as facilitating the accounting for the department. The Chief of Operations 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 one fire department function or division. Plans for department activities, and recommends new management policies and goals. Performs the duties of the Chief in his absence. Inspects various divisions, evaluates their effectiveness and takes action to correct problem areas. Organizes departmental operations dealing with equipment, apparatus, and personnel. Investigates all accidents and complaints. Delegates authority to subordinates for the more effective operation of the department.

Assists the Fire Chief with developing a personnel recruitment and selection program, interviews prospective employees, and makes hiring recommendations. Keeps promotional eligibility lists and recommends promotions based on civil service law. Promotes harmony within the department, insures that discipline is maintained, counsels employees, and works with any other board, agency, or union. Supervises department employees, assigns work or duty areas, inspects appearance of employees and equipment, and meets with personnel to receive reports and disseminate information. Approves leave, evaluates employees, reviews reports, and discusses employee work performance with the Fire Chief.

Accounts for the money and assets of the department. Assists the Fire Chief with preparing expenditure and revenue estimates. Purchases equipment and supplies, keeping in line with the established budget. Arranges for repairs and maintenance on all department facilities, equipment or operating systems, or assigns such to qualified personnel. Inspects equipment to insure repairs were properly accomplished. Assists the Fire Chief in writing specifications for new

equipment, prepares those specifications for public bids, and oversees the bidding process. Orders supplies and equipment, and distributes those supplies to the appropriate personnel.

Supervises the maintenance of all department records. Decides what information should be included in department records and determines how the information should be kept. Reads correspondence to the fire station and responds to requests. Completes any forms and records assigned, including LFIRS reports. Writes requests for grants or other special funds to aid in the operation of the fire service.

Monitors local conditions which may become safety hazards and responds to emergency calls, in person or through a subordinate. Supervises subordinates at the fire scene, directing rescue operations, emergency medical assistance, and the containment of hazardous materials. Sizes-up the emergency scene and determines the extent of the fire, the condition of the building and the water supply. Acts as part of the fire attack team and takes charge of all safety procedures. Maintains communications between fire fighting personnel and law enforcement at the fire scene. Investigates the circumstances of fire suspected to be arson and oversees the securement of evidence. Supervises the collection of information for pre-fire planning.

Develops a training program for the department and supervises regular employee training at all levels. Conducts training in the classroom, on-the-job, and in drills. Supervises training in basic fire fighting, hydraulics, pump operations, equipment driving, hose and nozzle handling, and breathing apparatus. Conducts training in rescue operations, first aid, fire fighting techniques, equipment, and hazardous materials. Oversees training in fire inspection, investigation, water supplies and systems, and pre-fire planning. Supervises the general care and maintenance of all fire fighting equipment and apparatus, insuring that all equipment is regularly tested.

Participates in conferences, conventions, and other educational meetings as required, giving reports and offering advice. Keeps informed on modern fire fighting methods and recommends changes to the Fire Chief that will help the city to obtain favorable ISO ratings. Studies new laws, regulations, ordinances and court rulings to determine if changes in department policies are needed. Reviews existing or proposed legislation with the Fire Chief to determine the effect of such legislation on the department. Coordinates public relations initiatives, giving talks and demonstrations to the public, or distributing literature to interested parties. Gives assistance to related federal, state, and local agencies, and acts as a consultant to volunteer fire departments from surrounding areas. Testifies in court 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 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.

Must possess a valid driver's license.

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

Chief of Operations QK Original Adoption: 05-19-15 Revision Dates:
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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class directs all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares an operating budget, locates grant funding and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the St. Tammany Fire Protection District Number 11 Fire Board of Commissioners.

EXAMPLES OF WORK

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

Manages the total operation of the fire department as chief officer. Develops management policies, goals, and objectives for the department. Determines target areas for fire prevention or public education efforts and develops such programs to meet identified community needs. Directs programs of pre-fire planning, fire inspection, and fire investigation. Evaluates the productivity and effectiveness of departmental programs and develops and initiates procedures to improve the quality of service in these areas. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Attends conferences, conventions, and other educational meetings. Reviews incoming communications, making assignments or routing work to the appropriate person.

Develops and implements a safety program for the department and ensures subordinates are trained in safety. Monitors any local conditions which may create situations the department may be called upon to handle. Devises a risk management program to control departmental losses, and investigates all accidents or injuries involving department equipment or personnel in order to make changes in procedure to avoid future accidents. Provides for good housekeeping and takes action necessary to control accident hazards.

Develops and implements an emergency management system. Directs and controls fireground operations, including size-up, equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Performs fire suppression duties as may be required in order to assist in the control of the incident. Directs the handling of special tactical situations, emergencies involving hazardous materials and injury or illness and determines action to be taken to contain or control the incident.

Develops a personnel recruitment and selection program in accordance with EEO standards and interviews prospective employees, making recommendations for hiring. Assists in the development and administers a comprehensive personnel plan providing for compensation and benefits. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Provides for employee grievance resolution procedures for the department. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews, recommending disciplinary action and notifying employees of disciplinary action taken.

Oversees the supervision of subordinate personnel by delegating and reviewing assignments, outlining responsibilities and duties, adjusting work schedules, assigning work spaces, approving leave, and setting task priorities and long-term goals. Determines performance standards for department personnel and establishes procedures for evaluating employee performance. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides subordinates with supplies, tools, and resources necessary and ensures that resources are used economically. Inspects the appearance of department equipment and subordinate personnel. Holds formal meetings for the purpose of receiving information and disseminating information.

Prepares a departmental operating budget and authorizes the expenditure of funds allocated for departmental operations, making sure such expenditures are in accordance with the budget. Reviews and approves purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Prepares revenue and expenditure estimates. Locates available grants and writes requests for special funds. Administers grant-funded projects assuring that grant provisions are met and that funds are used as specified in the proposal.

Evaluates training needs of the department and establishes and maintains the training program. Serves as an instructor for formal classroom training and provides for outside instruction. Provides on-the-job training for department members, including explaining policies, procedures, and rules and providing assistance in technical areas of work. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance and cooperation in training and/or fire protection efforts when required.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information. Supervises the preparation and maintenance of department records and reports, reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities. Personally completes all forms, records, and reports required.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications for fire department equipment.

Oversees the process of maintaining an inventory of supplies and equipment. Reviews products and purchases supplies and equipment for the department. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property after repairs to see that repairs were properly accomplished.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Coordinates the work of the department with related federal, state, and local agencies. Communicates with boards and agencies whose rules or operations may affect the careers of the fire department employees or the work of the fire department. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends. Writes letters in response to written or oral requests addressed to the fire department. Delivers talks or demonstrations on fire prevention or related fire protection topics to schools and civic organizations.

Performs any other related duties.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and 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.

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 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 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.

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. **AND** must have at least nine (9) 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 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.

Fire Chief QK

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