

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #8 (ABITA SPRINGS)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #8 (ABITA SPRINGS)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR\*

FIRE CAPTAIN \*\*

FIRE CHIEF \*

\*Competitive class

\*\*Promotional class

QH Index

Original Adoption: 10-12-99

Revision Dates: 06-13-03, 10-09-13

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

### **DISTINGUISHING FEATURES OF CLASS**

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as answering fire department emergency telephones, controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class report to and are supervised by a Fire Chief or the ranking officer left in charge.

### **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, or if qualified, as an instructor.

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.

When qualified, 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 firefighting 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, bathrooms, and windows, emptying trash cans, mowing grass, or related duties.

Answers fire department telephone and takes all necessary information to direct department employees to the emergency scene; 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, preplans, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

When qualified, drives fire equipment to and from fire; operates fire equipment at fire scene.

Performs related fire department duties as assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by 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.

Must be 18 years of age.

After offer of employment, but before beginning work in this class, must pass a medical/physical Examination. The selection and administration of which will 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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess AND MAINTAIN a valid motor vehicle operator's license.

Firefighter/Operator QH
Original Adoption: 06-13-03
Revision Dates: 09-09-19

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve assisting in the management of department operations, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Fire Captains respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide emergency medical services, oversee the maintenance and operation of equipment, and participate 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 Fire Chief. Fire Captains rank directly below the class of Fire Chief.

## **EXAMPLES OF WORK**

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

Supervises or personally responds to fire alarms from dispatcher, records pertinent data, supervises driving of fire apparatus and assists with the positioning of such at the fireground, and sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations until relieved by a superior officer. Assists with the size-up of an emergency scene. Participates and supervises subordinate employees in fighting fire, handling hazardous materials, searching for and rescuing persons in life threatening situations, salvage and overhaul, and emergency medical services. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information at the emergency scene. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Coordinates activities of fire fighting personnel and law enforcement personnel at the scene of an emergency. Identifies hazardous materials and assists with handling emergencies involving hazardous incidents. Serves as fire safety officer at the scene of an emergency until relieved of command.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects homes, businesses, and schools for fire hazards and unsafe conditions or practices. Reports fire hazards or safety violations to the appropriate authority. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. 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 in the management of department operations on one shift, as well as fire personnel and equipment management. Investigates all accidents involving department personnel and equipment, and complaints against personnel as directed by superior officers. Recommends procedures or actions in response to such accidents or complaints. Evaluates the efficiency of response units following emergency incidents. Monitors and evaluates local conditions which may become fire or safety hazards. Participates in the research and planning for programs and activities of the department. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in the department policies and procedures are needed. Recommends changes in department operations that will help the city obtain favorable ISO ratings.

Assists in the supervision of fire department personnel by inspecting the appearance of assigned equipment and subordinate personnel and reviewing reports written by subordinates. Provides assistance to subordinates in technical areas of work and informal or on-the-job training for new employees. Participates in a training program for the department and sees that such program is properly staffed and supplied with training resources. Conducts drills and evolutions as well as provides training in the classroom.

Completes assigned forms, records, or reports required, such as maintenance reports, incident reports, preliminary investigation reports, and NFIRS reports. Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required.

Conducts tests or directs the testing of fire department apparatus and equipment. Supervises and performs inspections on 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. Provides for the repair and maintenance of apparatus and equipment.

Participates in special community projects designed to improve public relations or the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

## **QUALIFICATIONS 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 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 three (3) years immediately preceding closing date for application to the board.

Fire Captain QH
Original Adoption: 10-09-13
Revision Dates:

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of the chief officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, for public relations, and for employee supervision. The Chief is also responsible for public education and fire prevention, as well as directing all fire suppression operations of the department. The Fire Chief has the authority and responsibility to operate independently in planning and overseeing the work of the department and is accountable to the St. Tammany Parish Board of Commissioners, Fire Protection District #8, hereinafter referred to as "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. Develops management policies, and determines goals and objectives for the department. Organizes the department in order to best utilize available resources in providing fire protection services for the community. Develops and implements a safety program and a report review system for the department. Monitors any local conditions which may create situations the department may be called upon to handle. Evaluates the training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources.

Organizes the personnel management functions of the department. Interviews prospective employees and makes recommendations for hire to the Board of Commissioners. Reviews incoming communications, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Establishes and maintains a system of personnel inspections, grievance resolution procedures, and a departmental program for internal affairs. Determines performance standards for department personnel and procedures by which performance may be evaluated. Uses information gathered in performance evaluations to make decisions concerning the need for job rotation or specialized training. Acts as department representative to the news media and the public, releasing information and answering questions concerning the work of the department. Coordinates special projects and other work of the department with related federal, state, and local agencies. Promotes a positive image of the department in the daily performance of duties by interacting with community members, including making speeches before school or civic groups. Develops a public education program to meet identified community needs and determines target areas for fire prevention efforts. Develops and implements an emergency management system based on an identification



of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards.

Directs and controls fireground operations. Supervises and directs subordinate employees at the scene of an emergency in all procedures relating to fire suppression, including the containment of hazardous materials, rescue, emergency medical services, fireground communications, salvage and overhaul, pre-fire planning, fire investigations, and related duties. Holds meetings with subordinates in order to receive reports and disseminate information. Adjusts work schedules and approves leave. Evaluates the performance of subordinates and writes evaluation reports. Handles employee complaints, grievances and maintain discipline. Determines what information should be included in all records of the department and in what form these records should be kept. Provides for the security and maintenance of all department records. Personally completes forms and records, compiles and organizes data needed for reports, and writes letters to address the needs of the fire service. Supervises the general care and maintenance of all fire department apparatus and equipment, including seeing that repairs are performed as required. Assists the Board of Commissioners in purchasing equipment and supplies and evaluating specifications for new fire department equipment.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by 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.

After offer of employment, but before beginning work in this class, must pass a medical/physical examination, the selection and administration of which will 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 AND MAINTAIN A VALID MOTOR VEHICLES OPERATORS 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 other related curriculum and at least six (6) 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 full time 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.

**OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, Or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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.

**OR**

Applicant must possess one of the following high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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.

Fire Chief QH

Original Adoption: 10-12-99

Revision Dates: 09-09-19