

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #9 (BUSH)

Contents

OCCUPATIONAL INDEX TO CLASSES 2

FIREFIGHTER/OPERATOR 3

FIRE CAPTAIN..... 6

DISTRICT FIRE CHIEF 8

FIRE CHIEF..... 11

CHIEF OF TRAINING AND SAFETY 15

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #9 (BUSH)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

DISTRICT FIRE CHIEF **

FIRE CHIEF *

LINE SUPPORT CLASSES

CHIEF OF TRAINING AND SAFETY **

*Competitive class

**Promotional class

QI Index

Original Adoption: 02-19-14

Revision Dates: 11-18-15, 10-11-16

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of the fire department. Employees of this class receive training in and perform firefighting and other tasks such as controlling and extinguishing fires, operating fire equipment, performing rescue work, driving fire apparatus, and maintaining fire department equipment and vehicles. Firefighter/Operators respond to all emergency calls and provide first aid and emergency medical care to the sick or injured at the scene. Employees of this class receive specific instructions for most duties 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.

Responds to fire and medical emergency calls received by the department. Trains for, performs, and maintains proficiency in the safe operation of the fire apparatus as well as basic firefighting, HAZMAT procedures, emergency medical services and rescue tasks. Puts on protective clothing and ensures safe operation of fire station bay doors. Drives or rides in fire apparatus to and from the emergency scene, communicating with dispatcher and fire vehicles using two-way radio. Takes the shortest route available and resolves navigational problems to ensure a timely response to the emergency scene. Observes the burning structure and fireground to locate the source of the fire, victims, water supplies and exposures. Follows instructions of a superior officer in order to position the fire apparatus. Evaluates the potential effects of environmental conditions on the fire and examines structures for signs of fire extension. Recognizes unique smell and color of smoke to determine the appropriate extinguishing agent. Determines the length and number of hose lines necessary for fire suppression. Dismounts apparatus, pulls hose from bed and connects to water supply source. Primes and operates pumper while monitoring all gauges and making adjustments, in order to supply adequate pressure to the nozzle. Drafts water from open source such as a lake or pond, using hard suction hose. Operates portable or fixed master stream appliance and various nozzles in order to extinguish fire and protect exposures. Calculates water flow, discharge pressures and friction loss for effective fire suppression. Uses ramp to protect hose line from damage. Inspects charged hose line for kinks and repairs; replaces burst hose sections. Advances, directs and assists in maintaining control of charged hose lines. Enters smoke-filled structure using portable air breathing apparatus or air pack. Locates and extinguishes source of fire first. Observes, evaluates and responds to changing fireground conditions, notifying officer in charge. Maintains awareness of other firefighters' efforts and assists them to ensure a safe and coordinated performance.

Participates in search and rescue operations to locate and free trapped or unconscious victims. Carries or assists victims away from danger and examines them for signs of injury and medical alert tag. Administers basic first aid and medication, as well as emergency medical care to victims of fire, heart attack, drowning, poisoning, accidents and other emergencies. Notifies dispatcher of need for additional medical help or status of call. Calms and comforts emotionally distraught victims or family members at the emergency scene. Notifies occupants or neighbors to vacate premises due to safety concerns. Maintains limited crowd and traffic control at the scene until police arrive.

Performs overhaul and salvage operations in order to locate hot spots, extinguish hidden fires and protect property. Removes burning items to reduce fire and smoke damage. Operates portable generators and emergency lighting needed at the scene. Recognizes HAZMAT symbols to identify flammable or hazardous materials, and acts to contain hazardous material spill or control spread under direction of a superior officer. Locates and operates shut-off valves for gas, electricity, oil, and water in buildings to reduce hazard. Recognizes signs of arson, notifies officer in charge and preserves evidence. Extinguishes or controls grass and shrub fires by using tools, portable hand pumps and fire extinguishers.

Performs regular maintenance and minor repairs on all firefighting tools and equipment to ensure proper working order and readiness for service. Cleans, dries, tests, inspects, and properly secures any assigned fire fighting equipment including fire apparatus, hoses, nozzles, fittings, turn out gear, tools, and self-contained breathing apparatus. Inspects and cleans Air Pak; fills air cylinders. Locates, removes, replaces and maintains inventory of tools and equipment on apparatus using knowledge or checklist to determine if any are missing or damaged. Performs periodic tests of apparatus pumping capacity and pressure. Provides for the proper maintenance and function of the station and grounds by cleaning floors and windows, emptying trash cans, changing bed linens, cutting grass and performing other maintenance duties. Provides for the security of the station by locking station doors and securing valuable items. Checks to ensure adequate quantities of maintenance supplies are available.

Participates in training drills and classroom training sessions. Reads, takes notes and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws, regulations or updates related to performance of work. Learns, studies and maintains proficiency in fireground formulas, principles of fire behavior, structural components of buildings and the location/purpose of all tools or newly acquired equipment. Participates in discussions and critical evaluations of departmental response to each fire. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, maps and location of streets in response area; takes proficiency tests. Listens to radio for important information and monitors weather, public events or other factors affecting service area. Plans for fires in residential and commercial buildings by studying structural information, type of occupancy and location of hazardous materials. Participates in pre-fire planning inspections for both public and private properties.

Compiles data to be used in reports. Completes daily maintenance checklist and any other forms, records, or reports as required. Makes entries in daily log for the department. Reports to work well-groomed, on-time and in proper attire. Maintains satisfactory interpersonal relationships

with other department members. Demonstrates and explains firefighting equipment and techniques to the public; works with local youth groups. Receives telephone calls, assists visitors and conducts tours at the fire station.

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 have a valid driver's license.

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

Firefighter/Operator QI Original Adoption: 10-11-16 Revision Dates:

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the management 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 District Fire Chief. Fire Captains rank directly below the class of District 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 station for one shift. Supervises subordinate fire department personnel, delegates authority to subordinates, assigns work and duty areas, and inspects the appearance of assigned equipment and subordinates. Provides assistance to subordinates in technical areas of work. Oversees, evaluates, and discusses work performance with subordinates and conducts employee performance evaluations. Resolves employee complaints and grievances, and recommends disciplinary action to the appointing authority. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Personally trains personnel by conducting training in the classroom 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.

Answers fire alarm from dispatcher, directs the 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. Supervises subordinate employees in search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, fire extinguishment, nozzle and hose handling, pump operations, water supplies, salvage and overhaul, and emergency medical services. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Observes and responds to changes in the fireground conditions. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel. Provides emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital. 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.

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

Conducts tests or directs the testing of fire department apparatus and equipment. Evaluates the efficiency of response units following emergency incidents. 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. Provides for the repair and maintenance of apparatus and equipment.

Oversees pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Reports fire hazards or safety violations to the appropriate authority. Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Responds to questions and complaints from the public about the operations of the fire department. 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.

Must have a valid driver's license.

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

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

Fire Captain QI
Original Adoption: 02-19-14
Revision Dates: 10-11-16

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing fire suppression operations on an assigned shift. Employees of this class supervise subordinate personnel on an assigned shift by directing operations at the scene of a fire or medical emergency and evaluating the work performance of subordinates. District Fire Chiefs supervise the maintenance of records and reports, provide for the maintenance and repair of apparatus, equipment and property, perform public relations duties, and assist in the training for the department. Incumbents of this class are required to perform the duties of their positions with a high degree of independence, reporting to and having work reviewed by the Deputy Fire Chief. This class ranks directly below that 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.

Supervises department operations on an assigned shift. Assists in setting goals and objectives for the department, setting and implementing management policies, and recommends policies and objectives for consideration by a superior officer. Investigates complaints against department personnel and formulates a recommendation for consideration by superior officer. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Monitors and evaluates local conditions which may become fire or safety hazards.

Responds to all alarms or emergency calls for which the department is answerable. Directs subordinate employees at the scene of a fire or other emergency and supervises fire fighting and emergency medical operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services. Takes charge of safety operations at the emergency scene. Participates in the handling of emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel, calling for assistance and relaying information when necessary. Coordinates firefighting personnel and law enforcement personnel at the scene of an emergency. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Supervises fire suppression, fire prevention, and fire support class personnel on an assigned shift by assigning work schedules, work and duty areas and approving leave. Oversees and evaluates employee work performance, reviews and writes employee evaluation reports, discusses work

performance with subordinates, and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among subordinates of the department by recommending disciplinary action. Provides assistance to subordinates in technical areas of work. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information.

Insures that personnel are provided training in firefighting operations, such as basic fire fighting and attack, pump operations, hydraulics, nozzle and hose handling, sprinkler and standpipe systems, rescue, salvage and overhaul, first aid, emergency medical services, CPR, the proper operation and use of firefighting apparatus, tools, and equipment, pre-fire planning, fire inspection, investigation, and safety. Personally conducts drills and evolutions, provides training in the classroom and provides informal or "on-the-job" training for subordinates.

Provides for the general care and maintenance of firefighting apparatus and equipment, stations and grounds, and other department property. Arranges for repairs and maintenance of department equipment and facilities. Inspects equipment and property after repairs to insure that repairs were properly accomplished. Directs the testing of equipment, assuring that equipment meets all applicable federal, state and local standards.

Supervises the preparation and maintenance of records and reports, such as records of activity and inventory records, by reviewing records and reports completed by subordinates and inspecting systems and facilities for keeping the records. Personally completes any forms and records assigned. Compiles and organizes data needed for reports. Prepares payroll records on subordinates and completes LFIRS reports and other forms and reports.

Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Answers questions for the public about operations of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Supervises and participates in special projects related to public relations or the image of the fire department.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Manages the security of the fire scene to insure that evidence of suspected arson is not removed or damaged.

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

District Fire Chief QI

Original Adoption: 02-19-14

Revision Dates:

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible administrative and supervisory position of chief officer of the fire department. The employee of this class is responsible for the administration and coordination of all fire department activities involving fire suppression; fire prevention and public fire education; fire investigation; fire communications; personnel management and supervision; training; and public relations. The Fire Chief 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.

Administers the operations of fire department services which include fire suppression, fire prevention, fire communications, and public fire education, and training. Develops management policies, goals and objectives for the department, and makes recommendations for consideration by the Fire Board of Commissioners. Organizes and reviews department structure, and determines if new programs or policies are needed or if changes in structure or operation are required. Organizes the personnel management functions of the department by creating work cycles and efficiently deploying available manpower. Assists the appointing authority in the development and implementation of a personnel recruitment program. Participates in the interview and selection process and assists in the maintenance of promotional eligibility lists.

Establishes a system for the identification and evaluation of areas of improvement in productivity, efficiency, and effectiveness. Establishes and maintains a system of line and staff inspections in order to exercise control over operations. Establishes an internal affairs review process in order to investigate possible violations of departmental code of conduct by department personnel. Collects and analyzes data necessary to estimate the extent and causes of risk.

Monitors any local conditions which may create situations the department may be called upon to handle. Attends conferences, conventions, and other educational meetings to keep informed on modern firefighting methods and administrative practices.

Prepares a departmental operating budget and authorizes expenditure of funds allocated for fire department operations, making sure that such expenditures are in accordance with the budget. Manages the accounting system for the department and records expenses, disbursements, and related financial transactions in order to maintain accurate fiscal records. Writes requests for grants or other special funds to aid in the operation of the fire department.

Reviews work to be done, sets task priorities, and outlines responsibilities and duties for subordinates. Monitors work pace and progress of assigned jobs, and alters and adjusts work schedules to accomplish tasks. Handles employee complaints and grievances, counsels employees who experience work problems, and maintains discipline. Motivates employees and provides for employee growth and career development by addressing employee grievances, providing constructive feedback on work performance, and by assisting employees in identifying and meeting their career goals.

Evaluates the training needs for the department, establishes a training program, and provides for proper staffing. Provides for outside instruction for employees to meet training needs which are not available in the departmental training program. Provides on-the-job training.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department and oversees the preparation and maintenance of the records and reports of departmental operations. Compiles, organizes, and analyzes data needed and writes reports. Personally completes any forms or records as required. Writes letters in answer to requests addressed to the fire department, or as needed to address the needs of the fire service.

Promotes a positive public image of the department by means of talks, demonstrations, and distribution of literature to schools, civic groups, owners and employees of public and private buildings. Delivers speeches, and meets with civic and governmental groups to discuss needs of the fire department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Oversees the general care, maintenance, and use of departmental property, including equipment, vehicles, and stations and grounds.

Provides for adequate levels of the department's inventory of supplies and equipment. Provides for an oversees a communications system for the department.

Develops and implements an emergency management system. Oversees and directs operations at the scene of emergencies including fire suppression, rescue, providing emergency medical assistance, and the control and containment of hazardous materials incidents.

Directs a program of fire prevention, including fire inspections developed in accordance with all applicable federal, state, and local laws and regulations; pre-fire planning; and fire investigations.

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 and maintain 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 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 QI

Original Adoption: 02-19-14

Revision Dates:

CHIEF OF TRAINING AND SAFETY

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duty of which is the direction of comprehensive training and safety programs for the department. The Chief of Training and Safety plans and implements the training and safety programs, assembles and administers materials, and coordinates the training operations with other department activities. Incumbent evaluates training needs of the department and assists superior officer in directing the work of subordinates as needed. Maintains critical records and performs community outreach for the department. The Chief of Training and Safety works with a high degree of independence, reporting to and having work reviewed 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.

Evaluates the training needs and develops and implements a training program for the department. Observes emergency scene operations for safety compliance and collects materials for use in training, taking charge of all safety procedures at the scene. Prepares training materials, maintains a library for training purposes, and keeps informed on modern fire fighting methods. Participates in conferences and conventions related to training and safety. Keeps up-to-date with safety management practices by evaluating safety publications and demonstrates appropriate safety measures to members of the department.

Conducts training in the use of fire fighting equipment and techniques, as well as fire apparatus operations, hazardous materials, fire prevention, communications, safety and public relations. Develops exercises to rate training skills acquired by department members, and administers tests to evaluate success in training. Provides new employees with informal "on the job" training. Conducts training in the classroom or on the drill field and coordinates each company's movement to and from all training activities.

Personally tests or directs the testing of equipment to ensure that it meets all applicable safety standards. Assists superior officer in inspecting equipment, safety supplies, and working conditions to ensure compliance with regulations. Supervises the general maintenance of fire fighting apparatus and equipment. When necessary, determines which repair services should be used for damaged equipment and arranges for the repairs, inspecting the equipment thoroughly after the repairs are completed.

Oversees employees when District Chief or Fire Chief is not on shift. Oversees the training of departmental employees and supervises employees at the fire scene in the absence of superior officer. Manages training operations by observing work performance, inspecting equipment, and assigning schedules related to training activities. Recommends management policies, goals, and objectives related to training. Provides assistance to employees in technical areas of work and writes employee evaluation reports on training skills. Responds to all alarms or emergency calls and observes subordinates for additional training needs. When needed, acts as part of the fire attack team. Prior to a fire, collects information for pre-fire planning and assists superior officer in monitoring local conditions which may become hazardous.

Completes reports and decides what information should be kept in departmental records. Supervises maintenance of records by inspecting record retention systems and by reviewing reports of subordinates. Reads, files and writes narrative reports, analyzing the data contained through the use of statistics and compiling data for any additional reports needed. Attends meetings and gives reports.

Takes an active part in the community by researching and planning for activities for the department. Demonstrates and distributes literature pertaining to fire department work to public groups. Participates in public education programs, and conducts tours of department for schools and civic groups. Works with other agencies on projects that are mutually concerning to both the agency and the fire department.

Maintains an accurate inventory of supplies and equipment. Purchases supplies and equipment within the established budget and disburses those supplies once they are received. Assists superior officer in gathering information to be used in compiling budgets, and personally handles budget for an assigned function.

Performs any 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.

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 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.

Chief of Training and Safety QI

Original Adoption: 11-18-15

Revision Dates: