

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

TERREBONNE FIRE PROTECTION DISTRICT #10 (HOUMA)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

TERREBONNE FIRE PROTECTION DISTRICT #10 (HOUMA)

FIRE SERVICE

LINE CLASSES

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Original Adoption: 07-17-07

Revision Dates: 11-12-13, 11-11-15

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, and maintaining fire department vehicles and equipment, and also provide 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, 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. Cuts or pries open vehicles or machinery to free persons trapped. Examines victims for signs of injury and administers first aid to treat minor injuries, as well as emergency care to victims of fires, accidents, drowning, poisoning, drug overdose and other emergencies. Notifies dispatcher for additional medical help when needed. Maintains limited crowd and traffic control as needed.

Operates or rides in fire apparatus to and from fire or emergency scene. Communicates with dispatcher and fire vehicles using two-way radio. 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. Recognizes, notes, and preserves evidence of arson. Observes spectators for suspicious behavior. Informs officer in charge of suspected arson. 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. 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, emptying trash cans, changing bed linens, cutting grass and performing other minor maintenance duties. Assists in preparing 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. Inspects fire station and notifies officer in charge of needed repairs.

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 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. 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.

Must have a valid driver's license.

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

Firefighter/Operator TJ
Original Adoption: 07-17-07
Revision Dates: 12-12-18

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 the fire station on an assigned shift, including the supervision of firefighting personnel and the management of fire apparatus and department equipment. 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 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.

Responds to all emergency calls on an assigned shift and directs the operation of a fire company by gathering and assessing pertinent data provided by dispatcher and performing size-up of an emergency scene. Supervises the driving and positioning of the fire apparatus and sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations and serves as the fire safety officer until relieved by a superior officer. Supervises subordinate employees in fire fighting, handling hazardous materials, 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. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains communications and coordinates activities between the fire scene and other authorized personnel.

Supervises subordinate fire department personnel by assigning work and duty areas, reviewing reports, inspecting the appearance and assigned equipment of subordinates, and approving leave. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance with subordinates. Resolves employee complaints and grievances. Counsels employees, conducts corrective interviews, and assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority. Briefs incoming captain on activities that occurred or those that may occur on the upcoming shift.

Assist in developing a training program for the department. Personally trains personnel by conducting training in the classroom and providing informal or on-the-job training for new employees. Provides technical assistance to subordinates as needed. Conducts drills and evolutions. 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.

Oversees the testing of fire department apparatus and equipment. Inspects fire apparatus and equipment, 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. Investigates all accidents involving department equipment or personnel and recommends new procedures to avoid future accidents. Provides for the repair and maintenance of apparatus and equipment. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required. Makes recommendations on major purchases for the department.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects public assemblies to ensure that exits are clearly marked and operate properly, and that exits and aisles are kept clear of spectators and obstructions. Inspects schools and other educational facilities for fire protection purposes, including conducting fire drills. Reports fire hazards or safety violations to the appropriate authority. Inspects public assemblies, schools, and other educational facilities for fire protection services

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. Questions witnesses of a fire incident. Testifies in court when required.

Participates in the research and planning for programs and activities of the department. Makes recommendations to superior officers regarding management policies, goals, and objectives for the department. Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Personally completes any forms, records, or reports required, including NFIRS reports. Compiles data and writes reports.

Coordinates the work of the department with related agencies, releasing information and giving assistance when needed. Participates in special community projects designed to improve public relations. 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.

Must have a valid Louisiana 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 at least one (1) year immediately preceding closing date for application to the board.

Fire Captain TJ

Original Adoption: 07-17-07

Revision Dates:

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 Terrebonne Fire Protection District Number 10 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. Locates available grants and writes requests for fire protection and prevention projects and administers grant-funded projects. Reviews incoming communications, making assignments or routing work to the appropriate person.

Develops and implements a safety program for the department and trains subordinates 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.

Organizes the personnel management functions of the fire department. Develops a personnel recruitment and selection program in accordance with EEO standards and interviews prospective employees, making recommendations for hiring. Assist in the development and administers a comprehensive personnel plan providing for compensation and benefits. 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. 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 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. 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, determines performance standards for department personnel and establishes procedures for evaluating employee performance. Holds formal meetings for the purpose of receiving information and disseminating information.

Evaluates training needs of the department and establishes and maintains the training program. Provides on-the-job training for department members, including explaining policies, procedures, and rules and providing assistance in technical areas of work. Serves as an instructor for formal classroom training and provides for outside instruction. 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.

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. Manages the operation of the general accounting system for the department. Records expenses, disbursements and related financial transactions in order to maintain accurate fiscal records.

Oversees and utilizes a system of information management for use in the administration of the department. 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 and reviews products and specifications for fire department equipment. Oversees the maintenance of inventory 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. Writes letters in response to written or oral requests addressed to the fire department. Coordinates the work of the department with related federal, state, and local agencies. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends. 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 progressively responsible 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 progressively responsible 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, 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 nine (9) years of progressively responsible 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 TJ

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Revision Dates: 12-12-18