

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

TERREBONNE FIRE PROTECTION DISTRICT #4A (GRAND CAILLOU)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

TERREBONNE FIRE PROTECTION DISTRICT #4A (GRAND CAILLOU)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

CHIEF OF OPERATIONS **

FIRE CHIEF *

LINE SUPPORT CLASSES

SECRETARY TO THE FIRE CHIEF *

*Competitive class

**Promotional class

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Original Adoption: 02-05-18

Revision Dates:

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire apparatus and equipment. Firefighter/Operators 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.

Responds to all fire and medical emergency calls received by the department. Operates or rides in apparatus to and from the emergency scene. Evaluates navigational problems, selects shortest available route and determines location of nearest fire hydrant or water source. Judges when an alarm has been sounded falsely. Communicates with dispatcher using two-way radio. Determines if a position is safe for firefighting crews and responds to changes in fireground conditions. Places apparatus at the scene and dismounts with tools necessary for hydrant connection. Makes hydrant and hose connections, drafts water, and deploys hose at the scene. Protects hose lines from damage using ramps or hose bridges. Operates pump to supply adequate pressure at the nozzle and regulates water to hose lines. Primes and operates pumper from draft or static water supply. Calculates gpm water flow, and friction loss. Performs sprinkler and standpipe support operations. Inspects charged hose line for problems and makes repairs as needed. Assists other firefighters in controlling hose line and operates various types of nozzles.

Locates and extinguishes fire source first. Applies appropriate fire streams and agents for the most effective fire extinguishment. Listens or watches for orders or instructions from superior officers and maintains awareness of other firefighter's efforts. Performs duties of acting officer at fire scene in his absence. Operates portable or fixed master stream appliance. Identifies and protects potential exposures by using direct streams or water curtains. Performs forcible entry and ventilation operations, recognizes conditions that may lead to backdraft, and positions smoke ejectors. Uses portable breathing apparatus or air pack to enter smoke-filled buildings. Operates and uses aerial, ground and fire escape ladders for fire suppression and rescue.

Maintains limited crowd and traffic control until police arrive. Notifies occupants or neighbors to vacate premises when needed. Carries out search and rescue operations in order to locate and remove trapped victims. Performs emergency medical services such as basic first aid, CPR,

and first responder services. Treats range of injuries at the scene, provides advanced life support through the use of defibrillators, and administers medication. Drives emergency medical vehicles to and from the scene and notifies dispatcher to call for emergency help when needed.

Performs salvage and overhaul operations. Removes burning materials and waste or debris from emergency scene and protects salvaged property. Shores up or tears down weak or dangerous structural components. Locates and extinguishes hidden fires or hot spots. Recognizes HAZMAT symbols and works to contain hazardous material spills. Locates and operates shut-off valves for utilities to reduce fire hazards. Identifies cause of fire, and informs officer in charge of suspected arson. Notes and preserves any evidence of arson, and testifies in court, as needed.

Performs regular maintenance on firefighting equipment, tools, and supplies. Conducts all required safety tests of alarms, radios, apparatus, and equipment and records test results. Cleans, dries, inspects, and properly secures any assigned firefighting tools or equipment. Maintains inventory of tools and equipment and makes minor repairs, as needed. Records equipment or apparatus missing or in need of repair or replacement. Performs routine maintenance on fire hydrants, inspects hydrants for defects, and flushes periodically. Transports spare apparatus to other stations. Provides for the proper maintenance of the station and grounds by cleaning rooms, 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 adequate quantities of station supplies and cares for station library.

Participates in fire department training and drills. Learns and maintains proficiency in the use of specific fire equipment, tools, the principles of fire behavior, alarm signals, building structural components, fireground formulas and procedures for special emergencies. Studies training materials such as hydrant maps, street maps, basic laws and regulations; makes notes and takes proficiency tests. Provides occasional informal training for new employees. Participates in critical evaluations of each fire after return to station. Performs inspections of local buildings and residences, checking for smoke detectors and fire hazards. Participates in pre-fire planning inspections for public and private properties. Draws preplanning maps and diagrams. Speaks with firefighters on other shifts, listens to radio for important information, and monitors water pressure, weather and other conditions affecting station zone of response. Completes assigned forms, compiles data, writes reports, and provides for the maintenance of department records. Arrives to work on time, psychologically and physically prepared. Maintains satisfactory interpersonal relationships with coworkers and consults with superior officer on performance.

Answers telephone calls and provides information or refers callers to the appropriate personnel. Assists visitors who seek help, and notifies officer of visitors to station. Conducts fire station tours and explains firefighting equipment to visiting public. Lectures to and educates community groups on fire prevention principles and appropriate fire safeguards.

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 TD
Original Adoption: 02-05-18
Revision Dates: 04-24-18

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, assist in the training of subordinate employees and oversee the completion of fire department records and reports. Fire Captains have the authority to work independently, 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 the operation of four fire stations for one shift. Oversees the operation of a fire company when responding to fire alarms and emergency calls. Gathers pertinent information from dispatcher and begins size-up en route to the scene. Supervises the safe driving of the fire apparatus and oversees the positioning of apparatus at the fireground. Sets up fireground perimeter for crowd and traffic control. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Takes measures to protect internal and external fire exposures from fire extension. Directs pumper operations and makes decisions regarding the selection of nozzles, hoses and water supplies. Oversees automatic sprinkler and standpipe system support operations. Supervises subordinate employees at the scene of an emergency and participates in size-up, hose operations, forcible entry, firefighting, (the use of self-contained breathing apparatus, ventilation operations, the selection of appropriate fire streams or agents, the use of ladders, searching for and rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul.

Drives or rides in emergency medical vehicles to the scene of a fire or other incident. Performs and supervises emergency medical services such as basic first aid, CPR, and first responder services. Provides advanced life support through the use of defibrillators, to shock a stopped heart. Obtains a comprehensive drug history on patient. Operates, interprets and monitors equipment used to provide emergency medical services. Administers medication to individuals at the emergency scene or during transport to a hospital. Notifies dispatcher to call for additional medical assistance, when needed. Serves as fire safety officer and directs emergency scene

operations until relieved by a superior officer. Supervises and assists in the handling of emergencies involving hazardous materials. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Coordinates activities of fire fighting and law enforcement personnel during emergency operations. Maintains communications between the fire scene and other authorized personnel. Secures the fire scene to prevent the removal or damage of evidence. Searches for, protects, preserves and maintains the chain of custody of any evidence of suspected arson. Questions witnesses to a fire incident in order to collect information. Oversees and participates in investigations concerning the causes, origins, and circumstances of fires occurring within the jurisdiction.

Briefs incoming captain on all pertinent information regarding previous or upcoming shift. Supervises subordinate fire department employees and delegates authority as necessary. Issues orders, assigns work areas and inspects the appearance of equipment and personnel. Oversees and participates in evaluating the efficiency of response units following emergency incidents. Provides on-the-job training and assistance to subordinates in technical areas of work. Supervises or conducts, drills, evolutions and classroom training. Observes, documents and evaluates the work performance of assigned employees. Resolves employee grievances, counsels employees who are experiencing work problems and conducts corrective interviews, in order to maintain discipline. Investigates all accidents involving department personnel, and makes recommendations as needed.

Reviews reports written and forms completed by subordinates for accuracy. Compiles data, writes reports and completes any forms or records as required. Provides for the accurate preparation and maintenance of departmental hydrant reports, hose records, NFIRS reports, maintenance forms, training records and reports of daily activity. Ensures that accurate emergency medical services records are maintained.

Provides for the repair and maintenance of fire department apparatus and equipment. Inspects fire apparatus for proper placement and condition of tools, equipment and appliances. Directs daily radio performance tests. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Inspects station house, buildings and facilities to ensure compliance with departmental maintenance standards. Maintains inventory of needed supplies and equipment. Signs vouchers or purchase requisitions; orders and disburses supplies as needed.

Performs or directs subordinates in pre-fire planning inspections by visiting businesses, schools, and places of public assembly to identify features which might be important in a fire or emergency. Monitors and evaluates local conditions which may become fire or safety hazards. Coordinates the work of the department with related agencies such as law enforcement or the State Fire Marshall's Office, releasing information and providing assistance when needed. Participates in community projects designed to improve public relations or the image of the fire department.

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 immediately preceding closing date for application to the board.

Must possess certification as First Responder or higher.

Fire Captain TD Original Adoption: 02-05-18 Revision Dates:

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 operation of the department. The Chief of Operations sets management policies, goals, and objectives for the assigned divisions. The incumbent of this class assists the Fire Chief in planning, research, and organization of the fire department having to do with equipment and personnel. 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.

Performs the duties of the Fire Chief in the absence of the Chief. Manages the operation of one fire department function or division, and participates in the research and planning for programs and activities. Works with the Fire Chief in observing department operations, evaluating effectiveness, and organizing department operations in such a way to maximize efficiency and correct or improve problem areas. Recommends management policies, goals, and objectives, and suggests changes to help the city obtain favorable ISO ratings. Participates in developing a personnel recruitment and selection program, and assists with interviewing and making hiring recommendations. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service.

Collaborates with the Fire Chief to oversee the general care and maintenance of and to organize departmental operations having to do with firefighting apparatus and equipment, department communications equipment, motor driven vehicles, stations and grounds, and other specialized equipment or related property. Assists with investigating all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Assists with the testing of equipment and arranging for any repairs or maintenance of all department facilities, equipment, property, or operating systems. Aids in maintaining, ordering, and distributing supplies and equipment throughout the department.

Supervises department employees by inspecting the appearance of assigned equipment and subordinate personnel, evaluating performance, providing assistance in technical areas of work, counseling employees who are experiencing work problems, writing evaluation reports, and recommending disciplinary action when necessary. Delegates authority to subordinates for the

more effective operation of the department. Works with the Fire Chief in investigating complaints against department personnel. Assists the Fire Chief with developing a training program for the department. Provides for regular employee training at all levels in drills and evolutions; basic firefighting; hydraulics; pump operations; driving fire equipment; nozzle and hose handling; proper use of breathing apparatus; rescue; first aid, CPR and emergency management services; pre-fire planning; forcible entry; fire extinguishers; fire streams; sprinkler and standpipe systems; water supplies; ladders; ventilation; salvage and overhaul; fire attack; supervision; hazardous materials; firefighting apparatus, tools, and equipment; inspection; investigation; and safety. Conducts training in the classroom, and informal on-the-job training for new employees.

Manages positions comprised of fire suppression classifications. Responds to all alarms or emergency calls, either in person or through a designated subordinate. Supervises subordinate employees at the emergency scene in firefighting and rescue tasks. Maintains communications between fire scene and other authorized personnel, acts as coordinator between firefighting personnel and law enforcement personnel, and provides for the needs of emergency personnel at the scene of an incident. Secures the fire scene to prevent removal or damage of evidence of suspected arson, and assists arson investigation personnel with collecting and labeling evidence. Testifies in court when required. Works with the fire chief in inspecting buildings to determine the existence of potential fire hazards, and collects information for pre-fire planning.

Assists with accounting for the money and assets of an assigned function or division, and prepares expenditure estimates. Supervises preparation and maintenance of the records and reports of an assigned service or division by reviewing records completed by subordinates and periodically inspecting systems and facilities. Compiles and organizes data needed for reports, and personally completes any forms and records assigned.

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 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 Fire Captain for at least four (4) years immediately preceding the closing date for application to the board.

Chief of Operations TD

Original Adoption: 02-05-18

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, develops a risk management program, and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the Terrebonne Parish Fire Protection District No. 4A Fire Board of Commissioners.

EXAMPLES OF WORK

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

Develops management policies, organizes the department, and determines goals and objectives. Reviews incoming communications and makes assignments to staff. Collects data from department records and from other recognized authorities to be used in determining if new programs or policies are needed. Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department procedures are needed. Testifies on proposed legislation before legislative committees. Develops methods used to evaluate productivity or effectiveness, identifies target areas for improvement, and initiates programs and procedures to improve the effectiveness of service in these areas. Develops a personnel recruitment and selection program in accordance with federal EEO standards. Interviews prospective employees, makes recommendations for hiring, and maintains promotional eligibility lists in accordance with civil service law. Determines performance standards for department personnel and uses information developed in performance evaluations to make decisions concerning job retention, assignment rotation, or specialized assignments.

Establishes a safety program for the department, and trains subordinates in safety. Collects and analyzes data to estimate the extent and causes of risk, determine a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level. Investigates all accidents or injuries involving department equipment or personnel, determines the cause, and makes changes in procedures to avoid future accidents. Provides for good housekeeping and takes action necessary to control accident hazards. Monitors any local conditions which may create situations the department may be called upon to handle.

Develops and implements an emergency management system. Directs and controls fireground operations. Monitors intermediate command staff members, directs the handling of emergencies involving hazardous materials, and oversees fire department equipment and personnel when the department is called to assist with special tactical situations. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness. Establishes and implements effective fireground communications procedures. Directs programs of fire inspections, pre-fire planning, and fire investigations, provides materials and equipment for each program, ensures that assigned department members have requisite training, and oversees and reviews the work of subordinate personnel engaged in each area.

Establishes a training program for the department by evaluating training needs. Provides on-the-job training for department members and provides for outside instruction for any training needs not available in the departmental training program. Attends training courses to acquire or maintain certification in fire fighting, emergency medical operations, or other related areas as required by the governing authority.

Oversees the supervision of subordinate personnel by reviewing work and delegating assignments. Outlines responsibilities and duties, sets task priorities, and sets long term goals. Assigns work spaces and provides subordinates with the resources necessary to get their jobs done. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Adjusts work schedules, approves leave, and monitors work pace and progress of assigned jobs. Evaluates the work performance of subordinates, writes employee evaluation reports, and counsels employees who are experiencing work problems. Handles employee complaints and grievances, provides for employee growth, and motivates employees. Maintains discipline among employees of the department by conducting corrective interviews and administering disciplinary action when required. Maintains a balance between meeting employee needs without jeopardizing organizational goals. Administers a grievance resolution procedure for department employees, and develops an internal affairs review process to investigate any violations of department policies and procedures.

Manages the operation of the general accounting system for the department. Maintains accurate fiscal records, authorizes expenditure of funds, and reviews and signs purchase requisitions. Prepares a departmental operating budget, collects and analyzes fiscal information, reviews divisional operating budgets, and prepares revenue and expenditure estimates.

Oversees a system of information management. Establishes policy concerning what information should be included in department records, 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 records. Supervises preparation and maintenance of the records and reports by periodically inspecting systems and facilities for keeping the records. Personally completes any forms or records required of the chief administrative officer.

Meets with sales representatives, purchases equipment and supplies, and oversees the process of maintaining an inventory of supplies and equipment for the department. Oversees the general care, maintenance and use of departmental property. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department property, or assigns such to qualified personnel. Inspects equipment after repairs to see that repairs were properly accomplished. Prepares specifications on new fire department equipment for public bids. Maintains proficiency in the use of department equipment and apparatus.

Writes letters in answer to requests addressed to the fire department, or to address needs of the fire service. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Promotes a positive public image of the department and 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.

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 not be less than thirty (30) years of age.

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, 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. **AND** must have at least seven (7) years of in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and 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 TD Original Adoption: 02-05-18 Revision Dates:

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are receiving department records and processing them according to the departmental procedures, entering routine information into the departmental records, and checking for errors. The employee of this class files correspondence, cards, forms, records or reports and answers and refers both emergency and non-emergency phone calls to the correct individual. The Secretary of the Fire Chief maintains records and performs various accounting duties such as preparing payroll records and paying bills for the department. This employee works independently in most areas, with general instructions for special assignments received from the Fire Chief. The Secretary to the Fire Chief reports directly to the Fire Chief, who reviews and supervises the work of this class.

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.

Sets up and maintains a filing system daily, and completes all forms and records required. Operates a word processor or a computer terminal in order to enter, locate or retrieve hard copy files and information. Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Identifies errors, returns documents for corrections, and processes or files them according to department policy. Uses software to create NFIRS reports and any other fire and emergency reports as assigned. Periodically inspects systems and facilities for maintaining records. Performs appropriate back-up functions as required to preserve computer files. Reads or reviews materials to be filed and sorts accordingly. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, chronologically, by subject matter, or by code. Traces missing files and keeps records on the location of material removed from files, and to whom materials were released. Disposes of obsolete files and records in accordance with retirement schedules or legal requirements. Enters routine information and maintains personnel files and a roster of department personnel, including telephone numbers and other pertinent information. Writes reports requiring the ability to compose complete sentences, to use correct grammar and punctuation, and to organize ideas in a logical sequence; which includes extracting information or summarizing contents of files for use by department personnel. Operates a copying machine, computer scanning equipment, a facsimile machine, and a calculator or computer software application when required. Serves as a computer network administrator.

Stamps incoming materials to record the date and time of receipt in order to process, sort and distribute to proper person, section or office. Composes and types letters, forms, memos,

statements, formal reports, or any other documents assigned. Composes replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Takes and transcribes dictation from notes using longhand from a voice machine, dictaphone or transcriber and takes minutes during meetings. Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Places, answers and transfers telephone calls coming in to the assigned lines and handles routine matters by following department procedures. Responds, screens and acts as a receptionist to questions and handles any routine requests by callers or visitors to the Chief's office or fire department to determine the nature of their business, and directs them to the appropriate individual or office. Recommends and develops management procedures or policies, goals and objectives for the assigned division when necessary and oversees accounting, records keeping, clerical and secretarial duties. Serves as an instructor for training courses relating to secretarial or clerical functions taught by the department. Develops a formal training program for all clerical functions of the department and sees that such program is properly staffed and supplied with training resources. Provides informal or "on-the-job" training for new employees.

Makes calculations necessary to compute payroll and prepares payroll records. Responds to questions or complaints from employees regarding calculation of time or other payroll matters. Prepares purchase requisitions according to department procedures, and makes recommendation on major purchases for the department. Orders, distributes, and maintains supplies and equipment as needed for division. Facilitates the process to repair equipment which includes getting estimates, locating and arranging for repairs and maintenance or assigning to qualified department personnel.

Performs public relations duties which include answering the telephone and providing answers to any inquiries about department operations or any emergency related services, conducting tours of department facilities, and serving as department representative at meetings, conferences and seminars. Prepares news releases, letters or any other type of official department statement for publication. Writes requests for grants or other special funds to aid in the operation of the department, and analyzes data through the use of statistics. Reads graphs, charts, manuals, records, reports, or related department documents and compiles and organizes data needed for reports.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

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

Secretary to the Fire Chief TD Original Adoption: 02-05-18 Revision Dates:
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