

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

WASHINGTON PARISH FIRE PROTECTION DISTRICT #7 (BOGALUSA)

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FIRE SERVICE

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Original Adoption: 10-26-04

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 department vehicles. Employees of this class perform duties under the supervision of and have work reviewed by the Fire Chief. This class reports to and ranks immediately 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.

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 ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety. Administers first aid and emergency care to victims of fires, accidents, drowning, poisoning, and drug overdose.

Drives fire apparatus to and from fire. Communicates with dispatcher and fire vehicles using two-way radio. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressure necessary for fire suppression.

Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Acts to contain hazardous material spill or control spread. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Constructs catch-alls and chutes to trap and dispose of water. Locates and extinguishes hidden fires and hot spots. Removes debris and charred waste. Tears down or shores up weak and dangerous structural components.

Participates in fire cause determination. Observes witnesses at the fire scene and questions witnesses to determine fire cause. Informs officer in charge of suspected arson. Recognizes, notes, and preserves evidence of arson. Testifies in court when required.

Attends and participates in assigned training drills either as an individual or as a member of a group. Reads and studies assigned material related to performance of work. Studies direct routes, location of streets, water mains, and hydrants in response area.

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. Makes 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 of the station and grounds such as cleaning floors and windows, emptying trash cans, changing bed linens, and mowing grass. Inspects fire station and notifies officer in charge of needed repairs. Assist 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.

Participates in fire inspections. Assists in pre-fire planning for industrial and commercial structures and residential areas. Draws preplanning maps and diagrams. Conducts fire drills in schools and businesses. Monitors water pressure in assigned areas or zones. Updates hydrant maps and vital building books. Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment.

Performs public relations duties such as calming excited citizens at a fire scene, receiving and responding to questions and complaints from the public, and providing information to the public concerning the work of the fire department. 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 or fire safety.

Completes any forms, records, or reports as required.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must have a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Firefighter/Operator WG Original Adoption: 10-26-04 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 sets management policies and goals and objectives for the department, prepares and submits an operating budget, locates grant funding and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the Washington Parish Fire Protection District Number 7 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, and determines how the department should be organized. Reviews incoming communications, making assignments or routing work to the appropriate person. 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 and attends all assigned meetings. 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.

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. Administers a comprehensive personnel plan providing for compensation and benefits. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Inspects the appearance of department equipment and subordinate personnel, determines performance standards for department personnel, and establishes procedures for evaluating employee performance. Develops and implements a safety program for the department and trains subordinates in safety. Provides for employee grievance resolution procedures for the department.

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.

Oversees the supervision of subordinate personnel, delegating assignments, outlining responsibilities and duties, adjusting work schedules and 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 ensure resources are used economically. Provides for good housekeeping and takes action necessary to control accident hazards. Holds formal meetings for the purpose of receiving information and disseminating information. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and recommending disciplinary action to the appointing authority.

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. May perform fire suppression duties as may be required in order to assist in the control and containment of the incident. Directs the handling of special tactical situations, emergencies involving hazardous materials, or emergencies involving injury or illness, determining action to be taken to contain or control the incident. Directs programs of pre-fire planning and fire investigation.

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. Writes requests for grants or other special funds. Writes proposals for new legislation or for changes in legislation, regulations or ordinances. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends. Determines target areas for fire prevention or public education efforts and develops such programs to meet identified community needs. Delivers talks or demonstrations on fire prevention or related fire protection topics to schools and civic organizations.

Consults with the governing body and submits to the proper authority a departmental operating budget. Records expenses, disbursements and related financial transactions in order to maintain accurate fiscal records. Authorizes the expenditure of funds allocated for departmental operations. Manages the operation of the general accounting system for the department.

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. Maintains an inventory of 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.

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 being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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 Louisiana driver's license.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least five (5) years of experience in the fire service. Fire service experience must include fire suppression and rescue, and may include work in positions which would provide a background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief WG

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