

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**PLAQUEMINES PARISH FIRE DEPARTMENT (BELLE CHASSE)**

**Contents**

**OCCUPATIONAL INDEX TO CLASSES ..... 2**

FIREFIGHTER/OPERATOR ..... 3

FIRE LIEUTENANT ..... 6

FIRE CAPTAIN..... 8

SUPERINTENDENT OF FIRE ..... 11

FIRE TRAINING AND SAFETY OFFICER ..... 15

# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### PLAQUEMINES PARISH FIRE DEPARTMENT (BELLE CHASSE)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE LIEUTENANT \*\*

FIRE CAPTAIN \*\*

SUPERINTENDENT OF FIRE \*

##### LINE SUPPORT CLASSES

FIRE TRAINING AND SAFETY OFFICER\*

\*Competitive class

\*\*Promotional class

PP Index

Original Adoption: 02-29-12

Revision Dates: 03-27-13

# 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, driving and operating fire apparatus and equipment, and maintaining fire department vehicles. Employees of this class perform rescue work by assisting victims of fires and providing emergency medical care to the sick or injured at the emergency scene. Firefighters/Operators participate in areas concerning pre-fire planning, inspections and fire prevention. Employees of this class work under the direction and supervision of a superior officer as designated by the Fire Chief. This class ranks immediately below that of Fire Lieutenant.

## **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 and performs firefighting and rescue tasks such as carrying, connecting, and operating hose lines and nozzles; using direct streams or water curtains; forcible entry; ventilation; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety. Evaluates smell and color of smoke and effects of environmental conditions to determine appropriate procedures to extinguish fire. Observes burning structure and locates and extinguishes fire source, hidden fires and hot spots.

Operates and rides in fire apparatus to and from fire or emergency scene. Ensures a timely response to the fire or emergency scene by taking shortest route available using resources of maps or memory. Communicates with dispatcher and fire vehicles using two-way radio. Evaluates navigational problems such as narrow alleys or structural impasses and determines a means of entrance and egress. Positions and connects to supply source. Stabilizes apparatus using truck jacks, outriggers, or wheel chocks.

Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressures necessary for fire suppression. Determines the number of required hose lines necessary for fire suppression. Operates and controls portable, fixed, or large-caliber water streams.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Protects salvaged property from theft by observing bystanders. Carries or removes burning items to reduce fire and smoke damage. Removes debris and charred waste. Picks up water after fire is extinguished using appropriate method. Constructs catch-alls to trap and dispose of water. Shores up or tears down weak and dangerous structural components. Wedges or clamps sprinkler heads after fire is extinguished to shut off flow of water, resets alarms and restores sprinkler systems.

Responds to medical emergency calls and 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 to call for emergency medical help when needed. Cuts or pries open vehicles or machinery to free persons trapped.

Participates in fire investigation and fire cause determination. Recognizes, notes, and preserves evidence of arson. Informs officer in charge of suspected arson. Observes spectators for suspicious behavior and questions witnesses to determine fire cause. Protects premises where arson is suspected. Testifies in court when required.

Participates in fire prevention and fire inspection tasks such as inspecting buildings for fire hazards and compliance to fire codes, inspecting portable fire extinguishers, studying the district to become familiar with the location of water lines, and related duties. Conducts prevention inspection of residences. Draws preplanning maps and diagrams. Monitors water pressure in assigned areas or zones. Participates in pre-fire planning, including gathering and studying information regarding types of occupancy and structure, building layout, hydrant and standpipe location, and hazardous materials storage. Conducts fire drills in schools and businesses. Inspects smoke and heat detector devices in public and private properties. Updates hydrant maps and vital building books.

Studies and maintains proficiency in the procedures for special emergencies. Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer. Acts to contain hazardous material spill or control spread. Locates and operates valves for gas, electricity, oil, and water in buildings to reduce hazard.

Participates in assigned training drills either as an individual or as a member of a group. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Studies direct routes, location of streets, water mains, and hydrants in response area. Assists with developing training presentations within the department and provides occasional "on-the-job" training as directed. Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws and regulations or updates related to performance of work.

Cleans, dries, tests, inspects, and properly secures any assigned firefighting equipment such as fire apparatus, communications equipment, hoses, nozzles, hand tools, portable breathing apparatus, turn-out equipment, ladders, or related equipment. Performs periodic tests of apparatus pumping capacity and pressure. Maintains inventory of tools and equipment on apparatus using checklist or knowledge of equipment. Inspects tools for damage or to determine if any tools are missing and makes report. Makes minor repairs to equipment and tools.

Performs tasks necessary for the proper maintenance and function of the station and grounds such as cleaning floors and windows, changing bed linens, cutting grass, and performing other 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 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. Works with local youth groups and other community groups, delivering lectures or demonstrations on fire prevention or fire safety. 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. 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 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 possess a valid driver's license.

Must not be less than 18 years of age.

Firefighter/Operator PP
Original Adoption: 02-29-12
Revision Dates: 12-20-17

# FIRE LIEUTENANT

(Promotional Class)

## **GENERAL STATEMENT OF DUTIES**

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting a company of Firefighter/Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Lieutenants respond to all emergency calls, assuming command until relieved by a superior officer. Employees of this class supervise the daily maintenance of all equipment and apparatus, participate in the training of subordinate employees, and assist the Fire Captain with completion and maintenance of records and reports. Fire Lieutenants work under the direction and supervision of a superior officer as designated by the Fire Chief and have the authority to work independently in most areas. This class ranks directly 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 alarms and determines the most direct route to the fire to be taken by the fire company making sure all laws and safety regulations are followed. Assumes incident command and directs work until relieved of command by a superior officer. Determines the positioning of apparatus at the fireground in order to initiate the most effective fire attack. Assist superior officer in performing size-up of an emergency scene. Makes recommendations to officer in charge regarding appropriate equipment procedures. Supervises and performs emergency scene operations involving fire suppression, pumper operations, forcible entry, ventilation, salvage and overhaul, and the containment and control of hazardous materials. Supervises search and rescue and emergency medical procedures. Provides for the needs of firefighters and other emergency personnel at the scene of an incident.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Informs officer in charge of suspected arson. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Protects, preserves, and maintains the chain of custody of any evidence of arson. Assists arson investigation personnel. Testifies in court when required.

Participates in fire prevention and safety education. Performs pre-fire planning inspections by visiting businesses, schools, places of public assembly, and private properties located in an assigned area. Studies information regarding location of hydrants and standpipes, building layout, hazardous material storage, occupancy patterns, and structural information. Recommends corrections for unsafe practices and conditions. Draws preplanning maps and diagrams.

Assists Fire Captain with the management of the operation of one fire station for one shift by overseeing and evaluating the work performance of a company of Firefighter/Operators. Supervises subordinate personnel and assists in departmental training in firefighting techniques.

Conducts employee performance evaluations, discusses work performance with subordinates and keeps Fire Captain advised of subordinates' work performance. Resolves employee complaints and grievances. Counsels subordinates when there is a performance or personnel problems. Recommends corrective action. Briefs incoming captain on all pertinent activities that occurred or those that will occur on the upcoming shift, reviews records of previous shift activity and issues work assignments to subordinates.

Directs and assists with the regular inspection and maintenance of apparatus and equipment such as fire pump, aerial ladders, elevating platforms, and emergency medical equipment. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Maintains inventory of supplies and equipment; orders and disburses supplies and equipment to personnel as required.

Supervises and provides for the maintenance of department records, such as records of activity, payroll records, inventory records, or any other records which may be required. Writes reports, including incident reports, maintenance records, NFIRS reports, and preliminary investigation reports, and personally completes forms and records, as assigned.

Participates in special community projects designed to improve public relations or the image of the fire department. Assist superior officer in coordinating the work of the department with related agencies, such as law enforcement, State Fire Marshall's Office and mutual aid, releasing information and giving assistance when needed. Oversees and participates in tours of department facilities.

Performs other 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 for at least one (1) year immediately preceding closing date for application to the board.

Fire Lieutenant PP Original Adoption: 02-29-12 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 and 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, 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.

Manages the operations of one fire station. Supervises subordinate fire department personnel, assigns work schedules and duty areas, inspects the appearance of subordinates. Provides assistance to subordinates in technical areas of work. Assists in resolving employee complaints and grievances by counseling employees who are experiencing work problems. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance with subordinates. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority and conducting corrective interviews.

Responds to all fire alarms, directs the positioning of the fire apparatus at the fireground, and assists in setting 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. Directs emergency scene operations until relieved by a superior officer. Supervises subordinate employees in 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. Serves as fire safety officer at the scene of an emergency until relieved of command. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Participates in the research and planning for programs and activities of the department. Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Recommends changes in department operations that will help the city improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.



Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Reports fire hazards or safety violations to the appropriate authority. 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. Testifies in court when required.

Assists in the development of the departmental training program seeing 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 firefighting efforts when required.

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, and payroll records. Compiles data and writes reports.

Provides for the repair and maintenance of apparatus and equipment. Conducts tests or directs the testing of fire department apparatus and equipment. Supervises the inspection 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. Maintains inventory of supplies and equipment and orders and distributes supplies and equipment to personnel as required.

Participates in special community projects designed to improve public relations or the image of the fire department. Responds to questions and complaints from the public about the operations of the fire department or any related areas of emergency services.

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 Fire Lieutenant for at least one (1) year immediately preceding closing date for application to the board.

Fire Captain PP

Original Adoption: 02-29-12

Revision Dates:

# SUPERINTENDENT OF FIRE

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highly responsible position of chief officer over all fire department operations of all fire districts in Plaquemines Parish. The Superintendent of Fire performs administrative and supervisory duties as well as directs and controls fireground and emergency 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 Superintendent of Fire, works independently, reporting to the Parish President of Plaquemines Parish.

## **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 and 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.

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 an 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.

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.

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. Reviews incoming communications, making assignments or routing work to the appropriate person.

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. Assists 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.

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 in fire suppression, hazardous material operations, communications, report writing, and management skills 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. Locates available grants and writes requests for fire protection and prevention projects and administers grant-funded projects.

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. Attends conferences, conventions, and other educational meetings.

Performs any other related duties.

### **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 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 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 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.

Superintendent of Fire PP

Original Adoption: 02-29-12

Revision Dates: 12-20-17

# FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible position, the major responsibility of which is the implementation and management of fire training and safety programs for the fire department. The Fire Training and Safety Officer is responsible for conducting classes for departmental employees and providing related information to the public. The employee of this class has no direct supervision over fire department personnel; however, the incumbent performs functional supervision over departmental employees as it relates to safety procedures and during training. The employee of this class works with little supervision, having the authority to work independently in most areas, and reporting to and having work reviewed by the Superintendent of Fire.

## **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.

Provides for, manages, tracks and evaluates employee training at all levels to meet the needs of the department. Oversees the development of a training program; maintains supply of training resources and a library of training materials. Supervises and conducts training either in the classroom or at the drill field in the following areas: basic firefighting, fire attack, forcible entry, ventilation, ladders, fire streams, nozzles, hoses, rope handling, pump operations, hydraulics, extinguishers, rescue, salvage, overhaul, use of protective breathing apparatus, tools, fire equipment, fire apparatus, driving techniques, or any other related subjects assigned or required.

Supervises and conducts training in fire service areas of first aid, CPR, emergency medical services, containment and control of hazardous material, communications, pre-fire planning, fire prevention, safety, investigation, inspection, supervision or in laws applicable to fire service operations. Coordinates and schedules departmental or outside training for all department employees as directed. Develops job simulation exercises to rate skills acquired during training.

Prepares lesson plans, training material and written tests for training classes. Performs and oversees the administration and grading of tests. Evaluates the effectiveness of the training program to determine whether additional training or changes are needed. Provides employees with "on-the-job" training and assistance in technical areas of work. Holds meetings with fire department employees in order to receive reports, provide training or safety information, inspect the appearance of personnel and equipment, discuss work performance and counsel employees with grievances or work problems. Maintains discipline within the training environment by conducting corrective interviews or recommending disciplinary action to the appointing authority.

Develops and supervises the coordination of a safety program for the department by assuring that such program is properly supplied with training resources and by implementing safety activities with supervisors of departmental divisions throughout the fire department. Oversees evaluation of the safety program by devising evaluation methods and making recommendations for improvements. Demonstrates safety equipment and practices. Observes department personnel to ensure proper use of prescribed safety equipment. Assists with research to identify hazards and evaluate the loss-producing potential of a given operation. Develops and recommends accident and loss control systems and programs in order to reduce or eliminate occupational injuries or financial losses. Conducts inspections of fire service equipment, accident prevention devices, first-aid supplies and working conditions to ensure compliance with occupational safety and health regulations. Investigates all accidents involving department equipment or personnel to determine cause and make recommendations on procedures to avoid future accidents. Participates in activities of related professional organizations to update knowledge of safety program developments.

Responds to all alarms or emergency calls for which the department is answerable in order to assist superior officers with emergency scene operations and also to observe fire suppression, rescue operations and related duties to assure compliance with established safety procedures. Acts as Safety Officer and takes charge of all safety procedures at the emergency scene. Makes notes and takes photographs at the fire or emergency scene for use in training. Participates in handling emergencies involving hazardous materials.

Recommends management policies, goals, and objectives for the Training and Safety division to a superior officer. Assists superior officers by conducting inspections, observing department operations, evaluating the effectiveness of the various divisions in the department and recommending improvements as needed. Participates in the research and planning for programs and activities of the division. Recommends changes in department operations that will help the district obtain favorable ISO ratings.

Participates in developing a personnel recruitment and selection program by reviewing applications for employment and helping to interview prospective employees. Makes arrangements for agility and drug testing for newly hired employees.

Personally, completes and files all forms and records for the Training and Safety Division as required. Reads and evaluates graphs, charts, manuals and safety publications. Compiles data needed for reports and analyzes such through the use of statistics. Prepares accident and injury reports for review by administrative personnel. Coordinates with accounting in regard to the first report of an injury to workman's compensation. Reviews and evaluates reports written by fire department employees. Writes letters or reports concerning the operation of the division. Works with superiors to make recommendations on major purchases, write specifications for new equipment or supplies and prepare requests for grants or other special funds to aid in the operation of the fire service. Assists with accounting and gathering budget information for the Training and Safety Division.

Informs the public about the work of the fire department by answering telephone inquiries, delivering talks or demonstrations, distributing literature, conducting tours of the department or by participating in public education programs with other fire department divisions. Acts as a



consultant for local volunteer fire departments by providing technical expertise, assistance and cooperation in training and safety.

Performs other 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.

Must possess a valid driver's license.

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.

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.

### **EITHER**

Must have at least ten (10) consecutive years of fire suppression experience, with at least five (5) years of such service spent performing duties in a supervisory or administrative capacity.

### **OR**

Must have at least five (5) consecutive years of experience conducting formal training for a public or private agency, training academy or institution of higher learning.

Fire Training and Safety Officer PP
Original Adoption: 03-27-13
Revision Dates: 12-20-17