

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

RAPIDES FIRE PROTECTION DISTRICT 3 (TIOGA)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

RAPIDES FIRE PROTECTION DISTRICT 3 (TIOGA)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE LIEUTENANT **

FIRE CHIEF*

LINE SUPPORT CLASSES

FIRE RECORDS CLERK *

FIRE TRAINING AND SAFETY OFFICER*

*Competitive class

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Original Adoption: 02-02-96

Revision Dates: 01-13-04, 08-21-07, 09-08-18, 08-30-19

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting 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 are supervised by the 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.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Drives fire apparatus to and from fire. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required fire flow, friction loss, intake and discharge pressures necessary for fire suppression.

Administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Performs 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.

Participates in fire investigation and fire cause determination. Informs officer in charge of suspected arson. Observes witnesses at the fire scene and questions witnesses to determine fire cause.

Completes forms and records as required.

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles. Performs periodic tests on apparatus and equipment as required.

Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, and notifying officer in charge of needed repairs.

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

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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

Must possess a valid driver's license.

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

Firefighter RC
Original Adoption: 02-02-96
Revision Dates: 08-21-98, 12-13-99, 01-13-04, 06-28-05, 01-05-07, 06-22-10, 04-15-18

FIRE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises responsible supervisory positions, the primary duties of which include the management of the operation of fire stations, and the supervision of Firefighter/Operators, volunteer firefighting personnel, and departmental equipment as assigned. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Lieutenants work with a high degree of independence, and report to and have work reviewed by the Fire Chief. This class ranks 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.

Makes recommendations to the Fire Chief regarding the operations of the department. Manages the operation of all the fire stations on an assigned shift. Participates in the research and planning for the department, making recommendations to the Fire Chief for the efficient operation of the department. Briefs incoming shift personnel on all pertinent activities that occurred, or those that will occur on the upcoming shift; reviews records of previous shift activity.

Answers fire alarms, records necessary information, and supervises driving of fire apparatus to emergency scene. Assumes incident command until relieved by a superior officer. Supervises emergency scene operations including fire suppression, size-up, rescue, pumper operations, forcible entry, ventilation, salvage and overhaul, emergency medical procedures, and handling of hazardous materials.

Supervises Firefighter/Operators and subordinate volunteer firefighting personnel. Issues orders, assigns work schedules, duty areas, and reviews reports written by subordinates. Inspects the appearance of assigned equipment and personnel. Assists subordinates in technical areas of work. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Evaluates and discusses the work performance of subordinates and keeps the Fire Chief advised of subordinates' work performance.

Participates in fire prevention efforts of the department. Performs pre-fire planning inspections by visiting businesses, schools, places of public assembly. Investigates the causes, origins, and circumstances of fires. Questions witnesses to a fire incident to collect information. 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. Assists in the training of department personnel. Provides on-the-job training for subordinates. Trains subordinates in basic firefighting by personally conducting classroom training, drills and

evolutions. Provides department personnel and departments in surrounding areas with technical assistance.

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, and personally completes assigned forms and records.

Provides for the repair and upkeep of property and equipment. Supervises routine and periodic testing of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools. Performs or directs subordinates to perform daily radio check.

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department.

Performs any related duties 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 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 have a valid Louisiana 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.

Fire Lieutenant RC
Original Adoption: 02-02-96
Revision Dates: 08-21-98, 12-13-99, 01-13-04, 06-28-05, 01-05-07, 06-22-10, 04-15-18

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer over the fire department operations. The Fire Chief is directly responsible for budgeting and financial planning of allocated funds, public relations and supervision and training of the paid and volunteer fire employees. The employee of this class is also responsible for fire ground communications, fire prevention and investigations, maintenance of equipment and supplies, and management of records and reports. The Fire Chief works independently, reporting to the Rapides Parish Police Jury.

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, goals, and objectives, and organizes the functions of personnel management and the department. Reviews assignments and delegates work to the appropriate staff or location. Researches and collects data from various entities including department records, existing and proposed legislation, regulations, ordinances, court rulings, or other recognized authorities, and reviews to determine if department policies and procedures are needed. Monitors local conditions the department may be called to handle, develops methods to identify target areas for improvement and evaluate productivity and efficiency. Develops a personnel recruitment and selection program in accordance with federal EEO standards and maintains eligibility lists. Interviews and make recommendations for new hires. Creates performance standards for personnel, establishes and trains supervisors in personnel performance, and uses the performance evaluations in decision making. Constructs a grievance procedure for employee problems and complaints and establishes and maintains employee confidence without jeopardizing organizational goals. Monitors the results of the risk management program and establishes and implements a safety program.

Manages the general accounting system for department operation by recording financial transactions and preparing a departmental operating budget to include procedures for collecting, reviewing, and preparing fiscal information. Authorizes expenditures of the fire department funds for compliance with an approved budget and the payment policy. Purchases equipment and supplies in the manner provided by lawful authority within the budget, and reviews products with sales representative to evaluate specification to be purchased. Locates, researches, and insure proper compliance with available fire protection and prevention grants to aid in the operation of the fire department. Oversees the process of maintaining an inventory of supplies and equipment for the department and ensures there is available storage. Manages the general care, maintenance, and use of equipment, vehicles, stations, grounds, or any related property. Inspects employee personnel and the appearance of equipment to meet the departmental standard in safety and propriety and provides for good housekeeping to mitigate hazards. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment, or assigns such to qualified department

personnel. Inspects equipment or property after repairs to check for proper completion. Prepares specification on new department equipment for public bids.

Establishes and implements fireground communications procedures to promote effectiveness of fireground operations including establishing priorities when there are multiple emergencies and disaster situations. Directs an effective pre-fire planning program. Develops and implements an emergency management system based on potential hazards that threaten the jurisdiction and assesses the capacity to handle those hazards. Directs and controls fireground operations, develops strategies, and determines goals and objectives. Creates task assignments; reevaluating when necessary and evaluates and prepares for the department rating. Supervises and monitors intermediate command staff members responsible for ensuring objectives are met within the guidelines of the emergency management procedures plans. Provides direction in the handling of hazardous material emergencies which includes identifying the material, assessing the community's risk and making provisions for safeguards, reporting to the appropriate authorities, containing or taking action to control the incident, and directing involved department personnel. Manages department personnel to assist with special tactical situations, such as highway accidents, bomb threats, down power lines or other situations that can result in fire or rescue effort. Develops and maintains a system to provide organized rapid care to those injured or suffering from an illness.

Reviews and delegates assignments to subordinates, and outlines duties and responsibilities to set employee expectations. Sets task priorities and long-term goals for subordinates to establish a timeline and goal. Assigns work areas that provide comfort, efficiency and safety, and supplies subordinates with the tools and resources for job completion to ensure economic efficiency. Adjusts subordinates work schedules and approves leave to meet sufficient staffing requirements. Holds formal meetings to receive reports, disseminate information, or discuss problems. Reviews written reports to ensure jobs are effectively completed within departmental procedures. Monitors work pace and progression to determine if additional training, time, or changes to methods are needed, then gives evaluation reports on subordinate. Counsels employees experiencing difficulty by describing the problem and establishing a solution and maintains discipline within the department by conducting corrective interviews, recommending disciplinary action, or notifying employees of any action taken. Handles employee complaints and grievances that may warrant investigation or recommended action. Motivates employees by evaluating their job needs, and provides career development with constructive feedback, career goals, and opportunities for cross-training, and prepares subordinates for supervisory responsibilities.

Evaluates training needs and establishes and maintains a department training program that is properly staffed and supplied with resources. Provides on-the-job training for department members to review any technical aspect of the work, including explaining the policies, procedures and rules. Provides outside instruction if training is not available. Maintains proficiency when using department equipment and apparatus by practicing at the station or at other designated facilities. Attends conferences, conventions, and other educational meetings to stay informed on modern firefighting methods and administrative practices. Attends training to acquire and maintain certification in firefighting, emergency medical operations or other related areas as required.

Oversees and utilizes an information management system to organize and process data used for administrative functions. Establishes record keeping policies including the retention, security and privacy of sensitive information, and supervises subordinates who prepare and maintain records and reports with periodic inspections of the system. Effectively communicates by compiling, organizing, and analyzing data in written correspondence. Writes public service announcements, news releases, newspaper articles for publication about the department, and composes letters to answer written or verbal request to address the fire service.

Promotes a positive public image by interacting with the community in emergency and non-emergency situations. Serves as an official department representative at any required meeting to provide reports, advice, and make recommendations. Handles complaints from the public concerning department procedures and operations. Coordinates with related federal, state, and local agencies. Adequately prepares and effectively presents speeches before schools or civic groups. Provides information and works with boards and agencies whose rules and operations affect the fire department or the careers of its employees. Develops a public education program to identify community needs through program objectives and structure. Determines target areas for fire prevention or public education by analyzing problems through records, polls, and surveys.

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 QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in 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, or documented equivalent volunteer fire service, or a combination of the two, 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 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, or documented equivalent volunteer fire service, or a combination of the two, 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 ten (10) years of experience in 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, or documented equivalent volunteer fire service, or a combination of the two, 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

Fire Chief RC

Original Adoption: 09-08-18

Revision Dates:

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are processing and maintaining fire personnel and departmental records, and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computer, maintaining hard copy files, and extracting information as needed. The employee of this class replies to routine correspondence, answers and directs telephone calls and addresses visitors to the department. The Fire Records Clerk performs routine duties independently, reporting to and having work reviewed by the 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.

Receives, reviews, and processes department records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Enters routine information in department records, such as accounting or personnel records and incident reports. Completes all forms or records as required. Reads graphs, charts, manuals, records, reports, or related department documents. Compiles, organizes and analyzes data from records, and writes reports as directed. Maintains a roster of department personnel.

Arranges filing system in hard copy files or computer database, and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically, by subject matter, or by code. Maintains records on the location of materials removed from files and traces missing files. Locates and retrieves information or documents from hard copy or computer files. Periodically inspects filing system, revising when necessary, and disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Assists in maintaining a library or archives of materials for future use or reference by department personnel.

Acts as receptionist to department visitors, and answers and places telephone calls, handling questions or requests from visitors or callers to the station. Directs visitors or transfers callers to the appropriate individuals following departmental procedures. Maintains schedule of appointments and notifies appropriate individual of appointments, meetings, or other events. Opens, sorts, and distributes incoming mail for the department as directed. Processes outgoing mail.

Replies to routine correspondence or requests following departmental procedures or from oral or written directions by composing and typing business letters, statements, memos or any other assigned documents. Proofreads typed material and corrects errors. Writes letters in response to written or oral requests addressed to the department. Takes and transcribes dictation from

notes. Takes minutes and notes at assigned meetings. Assists in writing requests for grants or other special funds to aid in the operation of the department.

Operates a computer terminal using various applications in order to enter or remove information from files. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, computer scanning equipment, and periodically, operates communications equipment, such as radio and paging system.

Participates in accounting for the money and assets of the department. Makes calculations necessary to compute payroll, prepares payroll records, and makes out payroll checks. Handles payroll disputes from fire department personnel. Prepares checks for payment of department bills and issues payments from petty cash. Posts items into journals, ledgers, or other accounting records and balances these according to departmental procedures.

Maintains the inventory of supplies and equipment for an assigned division. Prepares requisitions and requests purchasing orders according to department procedures. Orders supplies, and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Fire Records Clerk RC
Original Adoption: 08-21-07
Revision Dates: 06-22-10, 04-15-18

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the Training Division, the primary duty of which is developing training and safety programs for the department. The Fire Training and Safety Officer prepares training materials, conducts training classes for department personnel and administers and grades tests. The employee of this class has no direct supervision over fire department personnel; however, performs functional supervision over departmental employees in the training environment and at the emergency scene. The Fire Training and Safety Officer works with little supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of the Training and Safety division, sets goals and objectives, and participates in the research and planning for programs and activities of the department. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Participates in conferences, conventions, and other educational meetings. Keeps informed on modern firefighting methods and administrative practices. Recommends changes in department operations that will help the parish to obtain favorable ISO ratings.

Develops a training program for the department and provides for regular employee training at all department levels. Maintains a library of training materials and researches technical data to include in the training program. Coordinates the movement of fire companies to and from all training activities. Oversees classroom training, supervises drills and evolutions, and conducts informal or "on-the-job" training for new employees. Develops job simulation exercises to rate skills acquired during training and schedules training for all department employees as assigned by the fire chief. Conducts training in basic firefighting, hydraulics, pump operations, fire equipment, nozzle and hose handling, breathing apparatus, rescue, and first aid. Manages training in CPR, and EMS. Conducts training in ropes, pre-fire planning, fire extinguishers, forcible entry, fire streams, ventilation, salvage and overhaul, supervision, public relations, inspection, investigation, and fire prevention. Conducts training classes in communications, safety, and evaluates the effectiveness of training to determine the need for additional training or for changes in the training program. Responds to fires to make notes and photographs for use in training.

Assists the Fire Chief with developing a safety program for the department, sees that such program is properly supplied with training resources, and evaluates the safety program to make recommendations for improvements. Develops accident and loss control systems and programs and assists the Fire Chief with conducting or directing research studies to identify hazards and evaluate loss-producing potential of a given operation. Investigates all accidents involving

department equipment or personnel; determines cause; and makes recommendations on procedure to avoid future accidents. Compiles, analyzes, and interprets statistical data concerning occupational illnesses and accidents and supervises department personnel to determine use of prescribed safety equipment. Evaluates industrial, technical, and scientific publications concerned with safety management. Participates in professional organizations to update knowledge of safety program developments.

Completes and files any forms and records assigned. Reads graphs, charts, manuals, or reports. Disburses supplies and equipment to department personnel.

Answers inquiries about operation of the fire department or any related areas of emergency services. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature. Participates in public education programs of other fire department divisions, including fire prevention. Conducts tours of department facilities for school or civic groups and coordinates special projects related to public relations or the image of the fire department.

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.

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 have a valid driver's license.

MUST MEET ONE OF THE FOLLOWING REQUIREMENTS:

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or related curriculum and at least five (5) years of experience in fire service positions. Fire service experience must include full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, 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 fire service positions. Fire service experience must include full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, 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 ten (10) years of experience in fire service positions. Fire service experience must include full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, 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.

Must possess certification as Emergency Medical Technician - basic or higher.

Fire Training and Safety Officer RC Original Adoption: 08-30-19 Revision Dates:
