

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**RAPIDES FIRE PROTECTION DISTRICT 4 (PINEVILLE)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### RAPIDES FIRE PROTECTION DISTRICT 4 (PINEVILLE)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

##### LINE SUPPORT CLASSES

CHIEF OF ADMINISTRATION \*

SECRETARY TO THE FIRE CHIEF \*

\*Competitive class

\*\*Promotional class

RD Index

Original Adoption: 04-30-98

Revision Dates: 04-03-08, 06-09-16

# 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. Firefighter/Operators participate in fire investigations and fire cause determination. Employees of this class are supervised by and receive work assignments from the Chief of Administration.

## **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 size-up; connecting, carrying, and operating hose lines; ventilating buildings; gaining forcible entry; using ladders, lines, and other equipment to aid in fighting fires; handling special situations such as hazmat emergencies; or removing fire and accident victims to safety. Administers first aid and emergency medical services to victims. Performs dispatch functions and conducts pre-fire plans.

Drives fire apparatus to and from fire or emergency scene. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow; intake and discharge pressures; and determines the number of required hose lines necessary for fire suppression.

Performs tasks necessary to protect property using covers, tarps, or other materials. Locates and extinguishes hidden fires and hot spots. Shores up or tears down weak and dangerous structural components. Removes debris and charred waste.

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

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 Chief 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. Conducts fire station tours.

Completes forms and records as required.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, 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 certification of graduation.

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.

Firefighter/Operator RD
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# CHIEF OF ADMINISTRATION

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position in the fire service. The Chief of Administration assists the Fire Chief in the organization and management of the fire department in areas such as personnel management, human resources, administration, planning and research, records and reports, and directing fire and emergency operations. The Chief of Administration works with a high degree of independence, and reports to and has 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 all department operations on one shift. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Assists in the research and planning for programs and activities. Recommends changes in department operations that will help the fire district to obtain favorable ISO ratings. Conducts inspections of various divisions of the department and observes operations. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in policies and procedures are needed. Attends conferences, conventions, and other educational meetings. Assists in communicating with news media, informing the public about fire department work, and answering any questions about the operation of the fire department or related emergency services. Aids in coordinating the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Plans and organizes departmental operations having to do with personnel. Investigates complaints against department personnel and formulates a reply to the complaint or a recommendation for action to be taken. Assists in developing a personnel recruitment and selection program and interviews prospective employees. Assigns work schedules and duty areas to subordinates. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Delegates authority to subordinates for the more effective operation of the department. Acts as consultant to nearby volunteer departments, providing assistance in training or firefighting efforts when needed.

Plans and organizes departmental operations having to do with equipment and apparatus. Assists in the preparation of the operating budget by collecting and organizing relevant data. Purchases equipment and supplies, keeping such purchases within the established budget. Investigates all accidents involving department equipment, determines causes, and makes recommendations on procedures to avoid future accidents. Supervises the general care and maintenance of firefighting apparatus, stations and grounds, motor driven vehicles, communications equipment and other related property. Directs the testing of equipment and assures that equipment meets all applicable federal, state, and local standards. Organizes repairs and maintenance of all facilities, equipment, or operating systems or assigns such to qualified personnel. Inspects equipment to

see that repairs were properly accomplished. Oversees the maintenance of inventory and equipment, ensures that proper supplies are order, and sees that supplies are distributed to department personnel.

Makes decisions concerning what information should be included in all records of the department. Provides for maintenance of department records such as personnel records, records of activity, and inventory records. Supervises preparation and maintenance of records and reports by periodically inspecting systems and facilities. Personally, completes any forms and records assigned.

Supervises department employees by inspecting the appearance of assigned equipment and subordinate personnel. Oversees and evaluates work performance. Assists in maintaining discipline by counseling or recommending disciplinary action. Counsels employees who are experiencing work problems and resolves complaints and grievances. Promotes peace and harmony within the department.

Oversees subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul work. Provides for the needs of firefighting and other emergency personnel. Takes charge of all safety procedures and firefighting operations at the scene. Maintains communications between the fire scene and other authorized personnel. Assists arson investigation personnel who take charge of evidence of suspected arson. Testifies in court when required.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associates 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 possess a minimum of at least ten (10) years of full-time fire service experience.

Eligibility for admission to the competitive test shall be limited to members of the same department as the fire chief at the time of appointment.

Chief of Administration RD

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Revision Dates:

# SECRETARY TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Fire Chief prepares correspondence, completes and maintains department records and reports, and maintains a filing system. The employee of this class prepares payroll records, completes purchase requisitions, and maintains an inventory of supplies and equipment. The Secretary to the Fire Chief performs routine duties independently, 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.

Receives department records and reports, and checks them for completeness, accuracy and conformity to established procedures. Enters routine information in department records. Completes all forms or records required or assigned. Compiles, organizes, and analyzes data needed for reports. Writes reports. Schedules appointments and keeps records of schedules as directed by the Fire Chief. Notifies Fire Chief and/or the appropriate individual of appointments, meetings, or other events. Maintains a roster of department personnel.

Opens, sorts, and distributes mail. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Composes business letters. Proofreads typed material and corrects errors. Attends meetings when directed, takes minutes or notes and transcribes dictation. Prepares news releases or any other type of official department statement for publication.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, chronologically, geographically and/or by subject matter. Keeps records on the location of materials removed from files and to whom materials were released. Traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archive of reference materials for use by department personnel. Periodically inspects systems and facilities for maintaining records and reports. Develops new procedures for office functions when necessary.

Enters, locates, and retrieves information or documents which are stored in hard copy files or in the computer database. Operates a computer terminal in order to enter or retrieve information from files. Performs appropriate back-up function in computer files. Operates a copying machine, facsimile machine, and calculator or computer software application when required.



Accounts for the money and assets of the department. Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Computes salaries, hours, overtime and related data for annual budget. Makes out checks for payment of department bills and issues payments from petty cash.

Acts as receptionist to department visitors, screens visitors to determine their business and directs them to the appropriate individuals or offices. Receives and places telephone calls for the Fire Chief or department. Answers questions and handles any routine requests by visitors or callers following department procedures.

Maintains the inventory of supplies and equipment. Prepares purchase requisitions according to department procedures. Orders and distributes supplies and equipment as required. Receives estimates on repair costs for any assigned equipment, locates and arranges for repairs of department equipment as 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 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 present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, 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 certification of graduation.

Secretary to the Fire Chief RD
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