

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**ST. BERNARD PARISH FIRE PROTECTION DISTRICT 1-2 (CHALMETTE)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### ST. BERNARD PARISH FIRE PROTECTION DISTRICT 1-2 (CHALMETTE)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER \*

FIRE ENGINEER \*\*

FIRE CAPTAIN \*\*

DISTRICT FIRE CHIEF \*\*

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FIRE CHIEF \*

##### LINE SUPPORT CLASSES

FIRE PREVENTION INSPECTOR \*

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ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF \*

\*Competitive class

\*\*Promotional class

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08-16-91, 03-23-95, 04-30-97, 07-10-97, 01-27-98

# **FIRE SERVICE**

## **FIREFIGHTER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter comprises entrance level positions in the firefighting division of fire department operations. Employees of this class primarily receive training for tasks such as controlling and extinguishing fires, performing rescue work, and maintaining fire department equipment, building, and grounds. Such training may consist of formal classroom study and/or drill sessions, as well as closely supervised on-the-job experience. Employees of this class are supervised by fire captains and this class ranks directly below that of Fire Engineer.

### **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.

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

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans and services fire department vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Performs related duties as assigned, or as required for protection of life and property when directed by superior officers.

### **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application to the St. Bernard Fire Civil Service Board secretary.

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 be not less than eighteen (18) nor more than thirty-five (35) years of age.

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.

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 have the following certifications prior to completion of the working test period:

- Firefighter II
- Hazardous Materials Awareness
- Hazardous Materials Operations

Must have and maintain certification and be nationally registered as an Emergency Medical Responder (EMR) or higher prior to completion of working test period.

Firefighter SB

Original Adoption: 05-20-68

Revision Dates: 09-15-75, 08-28-78, 08-28-84, 08-16-91, 10-27-94, 02-01-95, 04-03-97,  
10-13-14, 12-07-15, 02-22-16, 04-16-18

# FIRE ENGINEER

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is responsible, skilled, and hazardous work in the driving and operation of fire department vehicles and apparatus involving considerable technical knowledge of firefighting apparatus, techniques, and tactics.

Employees of this class are assigned as members of a fire company, respond to fire alarms and emergency calls, driving fire vehicles, operating equipment, and performing other such duties as directed in the containment and extinguishment of fires and assisting in fire prevention activities. Work in this class may involve command of and responsibility for station house, grounds, equipment, and routine activities in the temporary absence of the Fire Captain. This class ranks immediately below that of Fire Captain and employees of the class are under the direct supervision of the Fire Captain.

## **EXAMPLES OF WORK**

NOTE: These examples are intended only as illustrations of the various types of work performed in this class. The absence of specific statement of duties does not exclude such tasks from the position if the work is similar, related, or a logical assignment of the position.

Responds to fire alarms and emergency calls with fire company;

Operates all departmental vehicles and equipment;

Lays and connects hose, turns water on and off;

Carries, erects, and climbs ladders into burning buildings when necessary;

Removes persons from burning building and administers first aid to injured persons when required;

Ventilates burning buildings, holds fire hose, and directs fire stream onto fire;

Performs salvage and overhauling operations at scene of fire;

Supervises and participates in cleaning and maintaining firefighting equipment, dries hose, reloads truck with dry hose, refills booster tanks, cleans and maintains station and grounds, keeps premises neat;

Performs other routine custodial and maintenance work at stations;

Stands telephone and station watch as required;

Studies methods of firefighting and first aid and attends practice sessions and classes of instruction;

Drives department vehicles to and from emergency incidents as directed, following all laws and standards.

Performs other such tasks as required for the protection of life and property, when directed by superior officers.

### **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application to the St. Bernard Fire Civil Service Board secretary.

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 with at least two (2) years' service in that class on or before exam date. (Service to be counted from date of hire.)

Must have and maintain all certifications required of a permanent Firefighter.

Must have the following certifications:

- Driver Operator-Pumper (waived for all employees hired prior to January 01, 2012)
- Driver Operator-Aerial (waived for all employees hired prior to January 01, 2012)

Fire Engineer SB

Original Adoption: 05-20-68

Revision Dates: 09-15-75, 08-28-84, 08-16-91, 10-24-94, 02-01-95, 07-27-00, 10-13-14,  
02-22-16

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF WORK**

This is highly skilled and hazardous work in directing the activities of a fire company involving an extensive knowledge of firefighting principles and tactics, equipment, and apparatus, as well as the ability to supervise, direct, and train subordinate employees.

An employee of this class is in direct command of a fire company, responds to fire alarms and emergency calls, participates and directs members of his company in activities necessary to the containment and extinguishment of fires; assists in fire prevention and equipment assigned to his company.

An employee of this class works on an assigned tour of duty but is subject to call at all times. He is fully responsible for his assigned station house, grounds, equipment, and duty personnel. The fire captain ranks immediately under that of District Fire Chief.

## **EXAMPLES OF WORK**

(NOTE: These examples are intended only as illustrations of the various types of work performed in this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or logical assignment of the position.)

Responds to all fire alarms received while working on an assigned shift and reports to others as required;

Operates within Incident Command System (ICS);

Inspects quarters, equipment, records, and personnel of his assigned station house to assure compliance with regulations;

Makes reports and keeps records, as necessary, on fires, firefighting activities, department training, and other personnel matters using Fire House software;

Supervises the maintenance of firefighting equipment including vehicles;

Performs area pre-fire planning, visiting locations to become familiar with layout, closest hydrants, and meter shut-offs;

Performs other duties as required or as specially assigned by the Fire Chief;

## **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application to the St. Bernard Fire Civil Service Board secretary.

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 good standing, in the class of Fire Engineer for a period of not less than two (2) years on or before exam date.

Must have and maintain all certifications required of a permanent Fire Engineer.

After January 1, 2017 must have the following certifications:

- Fire Service Instructor I
- Fire Officer I

Fire Captain SB

Original Adoption: 05-20-68

Revision Dates: 08-23-71, 08-28-84, 10-24-94, 02-01-95, 10-13-14, 02-22-16



# DISTRICT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which are the management of fire suppression operations for a fire district on an assigned shift and the supervision of all personnel assigned to that district for the assigned shift. Incumbents of this class provide for the preparation and maintenance of required records, train subordinates, perform fire prevention and fire investigation duties, supervise the care and maintenance of assigned equipment, and perform public relations duties, in addition to commanding emergency scene operations until relieved by a superior officer. The District Fire Chief works with a high degree of independence, having work reviewed by a Deputy Fire Chief. This class ranks directly below that of Deputy 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 fire suppression activities for a fire district on an assigned shift. Conducts inspections and observes assigned operations.

Supervises the preparation and maintenance of records and reports of the assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes records required to document the activity of the shift, including NFIRS reports. Compiles and organizes the data needed and writes reports as required.

Answers questions for the public about the operation of the fire department or any related areas of emergency services. Conducts tours of department facilities for school or civic groups.

Operates within the Incident Command System (ICS). Performs size-up and directs subordinates in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services. Personally, acts as part of the fire attack team. Takes charge of all safety procedures at the scene of a fire or other emergency. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Supervises subordinate department personnel. Holds meetings to receive reports and disseminate information. Inspects appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules and approves leave. Assists in technical areas of work. Oversees and evaluates the work of subordinates and writes employee evaluation reports. Resolves employee complaints and

grievances, and counsels employees who are experiencing work problems. Maintains discipline among assigned subordinates.

Personally, conducts classroom training and drills and evolutions. Provides for on-the-job training for all new department employees.

Enforces fire prevention codes such as safety regulations for public assemblies, for the handling and storage of combustible materials, or for the use of flammable liquids and explosives. Collects information for pre-fire planning. Collects and labels evidence of possible arson and assists arson investigation personnel. Testifies in court when required.

Supervises the care and maintenance of assigned equipment, apparatus, vehicles, and property. Personally, tests or directs the testing of equipment to ensure that this meets all applicable federal, state, and local standards. Arranges for repairs and maintenance of equipment and inspects these following repairs to ensure that repairs were properly accomplished. Disburses supplies and equipment to personnel as required.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application to the St. Bernard Fire Civil Service Board secretary.

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.

At the time of application for examination, must be an incumbent in the class of Fire Captain. Must be a regular and permanent employee in the class of Fire Captain for at least two (2) years on or before exam date.

Must have and maintain all certifications required of a permanent Fire Captain.

After July 01, 2017 must have the following certifications:

- Fire Officer II
- Fire Investigator I
- Fire Department Incident Safety Officer

District Fire Chief SB

Original Adoption: 08-23-71

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02-22-16

# DEPUTY FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible administrative and supervisory positions, the primary duties of which are assisting the Fire Chief in managing all operations of the department on an assigned shift and assisting in the management of personnel on that shift. The incumbent of this class performs financial management duties, oversees the preparation and maintenance of records, oversees repairs and maintenance to department equipment, facilities, and operating systems, and provides for employee training, in addition to taking command and directing emergency scene operations until relieved by the Fire Chief. The Deputy Fire Chief works primarily independently in the performance of assigned duties, receiving special assignments from and having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

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

Assists the Fire Chief in managing all operations of the fire department on an assigned shift, including deciding on department organization. Performs the duties of the Fire Chief in the Chief's absence. Assists in setting management policies, goals, and objectives for the department. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint.

Gathers information for and assists in the preparation of the departmental operating budget. Accounts for the money and assets of the assigned shift. Reads department correspondence and either handles the matter personally or assigns it to the appropriate subordinate for reply.

Assists in making decisions concerning what information should be included in departmental records and in deciding in what form this information should be kept. Supervises preparation and maintenance of departmental records by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes records, including payroll records. Compiles information needed and writes reports required to document department activity.

Supervises subordinate department personnel. Holds meetings with subordinates to receive reports and disseminate information. Assigns work or duty areas. Oversees and evaluates the work performance of subordinates. Resolves employee complaints and grievances. Assists the Fire Chief in maintaining discipline among all department employees.

Operates within the Incident Command System (ICS). Performs size-up and directs subordinates in rescue, forcible entry, ventilation, protections of exposures, fire extinguishment, pump operations, salvage and overhaul, first aid, and CPR. Takes charge of all safety procedures at the scene of a fire or other emergency. Participates in handling emergencies involving

hazardous materials. Maintains fire ground communications. Provides for securing the fire scene to prevent damage or removal of evidence of possible arson.

Assists in developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by scheduling employees for outside training when departmental training is not available.

Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Writes specifications for new department equipment.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application to the St. Bernard Fire Civil Service Board secretary.

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.

At the time of application for examination, must be an incumbent in the class of District Fire Chief. Must be a regular and permanent employee in the class of District Fire Chief for at least two (2) years on or before exam date.

Must have and maintain all certifications required of a permanent District Fire Chief.

After July 01, 2018 must have the following certifications:

- Fire Service Instructor II
- Fire Officer III

Deputy Fire Chief SB

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Revision Dates: 01-09-78, 08-28-84, 03-02-93, 10-24-94, 02-01-95, 04-30-97, 10-13-14,  
02-22-16

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the fire department. The Fire Chief is directly responsible for the organization and administration of the department, for managing all department personnel, for planning and research for department operations, for financial planning and budgeting of funds, and for public relations and public fire education. The incumbent of this class is also responsible for providing for employee training and for developing and administering a fire prevention program, in addition to commanding operations at the scenes of major fires or other emergencies. The Fire Chief has the authority and responsibility to carry out the duties of the position independently and is accountable to the chief administrative officer of the fire protection district, who reviews and evaluates the work of this class.

## **EXAMPLES OF WORK**

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

Develops management policies and determines goals and objectives for the department. Organizes the department, creating a structure and deploying available manpower to provide fire protection services for the community. Reviews incoming communications and handles matters or refers them to the appropriate subordinate. Locates grants available for fire protection and fire prevention projects and administers grant-funded projects. Provides for the enforcement of union contract provisions or for the continued operation of the department in the event of breakdown or failure of negotiations.

Reviews existing or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department procedures are needed or to develop policy statements to be used by the department or by city administration. Monitors any local conditions that may create situations the department may be called upon to handle. Develops methods which may be used to evaluate productivity. Identifies target areas for improvement in productivity and develops programs to improve these areas.

Establishes a system of performance evaluations for use in making personnel management decisions. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law. Balances meeting employee needs with meeting organizational goals. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required.

Coordinates with Risk Manager in collecting and analyzing data for and devising a Risk Management Program. Develops and implements a safety program for the department.

Establishes and maintains a system of line and staff inspections. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Authorizes the expenditure of funds allocated for department operations, making sure expenditures are in accordance with the budget. Prepares a departmental operating budget.

Completes any forms or records required of the chief of the department. Reviews reports written by subordinates to determine if jobs were completed effectively and in accordance with departmental procedures. Writes letters in answer to written or oral requests addressed to the fire department or as required to handle needs of the department. Writes requests for grants or other special funds to aid in the operation of the fire department.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as official department representative at any required meetings. Works with boards and agencies whose rules and operations affect the work of the fire department. Serves as department representative to the news media. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Determines target areas for public fire prevention education efforts. Develops a public education program to meet identified community needs. Produces instructional materials to be used in public education programs. Writes and delivers lectures, talks, or demonstration on fire prevention or related topics.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and provides subordinates with the supplies, tools, and resources needed. Provides for on-the-job training for subordinates. Holds formal meetings with subordinates to receive reports, disseminate information, or discuss work problems. Inspects the appearance of personnel to insure compliance with departmental standards for safety and propriety. Counsels employees who are experiencing work problems. Handles employee complaints and grievances. Maintains discipline among department members.

Evaluate training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program. Serves as an instructor for formal classroom training.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, and property. Arranges for maintenance and repairs for all equipment and property.

Develops and implements an emergency management system, and directs and controls emergency scene operations, including directing intermediate command staff members. Directs the handling of emergencies involving hazardous materials. Provides for and oversees a communications system for the department and implements fireground communications procedures.

Directs a program of fire inspections developed in accordance with all applicable federal, state, and local laws and regulations. Directs a program of pre-fire planning in order that the department might be prepared to provide rescue and firefighting services. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application in person to the St. Bernard Fire Civil Service Board secretary.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

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

Must be a resident of the parish at the time of employment or become a resident before being confirmed in the position.

### **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 other related curriculum and at least eight (8) years of progressively responsible 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 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 other related curriculum, or a bachelor's degree in an unrelated curriculum and at least ten (10) years of progressively responsible 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 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. 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 and at least twelve (12) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief SB

Original Adoption: 01-24-66

Revision Dates: 05-20-68, 04-26-77, 08-28-84, 03-02-93, 10-24-94, 02-01-95, 10-13-14,  
04-16-18

# FIRE PREVENTION INSPECTOR

(Competitive Class)

## **KIND OF WORK**

This is technical inspection and law enforcement work, the objective of which is to secure compliance with parish fire prevention regulations and ordinances, and promotional work in encouraging development and use of fire prevention methods, and related work as required.

## **DISTINGUISHING FEATURES OF WORK**

Employees in this class are responsible for the inspection of buildings used for mercantile, commercial, industrial, and other public compliance with fire prevention laws, ordinances and regulations. Inspection may be either routinely in accordance with established procedures or upon complaint of any individual. Work is performed under general supervision of the fire chief, but the actual inspection is in the field and is performed independently.

## **EXAMPLES OF WORK**

(NOTE: These examples are intended only as illustrations of the various types of work or duties performed in positions allocated to this class. The absence of specific statements of duties and tasks does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

The fire prevention inspector assists in performing the following duties:

Inspects mercantile buildings, manufacturing plants, places of public assembly, and other buildings for fire hazards, efficiency, and adequacy of fire protection regulations and adequacy of exits and fire escapes.

Investigates complaints of violations of fire safety regulations.

Instructs in the removal of fire hazards; when necessary, initiates legal proceedings to induce compliance with fire prevention regulations.

Inspects hazardous manufacturing processes, storage or installation of gasses, chemicals, oils, explosives, and flammable materials.

Inspects private fire alarm and sprinkler systems and advises of defects or changes necessary to comply with sound fire prevention practices.

Serves as a witness to present evidence leading to indictment and conviction of violators of fire prevention laws and ordinances.

Instructs employees, civic groups, and school children in the use of fire prevention equipment, in fire prevention practices, and the proper course of action to be followed in the event of fire.

Assists in the conduct of arson investigations, inspects ruins, interviews witnesses and local fire officials, obtains evidence, and presents findings to superior.

Keeps records and prepares reports.

### **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application to the St. Bernard Fire Civil Service Board secretary.

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 possess a valid driver's license.

Must have not less than three (3) years of experience on a paid fire department, the primary duties of which include fire suppression, fire inspection, or fire prevention.

Must have the following certifications:

- Firefighter II
- Hazardous Materials Operations
- Fire Service Instructor I

Must have the following certifications prior to completion of working test period:

- Fire Officer I
- Fire Inspector I
- Fire Investigator

Must have and maintain certification and be nationally registered as an Emergency Medical Responder (EMR) or higher prior to completion of working test period

Fire Prevention Inspector SB

Original Adoption: 02-01-95

Revision Dates: 10-13-14, 02-22-16, 04-16-18

# TRAINING OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This is responsible work in the training of Fire Department Personnel and is a rank equivalent to Fire Captain.

This class encompasses a highly responsible position in the fire service, the primary duties of which include developing a training program to meet department needs, assembling or developing training materials, and serving as an instructor for training courses. Employee of this class evaluates the performance of department employees during training and maintains records required to document the activity of the Training Division. This is a specialty class in the fire department and the employee of this class has supervisory responsibility over line personnel only when they are temporarily involved in training activities. The Training Officer 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.

Conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: firefighting; forcible entry; use of protective breathing apparatus; emergency medical procedures; ropes; hoses; fire streams; hydraulics; ladders; ventilation; pre-fire planning; inspection; rescue; sprinklers and standpipes; communications; safety; fire attack; water supplies; extinguishers; salvage and overhaul; pump operations; driving fire equipment; hazardous materials; firefighting apparatus, tools, and equipment; laws applicable to fire service operations, or any other related subject assigned or required.

Prepares lesson plans, training material, and training tests. Administers and grades training tests. Evaluates the effectiveness of training to determine the need for additional training or for change in the training program. Responds to fires to make notes for use in training.

Personally, completes all forms and records required to document the activity of the Training Department. Files records and reports as required.

Supervises all department employees when they are assigned for training, evaluates their performance during training, discusses evaluations with employees and their superiors, writes and evaluates reports. Performs other related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application to the St. Bernard Fire Civil Service Board secretary.

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 possess a valid driver's license.

Must have at least five (5) years firefighting experience and must have served in a rank equivalent to Engineer (Operator) for not less than one (1) year.

Must have the following certifications:

- Firefighter II
- Hazardous Materials Operations

Must have the following certifications prior to completion of working test period:

- Fire Service Instructor I
- Fire Officer I
- Fire Department Incident Safety Officer

Must have and maintain certification and be nationally registered as an Emergency Medical Responsible (EMR) or higher prior to completion of working test period.

Training Officer SB
Original Adoption: 01-26-81
Revision Dates: 08-28-84, 03-02-93, 10-24-94, 02-01-95, 10-13-14, 02-22-16, 04-16-18

# FIRE COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the fire department. They answer fire telephones, dispatch firefighting equipment, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have 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.

Answers telephone and secures the most accurate information possible for any incident from caller; locates street address on map or in street file; determines the correct unit(s) to be dispatched and any other pertinent information by checking address in a cross-reference file, log, or microfiche file; transmits information on fire by telephone, public address, or teletype, and dispatches unit.

Keeps track of location and condition of each unit at all times; receives and transmits messages to and from the fire scene and to and from related department personnel; notifies all specified officers or special units of all working fires.

Calls ambulance service, utilities company, etc., for assistance at the fire scene or in emergencies, when necessary.

Receives emergency calls of a non-fire nature and responds appropriately.

Tests equipment such as fire radios, fire telephones, alarm bells, public address systems, recording equipment, or alarm boxes as prescribed by department policy.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and updating information.

Files reports forms, cards, logs, tapes, or other items for future reference; compiles permanent records, either written or taped, of all working fires. Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.  
Performs related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application to the St. Bernard Fire Civil Service Board secretary.

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 possess a valid driver's license.

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

Must have the following certifications prior to completion of the working test period:

- Hazardous Materials Awareness
- Telecommunicator I or APCO Public Safety Telecommunicator

Must have and maintain certification and be nationally registered as an Emergency Medical Responder (EMR) or higher prior to completion of working test period.

Fire Communications Officer SB

Original Adoption: 08-28-78

Revision Dates: 08-28-84, 10-24-94, 02-01-95, 04-30-97, 12-01-99, 10-13-14, 02-22-16,  
04-16-18



# FIRE COMMUNICATIONS SUPERVISOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and technical position in the support services of fire department operations, with responsibility for planning, maintaining and operating the fire department communication facilities and services. This position develops and maintains standard operating procedures for the Fire Communication Division. The incumbent directly supervises and evaluates the work performance of all subordinates assigned to the Fire Communications Division. The employee of this class has the authority to work independently in most areas, and performs duties with only general instructions. This class 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.

Supervises subordinate communications personnel in the performance of all dispatching functions of the fire communications center. Inspects appearance of equipment and personnel and evaluates work performance. Provides technical assistance to subordinates when needed. Counsels employees who are experiencing work problems and strives to resolve employee complaints and grievances. Handles complaints from the public. Maintains discipline among employees of the department by conducting corrective interviews.

Plans, organizes and directs the activities of the Fire Communications Division with respect to personnel. Sets goals and objectives for the division. Handles complaints from the public concerning problems in the dispatching division. Holds meetings with subordinate employees for the purpose of disseminating information. Reviews incoming written communications, routing work to the appropriate person or location.

Supervises subordinate personnel who answer emergency and non-emergency telephone calls, making sure that the correct procedures are followed in the processing of information. Directs the dispatching of apparatus and personnel, as well as the notification of any special or emergency situations. Supervises the sounding of fire alarms in all stations using alarm bells or buzzers. Oversees subordinates receiving and transmitting messages to and from emergency scenes and to and from related department personnel. Makes sure that reserve companies are sent as back-up for stations from which all equipment is gone.

Sees that all employees receive necessary training by personally conducting formal and informal training. Provides on-the-job instruction in the operation of communications equipment and related areas. Prepares material for use in training.

Insures that accurate records of the department activity are maintained. Supervises the preparation and maintenance of division records and reports by reviewing records completed by

subordinates and periodically inspecting systems and facilities for maintaining such. Personally completes forms and records as required.

Supervises the testing of communications equipment. Provides for the repair of any malfunctioning communications equipment and sees that repairs are completed properly.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application to the St. Bernard Fire Civil Service Board secretary.

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 possess a valid driver's license.

Must have a minimum of five (5) years of experience in emergency dispatching from an Emergency Services Agency.

Must have the following certifications:

- Hazardous Materials Awareness
- Telecommunicator I or APCO Public Safety Telecommunicator

Must have the following certifications prior to completion of working test period:

- Telecommunicator II or APCO Communications Center Supervisor
- Fire Service Instructor I

Must have and maintain certification to be nationally registered as an Emergency Medical Responder (EMR) or higher prior to completion of working test period.

Fire Communications Supervisor SB

Original Adoption: 03-25-95

Revision Dates: 10-13-14, 02-22-16, 04-16-18

# ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department service. The primary duties and responsibilities include responding to major incidents to act as an aide to help the incident commander in effectively managing the incident. Performs liaison responsibilities for local, state, federal, and private agencies. Assists the planning officer in record keeping (e.g., situation statistician or incident historian). In addition to working as a logistics officer, incumbent supports incident mitigation efforts by supplying needed equipment and/or special services (e.g., fuel, personnel, rehab, supplies, etc.). Serves as the department's Infectious Control Officer. Maintains departmental records and reports. Assists the Fire Chief in areas of budgeting, research, and planning; personnel administration; and performing assigned public relations duties. Assists the Fire Chief in analyzing operations and recommending changes in all phases of firefighting operation, to include equipment, staffing, training, facilities, and monitoring procedures for compliance with the Insurance Association of Louisiana (PIAL) regulations. This position requires the ability to keep confidential records, reports, and work related to assisting 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.

Participates in research and planning for programs and activities of the department. Recommends management policies, goals and objectives for consideration by the Fire Chief.

Answers questions for the public about the operations of the fire department or any related areas of emergency services. Informs the public about the fire department work by means of talks or demonstrations.

Works to see the department operations help the parish to obtain favorable PIAL ratings.

Coordinates fire department conferences and various other projects as directed by the Fire Chief.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

Must submit a completed application in person to the St. Bernard Fire Civil Service Board secretary.

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

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.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the appointing authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be proficient in Microsoft Office Suite, be able to organize data, prepare reports and other department correspondence.

Must be capable of expressing ideas clearly and concisely, orally and in writing, to groups and individuals.

At employment, must be a resident of St. Bernard Parish.

Administrative Assistant to the Fire Chief SB
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Original Adoption: 07-10-97
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Revision Dates: 10-13-14, 04-16-18
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