

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

BOSSIER PARISH FIRE PROTECTION DISTRICT #7 (PLAIN DEALING)

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

BOSSIER PARISH FIRE PROTECTION DISTRICT #7 (PLAIN DEALING)

FIRE SERVICE

LINE CLASSES

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Original Adoption: 04-23-24

Revision Dates:

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of the fire department. Employees of this class receive training in and perform firefighting and other tasks such as controlling and extinguishing fires, operating fire equipment, performing rescue work, driving fire apparatus, and maintaining fire department equipment and vehicles. Firefighter/Operators respond to all emergency calls and provide first aid and emergency medical care to the sick or injured at the scene. Employees of this class receive specific instructions for most duties and are directly supervised by a Fire Captain. This class ranks immediately below that of Fire Captain.

EXAMPLES OF WORK

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

Safely drives apparatus to and from emergency scene, evaluates navigational problems, and selects shortest available route. Removes obstacles from roadways. Positions apparatus at fire scene. Stabilizes apparatus by using wheel chocks, stabilizing pads, truck jacks or outriggers. Positions the pumper in best location to supply hose lines from water tank on the apparatus, obtain water from a water hydrant, or draft water from a static source such as a lake or swimming pool. Performs truck operations such as operating boom, ladders, and other aerial apparatus.

Reports address and critical incident information to Incident Commander or others. Performs size-up of an emergency scene, including determining the nature and extent of fire, locating the seat of the fire, condition of the building, exposure danger, available water supply, evaluation of smoke characteristics, and environmental conditions. Participates in initial fireground response by evaluating stability of supporting surfaces, locating and operating shut-off valves for utilities in buildings to reduce hazard, recognizing conditions that may lead to back-draft, and proceeding cautiously in areas where excessive amounts of heat have accumulated. Participates in efforts to control and extinguish grass fires. Handles emergencies involving hazardous materials. Notifies occupants or neighbors to vacate premises to ensure safety at emergency scene. Observes spectators at the fire scene for suspicious behavior.

Provides emergency medical care such as basic first aid, CPR, and first responder services to the sick or injured at the scene or while in transport to the hospital using communications and medical equipment provided. Keeps informed on any specific signs or circumstances under which it is not appropriate and may be harmful to administer a drug to patients. Obtains a comprehensive drug history on the patient and administers medication. Maintains communications between the fire scene and other authorized personnel, calls for assistance

when needed, and relays necessary information on operations at the emergency scene. Notifies dispatcher to call for emergency medical help when needed. Reports own or others' injuries to superiors.

Participates in emergency scene operations, including forcible entry, ventilation, nozzle and hose handling, ladder and pump operations, protection of exposures, fire extinguishment, search and rescue, use of self-contained breathing apparatus, use of ropes and knots, use of sprinkler and standpipe systems, salvage, and overhaul. Uses the appropriate portable fire extinguisher to contain fires. Cuts or pries open vehicles, machinery, etc., to free persons trapped or pinned inside. Operates portable equipment, including portable generators, radio and/or other communications equipment. Uses protective breathing apparatus at an emergency scene or in training situations.

Participates in the use and care of fire hose at the emergency scene. Operates large-caliber water stream. Operates portable or fixed master stream appliance from ground, aerial ladder, or elevator platform. Applies appropriate fire streams and agents for the most effective fire extinguishment, including foam applications and wetting agents. Primes and operates pumper from self-contained water source, draft, or static water supply, operates fire hydrant and uses pumpers in relay or tandem pumping, operates pump to supply adequate pressure at the nozzle by priming the pump; setting the throttle, relief valve and pressure governor; opening and closing discharge valve; and monitoring all gauges, making necessary adjustments to supply and regulate water to hose lines. Calculates gpm or flow rate. Performs calculations for nozzle and discharge pressures for length and diameter of hose and size of nozzle. Performs friction loss calculations for hose lines, appliances, and elevation.

Maintains inventory of supplies and equipment. Participates in the general care, maintenance, and use of departmental equipment including motor driven vehicles, stations and grounds, and communications equipment. Inspects, maintains, tests, and repairs self-contained breathing apparatus. Fills air cylinders. Inspects tools for damage and to determine if any tools are missing; reports damaged/missing tools to officer. Inspects, maintains, tests, and repairs nozzles and nozzle assemblies, fire hose and hose couplings, emergency lighting, electrical equipment, ground and aerial ladders, turn-out equipment, and clothing. Participates in the general care and maintenance of station buildings by cleaning rooms, furnishings, floors, and other interior maintenance; performing general lawn care, cleaning and repairing of sidewalks and driveways, and making repairs to electrical systems at the fire stations. Participates in the readiness of fire department apparatus and equipment for emergencies by conducting required tests. Inspects apparatus for proper placement, maintenance, and cleaning of tools, equipment, hose, and appliances after each use; directs or performs daily radio checks. Periodically test apparatus pumping capacity and pressure. Performs regular maintenance of equipment such as fire pump, aerial ladders, tillers, elevating platforms, fire hydrants, and emergency medical equipment. Locates, removes, and replaces equipment on apparatus.

Maintains proficiency in the use of all department equipment and apparatus by practicing at a fire station or other designated training facility. Participates in formal training and professional

development by reading training materials related to firefighting, studying basic laws and regulations pertaining to firefighting, taking notes during training, studying lessons in advance of drills or in-service training, taking proficiency tests, and participating in physical workouts. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire-fighting efforts when required.

Completes all forms, reports, and records required using correct grammar and punctuation. Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly. Studies direct routes, location of streets, water mains, and hydrants in station area.

Conducts tours of department facilities for school or civic groups. Promotes a positive public image of the department's work during the daily performance of duties. Calms distraught family members of the victim during an emergency medical situation. Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of fire. Provides information to the public about firefighter personal protective equipment, gear, tools, and fire apparatus. Provides non-emergency services. Operates and locks station doors and windows, and secures valuable items.

Performs 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 test.

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 have a valid driver's license.

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

Firefighter/Operator BG

Adoption Date: 04-23-24

Revision Dates:

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which involves responding to emergency calls. Employees of this class perform emergency size-up, supervises the work of subordinates, and provides on the job training of personnel. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief.

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 employees at the scene of an emergency and participates in forcible entry, ventilation operations, hose operations, the use of self-contained breathing apparatus, the use of ladders, ropes and knots, protecting exposures, fire extinguishment, pump operations, search and rescue, providing emergency medical assistance, and performing salvage and overhaul. Answers fire alarms, records pertinent information and proceeds with en route size-up. Responsible for the proper driving of the fire apparatus, making sure all laws and safety regulations are followed. Removes obstacles from roadways. Supervises subordinates in the positioning of the apparatus at fire scene and ensures apparatus is stabilized. Performs and supervises size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, exposure danger, and available water supply. Directs truck operations such as operating boom, ladders, and other aerial apparatus. Directs use of water supplies at the emergency scene.

Takes charge of all safety procedures at the scene of a fire or emergency. Directs emergency scene operations until relieved by superior officer. Observes and responds to changes in fireground conditions while performing and directing firefighting operations. Operates a radio and other communications equipment. Positions or supervises the positioning of the pumper to obtain water from a hydrant, to draft water from a static source, or to supply hose lines from water tanks on the apparatus. Performs and supervises the appropriate use of fire streams and agents for the most effective fire extinguishment, including foam applications and wetting agents. Oversees the use of appropriate portable fire extinguishers to contain fires. Utilizes water supplies from public water systems and static sources. Investigates the cause, origin, and circumstances of fires. Secures the fire scene to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Directs or assists handling emergencies involving hazardous materials.

Drives emergency medical vehicles to and from the scene of an emergency and is responsible for providing emergency medical care to the sick or injured at the emergency scene or while in transport to the hospital emergency department. Supervises the procurement of a comprehensive drug history on the patient and advises on any specific signs or circumstances under which it is not appropriate or may be harmful to administer a drug to patients. Facilitates observations, records, and reports of patient's conditions and reactions to drugs, treatments, and significant incidents to physician. Notifies dispatcher to call for emergency medical help when needed. Advocates for the needs of firefighters and other emergency personnel at the scene of an incident. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene.

Assists in developing, a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides informal or "on-the-job" training for employees. Trains personnel by conducting drills and evolutions. Directs training in all areas of basic firefighting, rescue, safety, use of fire equipment, tools and apparatus, hazardous materials, emergency medical services, and other areas which effect the fire department and public safety. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire-fighting efforts.

Performs daily radio checks, testing apparatus pumping capacity and pressure, and cleaning of apparatus, tools, equipment, and hose after each use. Conducts required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Reviews records and reports, delegates assignments to subordinates, and provides assistance in technical areas of work. Completes and reviews all forms and records required. Oversees the preparation of LFIRS and/or NFIRS reports. Periodically inspects equipment, supplies, systems, and facilities for keeping the records. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Oversees standard station operations such as operating entrance doors of the fire station, changing linens, and locking station doors and windows and secures valuable items from theft, vandalism, and damage.

Performs escort duties at funerals of department personnel. Coordinates for accommodations to provide comfort and assistance to families of injured firefighters. Performs and supervises non-emergency services. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Assists with the investigation of accidents involving department equipment or personnel, determines cause, and makes recommendations on procedures to avoid future accidents. Oversees pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Conducts tours of department facilities for school or civic groups. Promotes a positive public image of the work of the department in the daily performance of duties.

Performs 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 test.

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 have a valid driver's license.

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 obtained certification as Firefighter I, Firefighter II, Fire Officer I, Fire Service Instructor I, and Hazardous Materials: Awareness and Operations according to the National Fire Protection Association (NFPA) Standards.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least two (2) years immediately preceding closing date for application to the board.

Fire Captain BG

Original Adoption: 04-23-24

Revision Dates:

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer for the fire department. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class sets management policies, goals and objectives, directs all fire suppression and emergency operations, develops a training program, and prepares an operating budget for the department. The employee of this class works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

EXAMPLES OF WORK

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

Manages the operation of the fire department and develops policies, goals, objectives, and procedures for the department. Manages the planning and organization of the department including personnel and equipment. Conducts research to be used in overseeing the planning for programs and activities of the department. Oversees the organization of the personnel management functions of the department by creating work cycles and deploying available manpower. Organizes the department by developing methods to evaluate productivity and efficiency of departmental programs to improve the quality and effectiveness of service. Analyzes demographic information for the purpose of projecting growth of the jurisdiction and expansion of services and utilizes departmental information for planning purposes.

Oversees personnel recruitment by evaluating all recruitment and selection procedures to ensure they conform with EEOC requirements and reviewing new employment applications. Develops appropriate interview questions and conducts interviews with prospective employees. Assess recruitment policies for effectiveness of the selection techniques and recruitment programs being utilized. Maintains promotional eligibility lists and/or makes or recommends promotions, both temporary and permanent, in accordance with civil service law. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Directs and monitors intermediate command staff members. Incorporates a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals.

Establishes an internal affairs review process to investigate any violations of the code of conduct for department members. Monitors the risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making

changes in procedures to avoid future accidents. Develops a safety program for the department. Constructs methods for conducting/directing evaluations of the safety program and uses evaluations to make recommendations for improvements within the safety program. Facilitates the demonstration of safety equipment and practices for the safety program. Attends training courses to acquire or maintain certification in fire-fighting, emergency medical operations, or other related areas as required by the governing authority.

Oversees size-up of an emergency scene. Makes decisions for fireground operations on strategy, determining immediate goals and objectives, and making task assignments. Establishes a central communication point at the scene of a fire or other emergency. Directs operations to supply water to hand lines or master stream appliances, or to supply or supplement sprinkler or standpipe systems. Manages the application of appropriate fire streams and agents for the most effective fire extinguishment including foam applications and wetting agents. Directs fire department equipment and personnel when the department is called to assist with special tactical situations or emergencies involving hazardous materials.

Oversees the investigation of the causes, origins, and circumstances of fires. Provides for the examination of the exterior and interior of fire structures and photography of the structure to provide an accurate record of the extent of involvement, extent of damage, location of evidence, and location and configuration of burn. Evaluates the interviews of firefighters and/or witnesses regarding circumstances that may have been noted before or during the fire. Manages the investigation of a fire origin and completion of fire investigation report.

Directs subordinate employees by outlining responsibilities and duties. Set expectations for successful performance of job duties and determines task priorities for personnel. Inspects the appearance of equipment and personnel. Reviews reports written by subordinates. Oversees and evaluates work performance of subordinates and provides assistance in technical areas of work. Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping the records. Manages employee evaluation process including the counseling of employees who are experiencing work problems. Motivates employees by evaluating their job needs and seeking ways of enriching their job. Conducts corrective interviews. Maintains discipline by notifying the employee of disciplinary action to be taken. Monitors work pace and progress of assigned jobs to determine if changes in method, additional training, assistance, or additional time are required.

Oversees the development of a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for "on-the-job" and classroom training for employees. Evaluates the needs of the training program and library maintenance of training materials. Facilitates scheduling departmental training or outside training for the department. Directs a program of pre-fire planning so that the department is prepared to provide rescue and fire-fighting services to the community in the most efficient manner possible.

Provides for the accounting of the money and assets of the entire department by authorizing expenditure of funds, preparing and/or signing requisitions, vouchers for payment, and related

financial records. Oversees the review of accounting records, verification of account balances, recording of expenses and disbursements including check disbursements, preparation of expense and travel vouchers for employees, petty cash, preparation of federal and state tax reports, and review of all financial statements. Participates in the preparation of an operating budget for the department by compiling and organizing data, and preparing revenue and expenditure estimates. Provides financial and business information to auditors as required.

Manages the purchasing of and inventory of department equipment by making recommendations for major purchases, overseeing the bidding process, writing specifications on new equipment for public bids, meeting with sales representatives, and preparing requisitions for equipment and supplies. Arranges for repairs and maintenance of equipment, property, or operating systems and inspection after repairs to see that repairs were properly accomplished. Participates in the general care, maintenance, and use of departmental equipment including motor driven vehicles, stations and grounds, and communications equipment. Maintains proficiency in the use of department equipment and apparatus.

Maintains a positive public opinion of the department through public relations by promoting a positive public image of the work of the department in the daily performance of duties. Answers inquiries or handles complaints from the public in person or by telephone about the operation of the department and related areas. Develops a fire public education program for the department. Conducts tours of department facilities for school or civic groups.

Performs 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 test.

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 have a valid driver's license.

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 obtained certification as Firefighter I, Firefighter II, Fire Officer I, Fire Service Instructor I, and Hazardous Materials: Awareness and Operations according to the National Fire Protection Association (NFPA) Standards.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should 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 in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should 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. Must also have at least ten (10) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should 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 BG

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