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OCCUPATIONAL INDEX TO CLASSES
MUNICIPAL FIRE AND POLICE CIVIL SERVICE

BAYOU CANE FIRE PROTECTION DISTRICT (HOUMA)

FIRE SERVICE

LINE CLASSES
FIREFIGHTER *
FIRE ENGINEER **
FIRE CAPTAIN **
BATTALION CHIEF **
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FIRE CHIEF *

LINE SUPPORT CLASSES
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*Competitive class
**Promotional class

BY Index
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Revision Dates: 11-09-10, 01-05-11, 01-21-13, 09-29-14, 12-01-14, 02-05-15
FIREFIGHTER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter comprises the entrance level positions in the fire suppression division of fire department operations. Employees in the class of Firefighter attend classroom training and participate in drills and evolutions in order to improve knowledge and skills in fire service operations. Firefighters perform fireground duties including fire attack, forcible entry, ventilation, rescue, and salvage and overhaul. Duties also include participating in special emergencies such as flood control and hazardous materials incidents. Incumbents of this class administer first aid at incidents involving the sick and injured, in accordance with departmental protocol. Firefighters participate in fire prevention activities, including pre-fire planning and fire inspections. Employees of this class work under the direction and supervision of a Fire Captain. This class ranks immediately 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.

Trains for, performs, and maintains proficiency in fire suppression and rescue tasks, including preparation for special or medical emergencies. Attends classroom training and participates in drills and evolutions. Reads and studies assigned firefighting materials and manuals to learn and maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications as required by department policies. Practices with apparatus and equipment under supervision to increase and maintain proficiency. Learns to recognize HAZMAT identification symbols and placards. Monitors and gathers information of conditions affecting zone of response.

Carries, lays, and connects hose lines. Makes connections to water supply. Acts as member of fire attack team, and directs fire streams to contain, control and suppress fires. Performs forcible entry and ventilation techniques as necessary. Properly dons turnout gear and SCBA. Uses ladders, lines, tools, and other equipment necessary to fight fires, contain hazardous materials, and perform salvage and overhaul. Performs rescue, locating and removing fire and accident victims to safety. Participates in flood control efforts. Examines victims for signs of injury and administers first aid to treat injuries according to departmental protocol.

Performs salvage and overhaul tasks necessary to protect property, using covers, tarps or other materials. Carries or removes burning items to reduce fire and smoke damage. Locates and extinguishes hidden fires and hot spots. Drains water after fire is extinguished using appropriate method. Constructs catch-alls and chutes to trap and dispose of water. Removes debris and
charred waste. Shores up or tears down weak and dangerous structural components. Removes containers of flammable or hazardous materials at the fire scene as directed. Assists in identifying causes of fires, and informs designated officer of suspected arson.

Participates in pre-fire planning, including gathering and studying information regarding types of occupancy and structure, building layout, hydrant and standpipe location, and hazardous materials storage. Draws preplanning maps and diagrams. Updates hydrant maps and vital building books. Participates in fire prevention and fire inspection tasks such as inspecting buildings for fire hazards and compliance to fire codes.

Cleans, dries, tests, inspects, and properly secures any assigned fire fighting equipment such as fire apparatus, hose fittings and nozzles, portable breathing apparatus, turn-out equipment, ladders or related equipment. Performs tests of apparatus pumping capacity and pressure. Stores equipment upon return to station, and replaces any equipment or tools on fire apparatus when necessary. Maintains inventory of tools and equipment, and inspects for damage or to determine if any tools are missing. Completes minor repairs to equipment and tools. Tests communication equipment.

Performs tasks necessary for the proper maintenance and function of the station and grounds such as cleaning floors and windows, changing bed linens, maintaining lawn care and performing other minor maintenance duties. Inspects fire station and notifies officer in charge of needed repairs.

Completes any forms, records, or reports as required. Records entries in daily logs such as results of an alarm, radio apparatus and equipment tests or equipment repair needs. Delivers written records or reports to superior officer as required.

Maintains a positive public image for the department, and treats citizens and coworkers with respect and dignity. Assists visitors to the fire department. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Receives telephone calls and provides necessary information or directions. Refers calls to appropriate personnel or agency.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate’s or bachelor’s degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver’s license.

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

Prior to confirmation in the class of Firefighter, must have obtained certifications in Hazardous Materials-Awareness, Hazardous Materials-Operations, Firefighter I, Firefighter II, according to National Fire Protection Association (NFPA) standards, tested in accordance with IFSAC and ProBoard and have achieved Medical First Responder.

Must maintain Medical First Responder or higher while working in the class of Firefighter.

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FIRE ENGINEER

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises the journeyman level in the fire suppression division of fire department operations. Fire Engineers demonstrate a higher level of ability in the performance of fireground operations, and are primarily responsible for driving, positioning, and operating fire apparatus, including pumps and other equipment, as required. Employees of this class perform routine tasks involving the maintenance and repair of department property and equipment. Employees of this class participate in fire prevention activities, including pre-fire planning and fire inspections. Fire Engineers perform routine tasks independently, receiving assignments and direct supervision from a Fire Captain. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

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

Answers both emergency and non-emergency calls, records pertinent information and responds according to departmental procedures. Drives fire apparatus, in accordance with all laws and safety regulations. Selects shortest available route to the incident. Positions apparatus in accordance with standard operating procedures, and as needed according to incident action plans. Performs hose operations including deploying, making and breaking connections, advancing, and utilizing various types of nozzles and appliances. Operates pump to supply water to hose lines, and to provide adequate pressure at the nozzle. Operates aerial apparatus, such as ladders, platforms, and water towers. Dons self-contained breathing apparatus for protection from hazardous environments. Relays radio messages between headquarters and firefighting personnel.

May perform duties as part of the fire attack team when not engaged in operating pump or other equipment. Performs search and rescue operations in order to locate and remove trapped victims from burning or collapsed buildings, vehicles, enclosed spaces, or other endangerment using appropriate tools and techniques. Administers first aid in accordance with departmental protocol. Performs forcible entry, ladder, and ventilation operations. Applies appropriate fire streams and suppression agents for the most effective fire extinguishment. Performs salvage and overhaul operations.
Cleans, dries, tests, inspects, and properly secures any assigned firefighting equipment such as fire apparatus, hoseline fittings and nozzles, portable breathing apparatus, turn-out equipment, ladders or related equipment. Performs periodic tests of apparatus pumping capacity and pressure. Stores equipment upon return to station, and replaces any equipment or tools on fire apparatus when necessary. Maintains inventory of tools and equipment, and inspects for damage or to determine if any tools are missing. Completes minor repairs to equipment and tools. Tests communication equipment.

Participates in fire prevention activities, including pre-fire planning and fire inspections. Performs fire inspection tasks such as inspecting buildings for fire hazards and compliance to fire codes. Gathers and studies information regarding types of occupancy and structure, building layout, hydrant and standpipe location, and hazardous materials storage. Draws preplanning maps and diagrams. Updates hydrant maps and vital building books.

Reads and studies assigned firefighting materials and manuals to learn and maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Practices with apparatus and equipment to increase and maintain proficiency. Studies direct routes, location of streets, water mains, and hydrants in response area. Monitors and gathers information of conditions affecting station zone of response. Attends and participates in assigned training drills, demonstrations or evaluations either as an individual or as a member of a group. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications as required by department policies. Provides informal job training as required.

Promotes a positive image of the work of the department in the daily performance of duties. Assists visitors to the fire department. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Receives telephone calls and provides necessary information or directions. Refers calls to appropriate personnel or agency. Interacts with community members in emergency and non-emergency situations, and in both formal and informal settings. Provides assistance and information as needed.

Completes any forms, records, or reports as required. Records entries in daily logs such as results of an alarm, radio apparatus and equipment tests or equipment repair needs. Delivers written records or reports to superior officer as required.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.
Prior to the closing date for application to the board, must have obtained certification as Hazardous Materials - Awareness and Operations certifications, Firefighter I and II, Driver/Operator: Pumper and Driver/Operator: Aerial according to National Fire Protection Association (NFPA) standards, tested in accordance with IFSAC or ProBoard.

Must maintain current Medical First Responder while working in the class of Fire Engineer.

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

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FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus, and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Battalion Chief. Fire Captains rank directly below the class of Battalion Chief.

EXAMPLES OF WORK

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

Manages the operations of one fire station on an assigned shift. Responds to all fire alarms, gathering and assessing pertinent data provided by dispatcher, and performing size-up of an emergency scene. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel. Directs the operation of a fire company when responding to emergencies by directing the positioning of the fire apparatus at the fireground, and sets up the fireground perimeter for crowd and traffic control. Serves as fire safety officer at the scene of an emergency until relieved of command. Directs emergency scene operations until relieved by a superior officer. Participates in and supervises subordinate employees in the performance of search and rescue, forcible entry, use of self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services.

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

Supervises subordinate fire department personnel by assisting superior officers with the delegation of authority to subordinates, assigning of work and duty areas, and inspecting the
appearance of subordinates. Assists in overseeing and evaluating the work performance of subordinates. Assists in maintaining discipline among subordinates by recommending disciplinary action to the appointing authority through the chain of command. Provides assistance to subordinates in technical areas of work.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly located in an assigned area in order to become familiar with all area features which might become important in a fire or emergency situation. Reports fire hazards or safety violations to the appropriate authority. Testifies in court when required. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Compiles data and writes reports. Personally completes any forms, records, or reports required, including NFIRS reports.

Provides for the repair and maintenance of apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Conducts tests or directs the testing of fire department apparatus and equipment. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance.

Reads and studies assigned firefighting materials and manuals to maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Participates in drills and evolutions and practices with apparatus and equipment. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies. Personally trains personnel by conducting training in the classroom and assisting with informal or on-the-job training for new employees.
Participates in special community projects designed to improve public relations or the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver’s license.

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

Prior to the closing date for application to the board, must have obtained certifications in Hazardous Materials: Awareness and Operations, Firefighter I and II, Apparatus Driver-Operator: Pumper, Apparatus Driver-Operator: Aerial, Fire Service Instructor I, Fire Inspector I, Fire Investigator I, and Fire Officer I, according to National Fire Protection Associations (NFPA) standards, and have been tested in accordance with IFSAC or ProBoard. Must have current Louisiana State Bureau of EMS license and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Captain.

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DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression personnel and equipment of the department on an assigned shift. Battalion Chiefs respond to fire and emergency calls received and direct emergency scene activities on their assigned shift. Employees of this class assists with training fire department personnel, and the organization and management of department equipment and supplies. Battalion Chiefs have the authority to work independently and have their work reviewed by the Assistant Fire Chief. This class ranks directly below that of the Assistant Fire Chief.

EXAMPLES OF WORK

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

Manages the operation of one fire department function or division on an assigned shift by assisting with or personally conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Recommends policies, goals and objectives for consideration by a superior officer. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Plans and organizes departmental operations having to do with personnel, equipment, and apparatus as directed. Keeps informed on modern firefighting methods and administrative practices.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, pump operations, water supplies, and salvage and overhaul. Supervises and personally acts as part of the fire attack team when necessary. Takes charge of all safety procedures at the scene of a fire or emergency. Directs first aid operations and emergency medical services at the emergency scene. Participates in the handling of emergencies involving hazardous materials. Provides for the needs of the emergency personnel at the scene of a fire. Maintains communications between the fire scene and other authorized personnel, including other emergency personnel at the scene of an incident.

Assists with the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an
arsonist. Secures the fire scene and collects and labels evidence of suspected arson. Testifies in court when required.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning by becoming familiar with all area features which might become important in a fire or emergency situation. Monitors and evaluates local conditions which may become fire or safety hazards.

Supervises fire department personnel by assigning work or duty areas and work schedules. Approves leave. Inspects the appearance of assigned equipment and personnel. Resolves employee complaints and grievances. Oversees and evaluates the work performance of subordinates and reviews reports written by subordinates. Writes employee evaluation reports. Discusses work performance with subordinates and superiors. Assists in maintaining discipline by counseling employees and recommending disciplinary action with direct superiors as designated by the Fire Chief. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems.

Assists in the development of a training program for the department and sees that such program is supplied with training resources. Personally trains personnel by conducting formal training in the classroom, through drills and evolutions, and providing informal or on-the-job training for new employees. Provides for regular employee training by assisting with the evaluation of training needs, providing department training, or arranging outside training in such areas as, basic fire fighting and fire attack, salvage and overhaul, fire apparatus, tools and equipment, safety, driving fire equipment, and rescue and first aid. Reads and studies assigned firefighting materials and manuals to maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Participates in drills and evolutions and practices with apparatus and equipment. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies.

Writes reports and completes any forms and records required. Prepares LFIRS reports. Compiles and organizes data needed for reports. Supervises the preparation of records and reports of an assigned service or division, and reviews records completed by subordinates. Periodically inspects systems and facilities for keeping records.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Tests or directs the testing of equipment. Assists with the arrangements for needed repairs and maintenance or assigns such qualified departmental personnel. Inspects equipment and fire department property to ensure that repairs were properly accomplished. Maintains inventory of supplies and equipment. Orders and distributes equipment and supplies, as directed.

Assists in the coordination of special projects related to public relations or the image of the fire department. Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools, civic groups, and citizens. Conducts tours of department facilities for school and civic groups. Answers questions for the public about
the operation of the fire department or any related areas of emergency services. Participates in conferences, conventions or other educational meetings.

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

Must possess a valid driver’s license.

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

Prior to the closing date for application to the board, must have obtained certification as Hazardous Materials - Awareness and Operations certifications, Firefighter I and II, Apparatus Driver-Operator: Pumper, Apparatus Driver-Operator: Aerial, Fire Service Instructor I and II, Fire Service Inspector I and II, Fire Investigator I, Incident Safety Officer, Fire Officer I and II, according to National Fire Protection Association (NFPA) standards, tested in accordance with IFSAC or ProBoard.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Battalion Chief.

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ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory fire department positions, the primary duty of which is managing specific administrative tasks including, planning, organizing, and conducting departmental training, managing and maintaining department records. Assistant Fire Chiefs are also responsible for the preparation and maintenance of records of shift activities, for directing the care and maintenance of assigned equipment and vehicles, and for performing public relations duties. The employees of this class are responsible for the effective handling of emergency situations until relieved of command by a superior officer. Duties of this class are performed with a high level of independence, with special assignments given and 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.

Manages the operations of the suppression division of the fire department and other divisions as assigned. Plans and organizes departmental operations having to do with personnel, equipment and apparatus. Recommends goals, objectives, and policies for consideration by a superior officer. Conducts inspections of various divisions, evaluates the effectiveness of the divisions following inspection, and takes appropriate action to correct or improve problem areas. Investigates accidents and complaints involving department equipment or personnel in order to determine cause. Takes necessary action to correct personnel problems or to avoid future accidents.

Supervises fire department personnel by overseeing and evaluating the work performance of subordinates. Discusses work performance with subordinates and superiors. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Provides assistance in technical areas of work. Maintains discipline and recommends disciplinary action. Inspects the appearance of assigned equipment and personnel. Holds meetings for the purpose of receiving reports and disseminating information. Participates in developing a personnel recruitment and selection program. Assists with interviewing prospective employees and makes recommendations to the Fire Chief.

Develops a training program for the fire department and sees that such program is properly staffed and supplied with training resources. Conducts and supervises training classes, either in the classroom, at the drill field, or at the fire station in the following areas: fire fighting; fire
attack; forcible entry; ventilation; fire streams; nozzle and hose handling; pump operations; hydraulics; extinguishers; salvage and overhaul; use of protective breathing apparatus; safety; pre-fire planning; rescue; emergency medical services; or any other related subjects assigned or required. Provides informal or "on-the-job" training for new employees.

Reads and studies assigned firefighting materials and manuals to maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Recommends changes in department operations that will help the department obtain favorable ISO ratings. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies.

Responds to all alarms or emergency calls for which the department is answerable. Oversees activities and supervision of fire companies at the scene of a fire or other emergency, performing duties such as size-up; forcible entry; ventilation; nozzle and hose handling; pump operations; use of sprinkler and standpipe systems; use of water supplies; protection of exposures; salvage and overhaul operations; and rescue operations. Manages and personally acts as part of the fire attack team when necessary. Directs first aid, CPR and emergency medical service operations at the emergency scene. Participates in handling emergencies involving hazardous materials. Maintains communications and acts as coordinator between fire fighting personnel and other authorized personnel at the scene of an emergency.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene to protect evidence of suspected arson. Testifies in court when required. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly.

Supervises the preparation and maintenance of all department records and reports of an assigned service or division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Compiles and organizes data needed for reports. Writes reports and personally completes any forms and records required.

Supervises the general care and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or other specialized equipment. Arranges for needed repairs and inspects equipment after repairs to see that repairs were properly accomplished. Maintains the inventory, order, and disbursement of departmental supplies and equipment. Purchases equipment and supplies, keeping such purchases within the established budget.

Answers questions for the public about the operation of the department or any related areas of emergency services, including informing the public about fire department work through talks and demonstrations. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Performs related duties as assigned.
QUALIFICATION REQUIREMENTS
Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

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

After offer of 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 Battalion Chief for at least two (2) years immediately preceding closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certification as Hazardous Materials - Awareness and Operations certifications, Firefighter I and II, Apparatus Driver-Operator: Pumper, Apparatus Driver-Operator: Aerial, Fire Service Instructor I and II, Fire Service Inspector I and II, Fire Investigator I, Incident Safety Officer, and Fire Officer I, II, and III, according to National Fire Protection Association (NFPA) standards, tested in accordance with IFSAC or ProBoard.

Must maintain current Louisiana State Certification and remain nationally registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Assistant Chief.

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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer over all fire department operations. 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 directs all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares an operating budget, locates grant funding and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the Bayou Cane Fire Protection District 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 total operation of the fire department as chief officer. Develops, initiates, directs, and evaluates the productivity and effectiveness of departmental structure. Directs programs of pre-fire planning, fire inspection, and fire investigation. Develops management policies, goals, and objectives for the department. Reviews incoming communications, delegates assignments or routes work to the appropriate person. Determines target areas for fire prevention or public education efforts and develops such programs to meet identified community needs. Attends conferences, conventions, and other educational meetings. Writes proposals and reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Testifies on proposed legislation before legislative committees. Maintains proficiency in fire related equipment and duties. Attends training courses to acquire or maintain certification in fire fighting, emergency medical operations, or other related areas as required. Locates available grants for fire protection and prevention projects and writes requests for grants or other special funds to aid in the operation of the fire department.

Develops and implements a safety program for the department and trains subordinates in safety. Monitors any local conditions which may create situations the department may be called upon to handle. Devises a risk management program to control departmental losses, and investigates all accidents or injuries involving department equipment or personnel in order to make changes in procedure to avoid future accidents. Provides for good housekeeping and takes action necessary to control accident hazards.

Oversees and utilizes a system of information management for use in the administration of the department. Supervises the preparation and maintenance of department records and reports,
reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities. Personally completes all forms, records, and reports required.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares and reviews products and specifications for fire department equipment. Purchases supplies and equipment for the department within the departmental budget. Obtains estimates on repair costs,arranges for repairs, and inspects equipment or property after repairs to see that repairs were properly accomplished.

Develops and implements an emergency management system. Directs and controls fireground operations, including size-up, equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. Performs fire suppression duties as may be required in order to assist in the control of the incident. Directs the handling of special tactical situations, emergencies involving hazardous materials and injury or illness and determines action to be taken to contain or control the incident. Directs an investigation program that determines the causes, origins, and circumstances of fires occurring within the fire protection district. Acts as a liaison with law enforcement or other arson investigation agencies, and testifies in court if required.

Evaluates training needs of the department and establishes and maintains the training program. Provides on-the-job training for department members, including explaining policies, procedures, and rules and providing assistance in technical areas of work. Serves as an instructor for formal classroom training and provides for outside instruction. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance and cooperation in training and/or fire protection efforts when required.

Organizes the personnel management functions of the fire department. Develops a personnel recruitment and selection program in accordance with EEO standards and interviews prospective employees. Makes personnel management decisions regarding the hiring, and appointment of employees. Assists in the development of and administers a comprehensive personnel plan providing for compensation and benefits. Communicates with boards and agencies whose rules or operations may affect the careers of the fire department employees or the work of the fire department. Establishes and maintains a balance of meeting employee needs without jeopardizing organizational goals. Develops employee grievance resolution procedures for the department and counsels employees who are experiencing work problems. Maintains discipline by reprimanding employees. Recommends suspension or removal from the service to the Bayou Cane Fire Board of Commissioners.

Oversees the supervision of subordinate personnel by delegating and reviewing assignments, outlining responsibilities and duties, adjusting work schedules, assigning work spaces, approving leave, and setting task priorities and long-term goals. Provides subordinates with supplies, tools, and resources necessary and ensures that resources are used economically. Inspects the appearance of department equipment and subordinate personnel, determines performance standards for department personnel and establishes procedures for evaluating employee performance. Holds formal meetings for the purpose of receiving information and disseminating information.
Promotes a positive public image of the work of the fire department in the daily performance of duties. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Writes letters in response to written or oral requests addressed to the fire department. Coordinates the work of the department with related federal, state, and local agencies. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends. Delivers talks or demonstrations on fire prevention or related fire protection topics to schools and civic organizations.

Prepares a departmental operating budget and authorizes the expenditure of funds allocated for departmental operations, making sure such expenditures are in accordance with the budget. Manages the operation of the general accounting system for the department.
Performs any other related duties.

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

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

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

Must possess a valid driver’s license.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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 progressively responsible experience in full
time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate’s or bachelor’s degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate AND must have at least nine (9) years of progressively responsible experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a non-supervisory administrative position in the Fire Prevention Division, the primary duties of which include conducting fire inspections to ensure compliance with fire codes and ordinances and investigating all fires to determine the cause and origin of the fire. The incumbent in this class educates the public on fire hazards and safety, and maintains records and reports required to document the activity of the Fire Prevention Division. The Fire Prevention Officer works with some supervision, having the authority to work independently in most areas. The employee of the 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.

Manages the operation of the fire prevention, inspection, investigation, and public education division in the fire department. Prepares for an inspection by reviewing previous inspection reports, building plans, and applicable codes. Obtains permission for the inspection, briefs the occupant/owner of the procedure, and provides them with copies of forms and reports. Inspects the interior and exterior of the building, assesses the occupant load, and collects information to be used in determining fire safety and compliance with applicable codes. Inspects portable and fixed fire extinguishing systems; standpipe systems; fire hydrants; heating, ventilating, and air conditioning systems; fire detection and alarm systems; structures and storage areas to ensure they meet fire resistance requirements.

Documents the inspection site by taking photographs and composing sketches of the building and surrounding objects and areas. Completes a report of each fire inspection and records all necessary information. Reinspects buildings where violations of fire codes occurred; issues citations and fines when necessary. Gathers information and evidence from inspections for use in court proceedings. Receives complaints from the public on hazards or on possible violations of fire codes. Monitors and evaluates local conditions which may become fire or safety hazards.

Investigates fires at the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Examines interior and exterior of fire structure and checks the
surrounding area to search for and collect evidence. Determines the cause of fire and identifies the heat source. Provides an accurate record of the fire scene by taking photographs, writing extensive notes, and making sketches and diagrams. Completes a fire investigation report. Determines whether the fire was the result of natural causes, carelessness, or arson and requests expert assistance when needed.

Interrogates suspects and interviews firefighters, witnesses, and any other logical sources of information. Reviews and analyzes data that may be used to prove whether or not a fire was the result of arson and to prepare a case for prosecution. Secures and executes a search and/or arrest warrant and apprehends arson suspects when necessary. Acts as a liaison with law enforcement or other arson investigation agencies and communicates with the prosecutor’s office. Provides information to victims and witnesses and testifies in court.

Assists institutions or companies in developing solutions for fire prevention problems, draws up evacuation plans, and conducts fire drills. Oversees fire safety at major public events. Coordinates with and gives assistance to federal, state, and local agencies. Serves as division representative to the news media and responds to questions from the public regarding fire prevention services, fire dynamics, and fire tenability. Coordinates field trips and conducts tours of the department facilities, and delivers lectures on fire safety. Provides volunteer fire departments with fire prevention assistance and training when required.

Recommend goals and changes in department operations that will improve ISO ratings. Evaluates new laws and regulations and reviews existing or proposed legislation relating to fire prevention. Reviews incoming communications and requests for the release of fire prevention records. Completes incident, inspection, and investigation reports for the division. Reviews plans for compliance with fire codes for fire department access. Administers the department “Knox Box” and Company Inspection programs.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.
Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate’s or bachelor’s degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver’s license.

**MUST MEET ONE OF THE FOLLOWING PRIOR TO THE CLOSING DATE FOR APPLICATION TO THE BOARD**

**EITHER**

Must have an associate’s degree in fire technology or equivalent and must have obtained IFSAC or PRO Board certifications as Firefighter I, Fire Inspector I, Fire Inspector II, Fire Service Instructor I, Fire Officer I, and Fire Investigator, according to National Fire Protection Association (NFPA) standards.

**OR**

Prior to the closing date for application, must have completed five (5) years of experience in a full-time paid fire department and/or fire inspection service.

Prior to the closing date for application to the board, must have obtained IFSAC or PRO Board certifications as Firefighter I, Fire Inspector I, Fire Inspector II, Fire Service Instructor I, Fire Officer I, and Fire Investigator, according to National Fire Protection Association (NFPA) standards.

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FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a specialized position in the fire service, the primary duties of which include conducting drills and training classes for all fire department employees. The employee of this class develops and implements training and safety programs by evaluating the performance of department employees during training, and by maintaining records required to document the activity of the training and safety division. The Fire Training and Safety Officer is also responsible for preparing training materials and tests. The employee of this class works independently most of the time and exercises functional supervision over line personnel only when they are involved in training activities. The Fire Training and Safety Officer reports to and has work reviewed by the Assistant 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 and participates in the development and operation of the training program for the fire department. Schedules training for all department members as assigned by the Fire Chief. Coordinates the movement of fire companies to and from all training activities. Provides for regular employee training at all levels within the department by scheduling outside classes and guest lecturers, as well as by conducting or assisting with training in the classroom, at the drill field, or at fire stations. Trains employees in areas of fire suppression and prevention including, but not limited to the following: driving fire equipment, basic firefighting, forcible entry, use of protective breathing apparatus, ventilation, hydraulics, nozzles, hose handling, pump operations, first aid, emergency medical services, rescue, safety, salvage and overhaul, fire inspection and investigation or any other related subjects required. Conducts drills and evolutions to train fire personnel. Responds to fires to make notes and take photographs for use in training. Provides for the needs of firefighting and other emergency personnel at the scene of an incident.

Develops job simulation exercises to rate skills acquired during training. Performs administrative duties such as preparing lesson plans, training materials and written tests. Administers and grades training tests. Conducts research of technical data, including local fire reports, statistics, bulletins, and specifications for the purpose of integrating such material into the training program. Keeps informed on modern firefighting methods and administrative practices. Provides informal or on-the-job training for new employees. Evaluates the effectiveness of training by
analyzing the results of training tests and reviewing the response of personnel at the emergency scene. Makes recommendations for improvements in the training program.

Participates in the development of a departmental safety program and sees that such program is properly staffed and supplied with training resources. Acts as safety officer for the department. Educates employees by demonstrating safety equipment and practices; observes department personnel to ensure prescribed safety equipment and practices are in use. Identifies and appraises conditions which could produce accidents and financial losses. Inspects apparatus, equipment, machinery, and working conditions of the department to ensure compliance with occupational safety and health regulations. Observes emergency scene operations to assure compliance with established safety procedures. Participates in handling emergencies involving hazardous materials. Devises methods to evaluate the safety program and makes recommendations for improvements. Develops and recommends accident and loss control programs for incorporation into operational policies. Compiles, analyzes and interprets statistical data related to occupational illnesses and accidents. Reviews and evaluates industrial, technical and scientific publications concerned with safety management. Recommends changes in department operations that will help the city obtain favorable insurance ratings.

Assists in conducting interviews of prospective employees and makes recommendations on hiring. Participates in scheduling physical examinations for department personnel; provides for drug and agility testing for newly hired employees. Conducts or participates in all investigations of accidents involving department equipment or personnel. Assists in making the first report of an injury to accounting and workman’s compensation. Prepares accident and injury reports for review by administrative personnel. Follows up on injury reports and assists employees with group health or workman’s compensation insurance problems. Writes narrative reports concerning the operation of the division. Completes and files all forms, records, and reports as required. Purchases and maintains inventory of supplies and equipment for the division, keeping such purchases within the established budget. Disburses supplies and equipment to department personnel as needed. Participates in public education programs of other fire department divisions. Answers questions from the public about the operation of the fire department or any related areas of emergency services.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate’s or bachelor’s degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. 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 current Louisiana State Certification and be nationally registered as an Emergency Medical Technician (EMT) Basic or higher.

Must have at least six (6) years of experience in fire suppression with a full-time, paid fire department.


| Fire Training and Safety Officer BY  
| Original Adoption: 12-01-14  
| Revision Dates: |
**SPECIAL SERVICES OFFICER**

*(Competitive Class)*

**DISTINGUISHING FEATURES OF CLASS**
This class encompasses a position in the Special Services division of the fire department. Incumbents of this class are responsible for general maintenance and safety inspections on all departmental vehicles and breathing apparatus. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Special Services Officers perform duties with some degree of supervision and receive specific instructions for most duties. Special Services 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 the class.

Manages the operation of the Special Services division, including setting divisional goals and objectives. Also assists superior officers with research and planning for the Special Services division. Plans departmental operations relating to equipment, and recommends changes in operations that will enable favorable ISO ratings. Reads and types graphs, charts, and reports and develops new forms to improve accuracy and efficiency.

Provides for the general care and maintenance of firefighting apparatus and other property. Researches and examines equipment to ensure that all applicable standards are met. Arranges estimates on repairs and maintenance of all department facilities and equipment. Tests defective equipment and recommends repair or replacement. Inspects supply facilities to ensure compliance with department maintenance standards. Inspects equipment to ensure that repairs were properly accomplished. Investigates and maintains closed-circuit breathing apparatus. Conducts flow tests and maintains maintenance records of self-contained breathing apparatus. Performs periodic tests of apparatus pumping capacity and pressure, and inspects fire extinguishers for any maintenance needs. Performs general maintenance duties. Installs and repairs heating systems, air conditioning systems, and changes air filters. Repairs and maintains overhead doors, plumbing systems, and electrical systems. Performs carpentry work on station buildings.

Maintains inventory of supplies and equipment and counts items according to department procedures to assure adequate inventory. Orders supplies and equipment, making arrangements for shipping and receiving of property and supplies by communicating with delivery services. Takes receipt of equipment that has been shipped to the department, and distributes to department personnel as required. Organizes and stores department property and maintains a holding area for damaged or defective materials that are to be returned to the supplier. Develops
a stock rotation system to assure that old stock is distributed first. Personally assists superior officer with gathering information to be used in compiling budgets. Prepares purchase requisitions and purchases necessary equipment and supplies, keeping within the established budget. Maintains records of fire department apparatus, personal protective equipment, stations, testing records and other files.

Oversees the repair of faulty equipment at the fire scene. Takes charge of all safety procedures at the emergency scene, including protection of exposure operations, air, and lights. Coordinates between firefighting personnel and law enforcement, and provides for any needs that emergency personnel encounter at the scene.

Assists superior officer with developing a safety program for the department, and sees that such program is properly staffed and supplied with training resources. Conducts evaluations of safety program, identifying unsafe conditions, and makes recommendations for improvements. Assists with conducting research studies to identify hazards, and evaluates loss-producing potential of a given operation. Investigates all accidents and makes recommendations on avoiding future incidents. Examines safety and first-aid supplies, and reviews apparatus for accident prevention devices.

Performs any related duties as assigned.

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

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

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

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate’s or bachelor’s degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver’s license.
FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are processing and maintaining departmental records and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computer, maintaining files, and extracting information as needed. The employee of this class addresses visitors to the department, answers and directs telephone calls and develops new procedures for office functions when necessary. The Fire Records Clerk 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, reviews, and processes or files department records, reports, interdepartmental correspondence and other materials in accordance with departmental procedures. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Completes all forms or records as required. Enters routine information in department records, such as accounting, personnel records, or information files. Compiles, organizes and writes reports requiring the ability to compose complete sentences and organize ideas in a logical sequence. Reads graphs, charts, manuals, records, reports, or related department documents. Prepares and submits claim forms to Worker's Compensation insurance provider to document employee injuries. Records and submits claim forms for revenue rescue to homeowner's insurance companies as needed to document responses to incidents. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Sets up filing system and revises such system when necessary. Reviews correspondence, reports, drawings and other materials to be filed to determine subject matter. Files correspondence, forms, records, or reports in hard copy files or computer database, where they are organized alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and to whom materials were released. Traces missing files. Locates and retrieves information or documents from hard copy or computer files. Extracts information or summarizes contents of files for use by department personnel. Disposes of obsolete files and records in accordance with established retirement schedules or legal
requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Acts as receptionist to department visitors and screens visitors to determine their business; directs visitors to the appropriate individuals or offices for the department. Answers questions for the public about operation of the department or any related areas of emergency services, and handles any routine requests by visitors to the office. Places telephone calls for the department and answers any telephone calls coming in on assigned lines; handles routine matters or transfers caller following department procedures. Schedules appointments, keeps records of schedules, and notifies appropriate individual of appointments, meetings, or other events. Reads incoming material and sorts according to subject matter. Stamps material to record date and time that material was received. Opens, sorts, and properly distributes incoming mail for the department as directed. Processes outgoing mail and interdepartmental correspondence.

Replies to any routine correspondence or requests following departmental procedures. Types forms, statements, memos, formal reports, or any other assigned documents. Composes and types letters, using correct grammar and punctuation, in response to written or oral requests addressed to the department or as required to handle problems or other needs of the department.

Operates a computer terminal using various applications in order to enter or remove information from files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment as needed by the department.

Prepares checks for payment of department bills and issues payments from petty cash. Collects fines and bond money and issues receipts. Develops new procedures for office functions when necessary.

Orders and distributes supplies and equipment as required. Gets estimates on repair costs, locates and arranges for repairs and maintenance of all assigned equipment, department facilities or operating systems.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.
After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate’s or bachelor’s degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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