

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**ST. JOHN THE BAPTIST PARISH FIRE DEPARTMENT (LAPLACE)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### ST. JOHN THE BAPTIST PARISH FIRE DEPARTMENT (LAPLACE)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN\*\*

DISTRICT FIRE CHIEF \*\*

DEPUTY FIRE CHIEF\*\*

CHIEF OF OPERATIONS \*\*

##### LINE SUPPORT CLASSES

CHIEF OF COMMUNITY RISK REDUCTION \*

FIRE RECORDS CLERK \*

\*Competitive class

\*\*Promotional class

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Original Adoption: 01-11-06

Revision Dates: 04-02-15, 07-20-17, 10-23-19, 09-14-20

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class receive specific instructions and direct supervision from Fire Captains. 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.

Trains for, performs, and maintains proficiency in firefighting and rescue tasks such as connecting, carrying, and operating hose lines; directing fire streams; forcible entry; ventilation; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety. Administers first aid and emergency care to victims of fires, accidents, drowning, poisoning, and drug overdose.

Drives fire apparatus to and from fire. Communicates with dispatcher and fire vehicles using two-way radio. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressures necessary for fire suppression.

Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Acts to contain hazardous material spill or control spread. Removes containers of flammable or hazardous materials at the fire scene under direction of a superior officer.

Performs salvage tasks necessary to protect property, using covers, tarps, or other materials. Constructs catch-alls and chutes to trap and dispose of water. Locates and extinguishes hidden fires and hot spots. Removes debris and charred waste. Tears down or shores up weak and dangerous structural components.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses as assigned. Reads and studies assigned material related to performance of work. Studies direct routes, location of streets, water mains, and hydrants in response area.

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

Performs fire prevention and fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location

of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties. Monitors water pressure in assigned areas or zones. Periodically inspects fire hydrants, conducts flow tests, and flushes hydrants to remove rust and sediment. Updates hydrant maps and vital building books. Conducts fire drills in schools and businesses.

Cleans, dries, tests, inspects, and properly secures any assigned firefighting equipment such as fire apparatus, communications equipment, hoses, hand tools, portable breathing apparatus, turn-out equipment, ladders, or related equipment. Performs periodic tests of apparatus pumping capacity and pressure. Makes minor repairs to equipment and tools. Maintains inventory of tools and equipment on apparatus using checklist or knowledge of equipment.

Performs tasks necessary for the proper maintenance of the station and grounds such as cleaning floors and windows, emptying trash cans, changing bed linens, and mowing grass. Assist in preparing meals for firefighters at the station and cleans kitchen area. Provides for the security of the station by locking station doors and securing valuable items. Inspects fire station and notifies officer in charge of needed repairs.

Performs public relations duties such as calming excited citizens at a fire scene, receiving and responding to questions and complaints from the public, and providing information to the public concerning the work of the fire department. Conducts fire station tours and explains fire equipment and firefighting techniques to visiting public. Works with local youth groups and other community groups, delivering lectures or demonstrations on fire prevention or fire safety.

Completes any forms, records, or reports as required.

Performs related duties as assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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.

Firefighter SJ

Original Adoption: 01-11-06

Revision Dates: 07-20-17, 04-18-18

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of a company of Firefighter/Operators 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, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains work with a significant degree of supervision, receiving specific instructions for special tasks, but have the authority to work independently in most areas. Employees of this class report to and have work reviewed by the District Fire Chief. This class ranks directly below the class of District 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 station for one shift. Evaluates the efficiency of response units during an emergency, and assists with recommending policies, goals, and objectives for the department. Participates in the research and planning for the department and assists with coordinating the work of the department with other agencies. Monitors local conditions which may become safety hazards and investigates any incidents involving fire department personnel or equipment. Studies new laws, regulations, ordinances, and court rulings related to fire department operations.

Delegates authority to subordinates for the more effective operation of the department. Issues orders, assigns duty areas, and assigns work schedules. Evaluates work performance of subordinates and provides assistance in technical areas of work. Inspects the appearance of assigned equipment and personnel. Reviews reports written by subordinates and conducts employee performance evaluations. Resolves employee grievances and counsels employees experiencing work problems. Develops a training program for the department and provides informal training for new employees. Conducts drills, evolutions, and classroom training. Serves as a consultant for volunteers within the department, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts.

Supervises Firefighter/Operators at the fire scene, oversees driving of the fire apparatus, answers fire alarms, and performs en route size-up. Directs positioning of apparatus and maintains communication between the fire scene and other personnel. Oversees emergency scene operations and serves as fire safety officer until relieved by a superior officer. Supervises subordinates in identifying and handling hazardous materials, rescuing persons, emergency medical services, and during salvage or overhaul work. Performs and supervises search and rescue operations, forcible entry operations, and ladder and ventilation operations. Operates self-contained breathing apparatus for protection from hazardous environments. Observes and responds to changes in

fireground conditions while directing firefighting operations. Recognizes fire exposures and protects from fire extension. Performs hose operations, uses portable fire extinguishers, and applies fire streams for fire extinguishment. Performs and directs truck and pumper operations. Oversees the utilization of water supplies from public water systems and static sources and performs automatic sprinkler system support operations. Performs standpipe system support operations. Provides for the needs of emergency personnel at the scene of an incident, coordinating activities of firefighting personnel and law enforcement. Provides emergency medical care at the scene or in transport to the hospital, including basic first aid, CPR, and first responder services.

Performs pre-fire planning inspections, inspects homes, schools, and businesses for fire hazards, and recommends corrections for unsafe practices and conditions. Reports fire hazards or safety violations to the appropriate authority. Ensures that the fire scene is secure and prevents removal or damage of evidence of suspected arson. Assists arson investigation personnel, investigates the causes of fires, questions witnesses, and maintains the chain of custody for any evidence.

Maintains department records and completes assigned forms and reports. Conducts required tests of fire department equipment, inspects fire apparatus for proper care, and inspects station house to ensure compliance with departmental maintenance standards. Reports and receives reports regarding problems with fire department property or equipment. Provides for the repair and maintenance of equipment and makes recommendations on major departmental purchases. Assists with writing specifications for new fire department equipment, participates in meetings with sales representatives, and supervises supply inventory.

Participates in special community projects, makes presentations and demonstrations related to fire prevention and safety, and conducts tours of the department for school and civic groups.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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/Operator for at least three (3) years immediately preceding closing date for application to the board.

Fire Captain SJ

Original Adoption: 07-20-17

Revision Dates:



# DISTRICT FIRE CHIEF

(Promotional Class)

## **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 activities of the department on an assigned shift. The District Fire Chief responds to all fire alarms received on the assigned shift and directs emergency scene activities. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting the Deputy Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. District Fire Chiefs have the authority to work independently and have their work reviewed by a Deputy Fire Chief.

## **EXAMPLES OF WORK**

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

Manages all department operations on an assigned shift, including conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, conducting training in safety, and taking appropriate action to correct or improve problem areas. Keeps informed on modern firefighting methods and administrative practices. Participates in conferences, conventions, and other educational meetings as required.

Responds to all alarms or 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 employees in rescue, forcible entry, 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. Takes charge of all safety procedures at the scene of a fire or emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate fire department personnel. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules. Oversees and evaluates the work performance of subordinates by reviewing reports and discussing work performance with subordinates. Provides assistance to subordinates in technical areas of work and counsel's employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by counseling employees and recommending disciplinary action to the appointing authority.

Investigates the causes, origins, and circumstances of fire occurring within the jurisdiction. Secures the fire scene and collects and labels evidence of suspected arson. Assists arson investigation personnel in the investigation of arson fires.

Makes recommendations concerning what information should be included in all records of the department and in what form this information should be kept. Supervises the preparation and maintenance of all department records by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes any forms and records required, including payroll records, and LFIRS reports. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Maintains inventory of supplies and equipment by making purchases keeping within the established budget and distributing supplies and equipment to department personnel as required. Arranges for needed repairs and maintenance, and inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished.

Informs the public about the work of the fire department by means of tours, talks, demonstrations, and distribution of literature to schools and civic groups. Coordinates special projects designed to improve the public image of the fire department. Acts as department representative to the news media.

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 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 Louisiana 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 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.

District Fire Chief SJ
Original Adoption: 01-11-06
Revision Dates: 04-02-15, 07-20-17, 10-23-19

# DEPUTY 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 assisting the Chief of Operations in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions. The employees of this class perform the duties of the Chief of Operations in the Chief's absence and supervise all subordinate department employees. Deputy Fire Chiefs provide for the production and maintenance of department records and reports, manage the inventory and maintenance of supplies and equipment, and assist with the financial management of the department. Deputy Fire Chiefs have the authority to work independently and have work reviewed by the Chief of Operations. The class of Deputy Fire Chief ranks directly below that of the class of Chief of Operations.

## **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.

Sets management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities and determines how the department should be organized. Assists with conducting inspections of department divisions, evaluates the effectiveness of the divisions following inspections, and takes appropriate action to improve problem areas. Plans and organizes departmental operations having to do with equipment, apparatus, and personnel. Monitors and evaluates local conditions which may become fire or safety hazards. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service. Keeps informed on modern firefighting methods and administrative practices. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Reads correspondence addressed to the fire department, investigates all accidents involving department equipment or personnel and makes recommendations on procedure to avoid future accidents. Investigates complaints against department personnel and formulates a recommendation for action to be taken.

Assists with developing a personnel recruitment and selection program. Assists with interviewing prospective employees, makes recommendations for hiring, and with keeping promotional eligibility lists. Promotes peace and harmony within the department by seeing that discipline is maintained. Works with boards and agencies whose rules and operations affect the careers of employees or the work of the fire department. Assists with reviewing existing or proposed legislation and formulates position statements to be used by the fire department and/or parish administration. Assists the chief with testifying on proposed legislation before legislative committees.

Supervises positions comprising fire suppression and fire service support classifications. Delegates authority to subordinates, holds meetings with fire department personnel, and supervises department employees by inspecting the appearance of assigned equipment and

personnel. Assigns work or duty areas to subordinates, approves leave, evaluates work performance, and reviews subordinate's reports. Discusses employee work performance, aids subordinates in technical areas of work, and resolves employee complaints and grievances. Counsels employees who are experiencing work problems, writes employee evaluation reports, and maintains discipline.

Provides for the maintenance of all department records. Reviews records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Prepares payroll records and LFIRS reports. Writes requests for grants or other special funds to aid in the operation of the fire service.

Assists the Chief of Operations with accounting for the money and assets of the entire department. Assists with preparing and submitting an operating budget for the entire department. Prepares expenditure and revenue estimates. Assist with authorizing expenditure of funds and purchases equipment and supplies.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Conducts training in the classroom, conducts drills and evolutions, and provides informal or "on-the-job" training for new employees. Conducts training in basic firefighting, hydraulics, pump operations, and driving fire equipment. Conducts training in nozzle and hose handling, breathing apparatus, rescue, and EMS. Administers training in pre-fire planning, fire extinguishers, forcible entry, fire streams, and ladders. Trains employees in ventilation, salvage and overhaul, fire attack, and supervision. Conducts training in hazardous materials, inspection, investigation, sprinkler and standpipe systems, water supplies, and safety.

Responds to all alarms or emergency calls for which the department is answerable and supervises subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Performs size-up of an emergency scene and directs rescue operations at the scene. Directs forcible entry, ventilation, and nozzle and hose handling operations. Directs pump operations and use of water supplies. Supervises the fire attack team and takes charge of all safety procedures at the scene of a fire or emergency. 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. Provides for the needs of firefighting and other emergency personnel at the scene of an incident and acts as coordinator between firefighting personnel and law enforcement personnel.

Inspects buildings to determine the existence of potential fire hazards and reviews plans and blueprints for new construction. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features. Investigates the causes, origins, and circumstances of fires, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene to prevent removal or damage of evidence of suspected arson and testifies in court when required.

Supervises the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Personally, tests or directs the testing of equipment; assures that equipment meets all applicable federal, state, and local

standards. Researches the best methods of handling specific fire department tasks and sees that such jobs are either contracted for or assigned to qualified department personnel. Arranges for repairs and maintenance of all department facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Assists the chief with writing specifications for new fire department equipment, preparing specifications for public bids, and overseeing the bidding process. Meets with sales representatives to review products and maintains inventory of supplies and equipment. Orders supplies and equipment, distributes to department personnel and makes recommendations on major purchases for the department.

Writes newspaper articles and letters in answer to address the needs of the fire department. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings. Conducts polls and surveys, analyzes data from polls and surveys, and recommends policy changes for the fire department based on data from polls and surveys. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Conducts tours of department facilities and coordinates special projects related to public relations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed and acts as a consultant for volunteer fire departments in surrounding areas.

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 District Fire Chief for at least three (3) years immediately preceding closing date for application to the board.

Deputy Fire Chief SJ Original Adoption: 10-23-19 Revision Dates:
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# CHIEF OF OPERATIONS

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is to manage the Operations Divisions. The Chief of Operations sets management policies, goals, and objectives for the assigned divisions. The incumbent of this class reviews and prepares the departmental budgets, prepares reports, updates department policy and procedures, and handles public relations duties. The employee of this class supervises officers and oversees personnel disciplinary and improvement issues. The Chief of Operations performs regularly assigned duties with a high degree of independence, having work reviewed by the Director of Public Safety.

## **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.

Performs the duties of the Fire Chief in the absence of the Chief. Supervises chief officers and provides assistance in technical areas of work. Manages and observes all department operations. Supervises positions comprising fire suppression, fire prevention, fire department training, and fire service support classifications. Participates in a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Keeps promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law. Conducts training in safety, drills, and evolutions.

Plans, organizes, and conducts inspections of department operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Writes employee evaluation reports. Resolves employee complaints and maintains discipline by counseling or recommending disciplinary action. Investigates complaints against department personnel and decides what type of action should be taken. Investigates accidents involving department equipment and personnel, determines cause, and makes recommendations on procedure to avoid future accidents.

Compiles data and information needed to prepare the departmental operating budget. Reviews and submits budget and makes changes as needed. Assists in the preparation of the entire departmental operating budget and personally handles budget preparations for one assigned function or division of the department. Manages the accounting for the money and assets of the entire department or of an assigned function or division of the department. Prepares expenditures estimates. Reviews and approves payroll leave and overtime.

Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policy and procedures are needed and updates when necessary. Researches and reviews legislation and seeks expert opinion on the intent and effect of legislation and formulates statements to be used by the fire department and/or city administration. Testifies on proposed legislation before legislative committees. Participates in

the research and planning for programs and activities. Attends meetings and conferences on behalf of the department. Reads correspondence addressed to the fire department.

Directs operations at the emergency scene including rescue; forcible entry; ventilation; nozzle and hose handling; protection of exposures; fire extinguishment; pump operations; use of sprinkler and standpipe systems; water supplies; salvage and overhaul; safety; first aid; CPR; and emergency medical services. Handles emergencies involving hazardous materials. Maintains communications between firefighting personnel, law enforcement, and other authorized personnel. Calls for assistance when needed and operates communications equipment to relay necessary information. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency.

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.

Must possess 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 be a regular and permanent employee in the class of Deputy Fire Chief with at least three (3) years in that class immediately preceding the closing date for application to the board.

Chief of Operations SJ
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Original Adoption: 04-02-15
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Revision Dates: 10-23-19
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# CHIEF OF COMMUNITY RISK REDUCTION

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary duties of which are the organization and direction of the department's Fire Prevention Division, responsible for fire inspections, fire investigations, and public fire education. The Chief of Community Risk Reduction manages the fire prevention program, develops the public fire education curriculum and provides for the maintenance of related records and reports. The employee of this class has no direct supervision over fire department personnel; however, the incumbent exercises functional supervision over departmental employees during fire prevention activities and in the training environment. The Chief of Community Risk Reduction performs the majority of assigned duties independently, reporting to and receiving direction for special projects from the Chief of Operations.

## **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.

Oversees and directs the daily operations of the Fire Prevention Division and provides for fire investigations, fire inspections and public fire education. Organizes the division, making decisions concerning the use of equipment and the deployment of personnel. Recommends and sets management policies, goals, and objectives relating to fire prevention activities. Conducts research and oversees the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the jurisdiction improve PIAL ratings. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed.

Oversees and participates in fire investigations; restricts access to the fire scene to prevent removal, damage or contamination of evidence. Examines the exterior of the fire structure and the surrounding area checking for fire protection systems; burn and smoke patterns; signs of forced entry; tools, valuables or footprints. Conducts interviews with firefighters, neighbors and witnesses regarding flame and smoke colors; odors and sounds; or suspicious spectators noted at or near the fire scene. Examines the interior of the fire structure to determine the point of origin, direction of fire travel and heat source, checking for signs of accelerant use. Searches for, identifies and collects evidence using established methods to avoid contamination and protect the chain of custody. Takes extensive notes and photographs at the scene; makes sketches or diagrams to record of the locations of evidence, the extent of involvement and damage, and other information necessary to properly document the fire scene. Uses all observations to



determine whether fire was the result of natural causes, carelessness or arson. Completes a fire investigation report outlining the conclusions reached by investigating personnel. Provides information to victims and witnesses regarding courtroom procedures. Communicates with the public prosecutor's office, acts as a liaison with law enforcement and testifies in court to facilitate the successful disposition of cases.

Oversees and participates in building inspections; reviews previous inspection reports in order to become familiar with potential hazards. Reviews building plans and specifications, as well as sections of the applicable codes for the particular type of occupancy. Provides for the inspection of the interior and exterior of the building, noting dimensions, construction materials, exposures, water sources, good housekeeping practices and storage areas for hazardous materials. Oversees and participates in the inspection of fixed fire extinguishing systems, portable fire extinguishers, fire hydrants, alarm systems, electrical equipment, heating, ventilation and air-conditioning equipment. Assesses the occupant load and fire load of inspected buildings. Determines whether structures meet fire resistance requirements for their construction type. Evaluates buildings to determine whether they have suffered structural abuse, which may render them unsafe. Documents building conditions at the time of inspection by making a field sketch, taking photographs and completing a report containing facts and evidence collected. Discusses inspection findings with the building owner and makes recommendations for the correction of fire hazards. Enforces fire prevention codes and ordinances by re-inspecting buildings where violations of fire codes occurred. Issues citations, assesses fines, and serves court summonses or stop work orders for non-compliance with fire codes. Prepares information and evidence from inspections for use in a court proceeding and testifies in court or serves as an advisor to the prosecutor. Reviews and responds to appeals for exemptions from provisions of fire codes. Issues permits required for special conditions or equipment which may be fire or safety hazards. Issues tickets or has vehicles towed when they are blocking fire hydrants or parked in a fire zone.

Oversees and participates in community fire prevention activities by visiting businesses, schools and other places of public assembly in order to collect and record features which may be relevant in a fire or other emergency. Reviews building plans to identify potential problems related to fire protection. Develops pre-fire plans to guide the response by firefighting companies. Assists institutions or companies in developing solutions for fire prevention problems; drafts fire evacuation plans for buildings, as required. Oversees and participates in fire drills, reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Receives complaints from the public on hazards or on possible violations of fire codes and processes these complaints following departmental procedures. Oversees fire safety in public assembly occupancies at major events. Answers questions from the public concerning the operation of the department and serves as division representative to the news media.

Develops a public fire prevention/education curriculum for the department by identifying the target audience, designing the appropriate method of presentation and evaluating the effectiveness of the program. Analyzes fire records, demographic data and injury information to identify the most important local fire problems and selects program components to meet community fire education needs. Determines the content and format of fire safety messages; writes and submits public service announcements, newspaper articles or any other official department paper for publication. Develops, oversees and participates in lectures, demonstrations, department tours field trips or any other activity designed to educate the public

about fire hazards, injury prevention or the work of the fire department. Evaluates the impact of the public fire education program and makes modifications when necessary.

Organizes and trains fire service personnel and volunteers who participate in the public fire education program. Provides on-the-job training for department members, including explaining policies, and procedures; provides assistance to subordinates in technical areas of work. Discusses employee performance of fire prevention duties with superior officers. Ensures division employees have the tools and resources necessary to perform their jobs. Places orders, maintains inventory and disburses supplies and equipment for the division. Provides for good housekeeping and takes measures to control accident hazards. Evaluates division needs and recommends the purchase of major equipment needed for fire prevention efforts. Writes requests for grants to aid in the operation of the fire prevention service and administers grant-funded projects, managing funds and assuring conditions specified in the grant are met. Participates in the budget process for the department.

Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Establishes policy concerning what information should be included in division records and determines in what form this information should be kept. Periodically inspects systems and facilities for maintaining records. Compiles, organizes, and analyzes data needed, and writes reports required to document fire prevention activities. Personally completes any forms and records assigned, including fire inspection or investigation reports. Reviews reports written by fire personnel for accuracy, and to determine if further action is needed. Oversees the response to requests for fire prevention records in accordance with law and departmental policy.

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 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.

Must possess a valid driver's license.

Must have at least five (5) years of full-time employment with a paid fire department, in positions which would provide experience in fire suppression, fire investigation, fire inspection and public fire education.

Chief of Community Risk Reduction SJ Original Adoption: 09-14-20 Revision Dates:
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# 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 Chief of Operations.

## **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. Processes, tracks or files training records, incident reports, and maintenance records. Compiles and organizes data needed to write reports. Reads graphs, charts, manuals, records, reports, or related department documents. 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 incoming correspondence, reports, drawings and other materials to determine subject matter. Files correspondence, forms, records, or reports in hard copy files or computer database, where they are organized alphabetically, numerically, chronologically, geographically, by subject matter or by codes. 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 in 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 department members of appointments, meetings, or other events. 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 letters, forms, statements, memos, formal reports, or any other assigned documents. Composes 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. Proofreads typed material and corrects errors. Operates a computer terminal using various applications in order to enter or remove information from files. Performs appropriate back-up function to preserve computer files and serves as computer network administrator. Uses a facsimile machine, copier, computer scanning equipment and software to perform daily office functions. Develops new procedures for office functions when necessary. Takes minutes or notes at meetings. Transcribes from dictation, notes or voice recordings.

Maintains inventory of supplies and equipment for an assigned division. Prepares purchase requisitions according to department procedures. Orders and distributes supplies and equipment as required. Works with supervisors to obtain estimates on repair costs for department equipment. Assists in locating and arranging for repairs and maintenance of all assigned equipment, department facilities or operating systems. Participates in writing specifications for new equipment. Compiles information to be used in developing the departmental budget.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Fire Records Clerk SJ

Original Adoption: 07-20-17

Revision Dates: 04-18-18