

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CADDO PARISH FIRE PROTECTION DISTRICT #7 (OIL CITY)

Contents

OCCUPATIONAL INDEX TO CLASSES 2

FIREFIGHTER/OPERATOR 3

FIRE CAPTAIN..... 6

SECRETARY TO THE FIRE CHIEF 9

OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CADDO PARISH FIRE PROTECTION DISTRICT #7 (OIL CITY)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

LINE SUPPORT CLASSES

SECRETARY TO THE FIRE CHIEF *

*Competitive class

**Promotional class

CG Original Adoption:	07-27-06
Revision Dates:	07-31-08, 11-26-12

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, driving and operating fire apparatus and equipment, and maintaining fire department vehicles. Firefighter/Operators provide emergency medical care to the sick or injured at an emergency scene. Employees of this class receive specific instructions and direct supervision from the Fire Captain. This class ranks immediately below that of Fire Captain.

EXAMPLES OF WORK

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

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, drug overdose, and other emergencies.

Drives fire apparatus to and from emergency scene. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the emergency scene by taking shortest route available using resources of maps or memory. Positions apparatus and connects to supply source. Determines the number of required hose lines necessary for fire suppression. Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressures necessary for fire suppression. Operates and controls portable, fixed, or large-caliber water streams.

Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Acts to contain hazardous material spill or control spread. Locates and operates shut-off valves for gas, electricity, oil, and water in buildings to reduce hazard. 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 to trap and dispose of water. Locates and extinguishes hidden fires and hot spots. Removes debris and charred waste. Tears down weak and dangerous structural components.

Participates in assigned training drills either as an individual or as a member of a group. 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. Recognizes, notes, and preserves evidence of arson. Informs officer in charge of suspected arson. Questions witnesses to determine fire cause. Testifies in court when required.

Participates in fire prevention and fire inspection tasks such as inspecting buildings for fire hazards and compliance to fire codes, inspecting portable fire extinguishers, studying the district to become familiar with the location of fire hydrants or water lines, and related duties. Monitors water pressure in assigned areas or zones. Updates hydrant maps and vital building books. Conducts fire drills in schools and businesses. Participates in pre-fire planning, including gathering and studying information regarding types of occupancy and structure, building layout, hydrant location, and hazardous materials storage.

Cleans, dries, tests, inspects, and properly secures any assigned fire fighting 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. Assists 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 emergency 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. Receives telephone calls and provides necessary information or directions. Refers calls to appropriate personnel or agency. Completes any forms, records, or reports as 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 employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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

Must have a valid driver's license.

Must not be less than 18 years of age.

Firefighter/Operator CG Original Adoption: 07-27-06
Revision Dates: 11-26-12, 05-21-14, 04-17-18

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the management and 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 have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank directly below the class 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 one fire station. Supervises fire department personnel, inspects the appearance of assigned equipment and personnel, and provides assistance to subordinates in technical areas of work. Assists in resolving employee complaints and grievances, and recommends disciplinary action to the appointing authority. Conducts work performance evaluations and discusses work performance with subordinates, as well as with superior officers. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Assists in the development of the departmental training program seeing that such program is properly staffed and supplied with training resources. Personally trains personnel by conducting drills and evolutions, as well as training in the classroom and informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Responds to all fire alarms and directs the positioning of the fire apparatus at the fireground. Oversees driving of the fire apparatus by making sure the driver follows all laws and regulations, and takes the most direct route to the fire. Directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher, and performing size-up of an emergency scene. 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. Observes and responds to changes in the fireground conditions. Supervises fire safety officer at the scene of an emergency and directs emergency scene operations until relieved by a superior officer. Supervises subordinate employees in search and rescue, forcible entry, ladder operations, ventilation, hose operations, protection of exposures, fire extinguishment, pump operations, water supplies, and salvage and overhaul. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Provides emergency medical care such as basic first aid, CPR, and first responder services to the sick or injured at the emergency scene or while in transport to the hospital. Notifies dispatcher to call for additional emergency medical help if needed. Assists with identifying hazardous materials and with handling hazardous materials incidents.

Provides for the completion of all assigned forms and records, such as personnel evaluations, maintenance records, hydrant reports, hose records, incident reports, NFIRS reports, and preliminary investigation reports. Reviews reports written by subordinate personnel.

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

Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Participates in special community projects designed to improve public relations or the image of the fire department. Assists in answering questions and addressing complaints from the public about the operations of the fire department or any related areas of emergency services.

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

Must have achieved Firefighter II certification as measured by NFPA standards.

Must have achieved and maintain Emergency Medical Technician - Basic certification.

Fire Captain CG Original Adoption: 11-26-12

Revision Dates:

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing duties required to manage office functions and handle clerical and administrative support responsibilities. The employee of this class maintains records for the Fire Chief, types letters and reports, receives and directs telephone calls, and assists with payroll and the fire department budget. The incumbent performs routine duties with little supervision, 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.

Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Acts as receptionist to department visitors, including answering, directing and placing telephone calls, handling routine questions and requests, and screening visitors. Performs public relations duties such as conducting tours of department facilities for school, civic, or other organized groups.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Composes business letters using correct grammar and punctuation. Takes minutes or notes at meetings. Prepares news releases or any other type of official department statement for publication for the Fire Chief's review.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Enters routine information in department records. Fills out all forms or records required, and compiles and organizes data needed for reports. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Locates and retrieves information or documents from hard copy files and the computer database. Develops new procedures for office functions when necessary.

Operates a computer terminal in order to enter, copy, or remove information from files. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, and calculator or mathematical computer software.

Participates in setting up a filing system and files correspondence, forms, records, or reports. Revises such system when necessary. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Maintains records on the location of materials removed from files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Assists the Fire Chief in maintaining a library or archives of materials for future use or reference by department personnel.

Accounts for the money and assets of the department as assigned by the Fire Chief. Makes calculations necessary to compute payroll and prepares payroll checks. Receives complaints from employees about pay and works with Fire Chief regarding errors, changes, or other matters related to payroll. Prepares checks for payment of department bills. Issues payments for petty cash.

Assists in the preparation of the total departmental operating budget. Compiles information to be used in developing the departmental budget. Computes salaries, hours, overtime and related data for annual budget. Maintains the inventory of supplies and equipment for the department. Orders supplies and equipment as required. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month.

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 will 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 not be less than 18 years of age.

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