

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CALCASIEU PARISH FIRE PROTECTION DISTRICT #2 (CARLYSS)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CALCASIEU PARISH FIRE PROTECTION DISTRICT #2 (CARLYSS)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN \*\*

FIRE CHIEF \*

##### LINE SUPPORT CLASSES

FIRE TRAINING AND SAFETY OFFICER \*

SECRETARY TO THE FIRE CHIEF \*

\*Competitive class

\*\*Promotional class

UB Original Adoption:	04-15-03
Revision Dates:	02-19-08, 01-22-18

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter/Operator comprises entrance level positions in the firefighting 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 and equipment. Employees of this class respond to all fire alarms received on the assigned shift and may direct emergency scene activities until relieved by a superior officer. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Captain. This class reports to and 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 and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines; directing fire streams; forcible entry; ventilating buildings; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety. Administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Drives and operates fire apparatus during normal and emergency situations. Studies the district to become familiar with the location of fire hydrants and water lines. Positions apparatus and connects to supply source. Operates pumper to supply adequate pressure to the nozzle. Calculates required water flow, friction loss, and discharge pressure necessary for fire suppression.

Reads and recognizes HAZMAT symbols to identify flammable or hazardous materials. Acts to contain hazardous material spills or control spread. Removes containers of flammable or hazardous materials at fire scene under direction of officer in charge.

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 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 called.

Attends and participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work. Takes proficiency tests and participates in physical development workouts and critical evaluations of the response to each fire. Provides on-the-job training for volunteer firefighters.

Cleans, dries, tests, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Makes minor repairs to equipment and tools. Maintains inventory of tools and equipment. Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties, notifying officer in charge of needed repairs. Cleans fire vehicles. Provides for the security of the station by locking station doors and securing valuable items.

Assists in pre-fire planning for industrial, commercial, and residential structures. Draws preplanning maps and diagrams. Conducts fire drills in schools and businesses.

Performs public relations duties such as calming excited citizens at a fire scene, receiving complaints from the public and referring them to the officer in charge, providing information to the public concerning the work of the fire department, and conducting station tours for individuals or civic groups. 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 listed below must be met by 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.

Firefighter/Operator UB Original Adoption:	04-15-03
Revision Dates:	07-14-10, 06-27-18

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions in fire department operations, the primary duty of which is managing the activities of the department on an assigned shift. Fire Captains respond to all fire alarms received on the assigned shift and direct emergency scene activities until relieved by a superior officer. Employees of this class have the responsibility of supervising a company of Firefighter/Operators on their assigned shift, for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and providing for the maintenance of department records. Fire Captains work independently in most areas, receiving only general instructions for special tasks. This class reports to and ranks directly below that of 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 all department operations on an assigned shift. Makes recommendations for consideration by the Fire Chief regarding policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the fire district improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Assists in investigating all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Answers fire alarms from dispatcher and directs emergency scene operations until relieved by superior officer. Performs size-up and supervises 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. Serves as fire safety officer at the scene of an emergency until relieved of command. Handles emergencies involving hazardous materials. Maintains communications between the fire scene

and other authorized personnel.

Personally trains personnel by conducting training in the classroom or by conducting drills and evolutions. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting when required.

Supervises subordinate fire department personnel. Assigns duty areas. Oversees and evaluates the work performance of subordinates and conducts employee performance evaluations. Provides informal or "on-the-job" training for new employees. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Assists in maintaining discipline among subordinates by conducting corrective interviews and/or recommending disciplinary action to the appointing authority through the chain of command.

Responds to questions and complaints from the public about operations of the fire department or any related areas of emergency services. Serves as department representative to the news media. Coordinates the work of the department with related agencies, releasing information and giving assistance when needed. Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs pre-fire planning inspections. Inspects schools and other educational facilities for fire protection purposes, including conducting fire drills. Secures the fire scene and collects and labels evidence of suspected arson. Questions witnesses to a fire incident in order to collect information. Investigates the causes, origins, and circumstances of fire occurring within the jurisdiction. Testifies in court when required.

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

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Provides for the repair and maintenance of apparatus and equipment. Makes recommendations on major purchases for the department. Assists in writing specifications for new fire department equipment and assists in the bidding process. Meets with sales representatives to review products. Signs vouchers or purchase requisitions and sees that these are sent to the designated person or department for payment. Maintains inventory of supplies and equipment, and orders and disburses supplies and equipment to personnel as required.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by 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 four (4) years in that class by the closing date for application to the board.

Must possess certification as Firefighter I, Firefighter II, Fire Service Instructor I, Hazardous Materials/WMD-Awareness and Hazardous Material/WMD-Operations, Fire Officer I immediately preceding closing date for application to the board.

The above certifications must be from the Louisiana Firefighter Certification Program or another agency accredited by the International Fire Service Accreditation Congress (IFSAC).

Fire Captain UB Original Adoption:	04-15-03
Revision Dates:	03-14-07, 07-14-10, 04-17-12



# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of head of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, including managing fire suppression activities, supervising all department personnel, financial planning and budgeting of funds, and public relations. The Fire Chief sets management policies, goals, and objectives for the department; attends meetings in his capacity of head of fire department operations; and responds to fire and emergency alarms to direct the operation of both paid and volunteer fire personnel. The incumbent of this class is also responsible for providing for employee training and for developing and administering a fire prevention program. The Fire Chief has the authority and responsibility to carry out the duties of the position independently, and is accountable to the Calcasieu Fire Protection District #2 Fire Board of Commissioners as governing body for the fire department.

## **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 management policies, goals, and objectives for the department. Organizes the department by creating a structure to provide fire protection services for the community. Develops methods which may be used to evaluate the productivity or effectiveness of departmental programs and uses these methods to evaluate and make decisions concerning department operations. Devises a risk management program, monitoring program results in order to make changes in procedures to avoid future accidents. Reviews incoming communications, making assignments to staff or routing work to the appropriate person or location. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations. Testifies on proposed legislation when required. Monitors any local conditions which may create situations the department may be called upon to handle. Provides for and oversees a communications system for the department. Locates grants available for fire protection and prevention projects and administers these projects, including writing grant requests.

Organizes the personnel management functions of the department. Determines performance

standards for department personnel, establishes procedures by which personnel performance may be evaluated, and uses information developed in performance evaluations to make personnel decisions. Assists in the development of and administers a comprehensive personnel plan for the department, including a personnel recruitment and selection program. Establishes and maintains a balance of meeting employee needs with meeting organizational goals. Develops and implements an employee grievance resolution procedure. Establishes and maintains a system of personnel inspections. Develops a reports review system to be used as an inspection process for analyzing the quality of fire service. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops and implements a safety program for the department.

Supervises subordinate department personnel. Reviews work to be done and delegates assignments, outlines duties and responsibilities, sets task priorities and long-term goals, and sets work schedules for subordinates. Evaluates the work performance of subordinates and writes employee evaluation reports. Inspects the appearance of department equipment and personnel to insure that these meet departmental standards for safety and propriety. Provides for good housekeeping and takes action to control hazards. Trains subordinates in safety. Handles employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline.

Develops and implements an emergency management system based on an identification of potential hazards facing the Fire District and an assessment of the capabilities for dealing with those hazards. Directs and controls fireground operations, including decisions concerning equipment, personnel assignments, strategy, communications, and emergency medical care. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident. Directs programs of pre-fire planning and fire investigations.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies. Serves as official department representative at any required meeting in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Acts as official department representative to the news media. Writes speeches and delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Handles complaints from the public concerning fire department operations or procedures related to the handling of emergency medical services. Determines target areas for fire prevention or public education efforts and produces instructional materials to be used in these programs within the community.

Consults with the governing body and prepares and submits to the proper authority a departmental operating budget. Following procedure, authorizes the expenditure of funds

allocated for departmental operations. Manages the operation of the general accounting system for the department.

Evaluates training needs, and establishes and maintains the training program for the department. Serves as an instructor for formal classroom training. 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.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, in what form this information should be kept, and how long records should be retained. Provides for the security and privacy of all information not part of public record. 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 or oversees the completion of all forms, records, and reports required of the appointing authority. Compiles, organizes, and analyzes data needed and writes reports required to document department activity. Writes letters, news releases, or any other type of official department position paper for publication.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Following procedures, obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly conducted. Prepares and evaluates specifications for fire department equipment. Oversees the process of maintaining an inventory of supplies and equipment for the department. Purchases equipment and supplies.

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 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 QUALIFICATIONS**

**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 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 work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

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

Fire Chief UB Original Adoption: 04-15-03
Revision Dates: 03-14-07, 07-14-10, 06-27-18

# FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible 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 participates in the development and implementation of departmental training and safety programs by evaluating the performance of department employees during training and at the emergency scene. The Fire Training and Safety Officer is responsible for preparing training materials and tests, and for maintaining records required to document the activity of the Training Division. The employee of this class exercises functional supervision over line personnel when in the training environment. The Fire Training and Safety Officer reports to and has work reviewed by the Fire Chief.

## **EXAMPLES OF WORK**

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

Participates in the development of a training program for the department and oversees the activities of the training division. Evaluates training needs, provides for and schedules daily department training or outside training at all levels for fire employees, as directed by the Fire Chief. Coordinates the movement of fire companies to and from training activities. Personally conducts drills, evolutions and classroom training at the drill field, or at fire stations, in the following subject areas: firefighting, forcible entry, use of protective breathing apparatus, hoses, fire streams, hydraulics, ladders, ventilation, fire attack, salvage and overhaul, pump operations, driving fire equipment, hazardous materials, firefighting apparatus, tools, and equipment as well as first aid, rescue, safety, supervision, public relations, fire prevention, pre-fire planning, fire inspection and investigation, fire communications, laws applicable to fire service operations and any other related subject assigned or required. Assists with training in emergency medical services and CPR. Conducts informal or "on-the-job" training for new employees and provides assistance to department members in technical areas of work.

Responds to fire alarms or emergency calls and takes charge of all safety procedures at the scene. Oversees fire employees at the scene of an emergency and participates in size-up, fighting fire, rescue, salvage and overhaul operations. Makes notes and takes photographs at the scene for use in training. Monitors emergency operations to ensure compliance with established safety procedures. Participates in handling emergencies involving hazardous materials. Reviews the

response of fire personnel at the emergency scene, and consults with superior officers to determine if changes are necessary in the training program.

Participates in the development of a safety program for the department and oversees departmental safety operations. Coordinates safety activities of departmental divisions and companies to ensure implementation of safety procedures throughout the department. Demonstrates the proper use of fire equipment and safety practices. Inspects specified areas for fire service equipment and other safety and first-aid supplies. Observes fire personnel to ensure proper use of prescribed safety equipment. Evaluates the departmental training program and assists superior officers by making recommendations for improvements. Assists superior officers in identifying and appraising 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. Oversees the testing of fire equipment in accordance with NFPA standards and/or manufacturer's recommendations. Records testing results to ensure compliance with federal, state and local standards. Participates in researching the best methods for testing fire equipment and sees that such jobs are either contracted for or assigned to qualified department personnel. Assists in writing specifications for new fire department equipment. Makes recommendations on major purchases for the department. Orders and distributes equipment and supplies for the training division, as needed.

Participates in the evaluation of industrial, technical and scientific publications concerned with safety management. Assists in maintaining a library of training resources for the department. Works with superiors to conduct research on technical data including local fire reports, statistics, bulletins and specifications in order to integrate such material into the training program. Participates in the development of job simulation exercises to rate skills acquired during training. Performs administrative training duties such as preparing lesson plans, training materials and written tests. Administers and grades training tests. Exercises functional supervision within the training environment by maintaining order, delegating tasks and evaluating employee performance and training progress. Meets with fire employees to discuss performance and other matters related to training.

Maintains all department training records. Writes narrative reports on matters concerning the operation of the training division. Personally completes all assigned forms; files records and reports as needed. Participates in conferences, conventions and other educational meetings in order to keep informed on modern firefighting methods, fire training and administrative practices. Assists with research and planning for programs and activities of the department. Recommends management policies, goals and objectives to improve the training program. Participates in the development of a personnel recruitment and selection program for the department. Monitors and evaluates local conditions which may become fire or safety hazards. Acts as a consultant for surrounding volunteer fire departments, providing them with technical expertise, assistance and cooperation in training and firefighting. Recommends changes in department operations that will help the city obtain favorable insurance ratings.

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 have not less than four (4) years of full-time work experience with a paid fire department or paid fire protection district.

Must possess additional requirement certificates: Instructor II and Fire Officer I, immediately preceding closing date for application to the board.

The above certifications must be from the Louisiana Firefighter Certifications Programs or another agency accredited by the International Fire Service Accreditation Congress (IFSAC).

Fire Training and Safety Officer UB Original Adoption:	01-22-18
Revision Dates:	06-27-18

# 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 in providing administrative support by performing office functions and handling clerical duties. The Secretary to the Fire Chief prepares correspondence, types records and reports, maintains department files and an inventory of supplies and equipment. The incumbent assists in the preparation of the department payroll and budget. The employee of this class answers calls, greets visitors to the department and maintains appointments for the Fire Chief. The Secretary to the Fire Chief performs routine duties independently, reporting directly 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.

Acts as receptionist for any visitors to the Fire Chief's office and directs them to other individuals or offices when necessary. Assists the public by answering questions about the operation of the department and handles any routine matters from callers or visitors to the office. Places and receives telephone calls for the Fire Chief. Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Attends meetings and takes minutes or notes of such as assigned by the Chief.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Composes business letters. Replies to routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Compiles and organizes data needed for reports. Enters routine information in department records which includes maintaining a roster of department personnel. Fills out all forms or records required or assigned. Opens, processes, sorts, and distributes mail and interdepartmental correspondence.

Sets up a filing system, files correspondence, forms, records, or reports alphabetically or chronologically, and revises such system when necessary. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in



accordance with established retirement schedules or legal requirements. Assists in maintaining a library or archives of materials for future use or reference by the Fire Chief. Develops new procedures for office functions when necessary.

Operates a computer in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Makes calculations necessary to compute payroll and prepares payroll records. Receives complaints from employees about pay and works with authorized personnel regarding errors, changes, or other matters related to payroll. Posts items into accounting records and compiles information to be used in developing the departmental budget. Assists in the preparation of the total departmental budget.

Maintains the inventory of supplies and equipment for the department. Prepares purchase requisitions according to departmental procedures. Orders and distributes supplies and equipment as required. Meets with sales representatives to review products and makes recommendations on purchasing. Acquires estimates on repair costs, locates repair services, and arranges for repairs and maintenance of all assigned equipment as directed.

Performs public relations duties such as conducting tours of department facilities and prepares news releases or any other type of official department statement for publication.

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.

Secretary to the Fire Chief UB Original Adoption:	02-19-08
Revision Dates:	07-14-10, 06-27-18