

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CAMERON FIRE PROTECTION DISTRICT #10 (CAMERON)

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MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CAMERON FIRE PROTECTION DISTRICT #10 (CAMERON)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

LINE SUPPORT CLASS

SECRETARY TO THE FIRE CHIEF *

*Competitive class

**Promotional class

CQ Original Adoption: 09-25-18

Revision Dates:

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, pump operations, providing emergency medical care, performing rescue work, and maintaining fire apparatus and equipment. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Captain, but have the authority to work independently in certain designated areas. 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, performs, and maintains proficiency in firefighting operation; ladder operation; connecting, carrying, and operating hoselines; salvage and overhaul; the effects of adverse conditions; fireground formulas; equipment location and purpose; tool safety; principles of fire behavior; the purpose of the alarms signals; structural components of buildings; and procedures for special emergencies. Communicates with dispatcher and fire vehicles using two-way radio, and reports details of the fire and address to officer in charge. Dresses in protective clothing, and mounts and secures oneself before riding apparatus. Drives, places, and assists in the placement of the apparatus at the fireground under the direction of the commanding officer. Evaluates smell and color of the smoke, potential effects of the environmental conditions on the fire, and signs of fire extension. Locates the fire and extinguishes sources, and provides recommendation to officer regarding appropriate equipment and procedures. Looks for changes while performing firefighting operations, and notifies others of new conditions. Recognizes HAZMAT symbols or hazardous materials, and inspects the fireground for victims, water supplies, fire exposure, etc. Determines position safety by evaluating stability of supporting surfaces. Performs duties of acting officer in his absence.

Dismounts apparatus with necessary tools for hose connection and estimates hose length needed to reach fire source. Makes and unmakes hose connection, opens and controls water flow using wrenches, deploys hose at the scene, and controls wild line. Pulls booster hose from reel, carries hoseline up ladders, and advances uncharged hoseline with nozzle into the final position to apply water to a fire. Operates master stream and hoselines with educators, and secures hose to objects using restraints like ropes, straps and chains. Utilizes the appropriate fire extinguisher, portable extinguisher, or fire streams and agents for the most effectiveness. Operates pump to supply adequate pressure at the nozzle, and connects/disconnects hose to intake and discharge valves of pumper. Operates pumper from self contained water source, and primes pumper from static water supply. Calculates friction loss for hoselines, appliances,

elevation, and gpm. Determines ladder loads, hoseline capacity, and tandem pumping operations. Sets up truck jacks for stability and truck operations with aerial apparatus. Utilizes tiller wheel, engine booster pump, and sprinkler system. Performs standpipe system support and automatic sprinkler system support.

Identifies back-draft conditions, transports and places smoke ejectors to exhaust heat, smoke, and gases while wearing a portable air pack. Locates hot spots and hidden fire through visual clues, sounds, excavation, and probe-eye device. Reduces hazards by locating and operating shut-off valves for gas, electricity, oil, and water in the building. Uses lifting tools to lower or raise objects, and ties equipment using various knots. Maintains awareness of other firefighters to ensure safe and coordinated performance. Listens or watches for order and instructions from superior officer, and relays officers' orders to other firefighters. Uses restraints to maintain traffic control. Carries and operates portable generators, and emergency lighting equipment. Acts to contain hazardous material spills then removes containers of flammable or hazardous material under the direction of the officer.

Conducts search and rescue operations to locate and remove trapped victims, and carries or assists victims from the emergency scene. Notifies occupants or neighbors to vacate premises to ensure safety at emergency scene. Provides non-emergency services, and participates in flood control. Reports own and other's injuries to superiors. Performs emergency medical services such as basic first aid, CPR and first responder services, and treats range of injuries at scene using advanced first aid, care techniques, and life support services. Drives emergency medical vehicles to and from scene, and notifies dispatcher when emergency medical help is needed. Provides emergency medical care to the sick or injured at the scene or while in transport to the emergency department, and operates and interprets monitors and other medical equipment. Examines victims for signs of consciousness or nature and extent injury, and medical alert tag which may require special treatment. Administers, observes, and documents medication effects. Ensures the maintenance and accuracy of emergency medical records, and obtains a patient's comprehensive drug history. Studies new laws, drug references, precautions, techniques and pharmacological information to incorporate into the operations of the department, and stays informed on specific warning signs where it is not appropriate and potentially harmful to administer drug to patients.

Performs salvage and overhaul. Locates, removes, and replaces equipment on the apparatus. Places debris on tarps for removal from the building, and observes bystanders, protecting salvaged property from theft. Shores up or tears down dangerous structural components. Notifies officer in charge of suspected arson, and identifies, preserves, guards, and testifies in regard to arson evidence. Questions witnesses, observes spectators, and assists in the apprehension of individuals involved in arson. Conducts and times fire drills in schools and businesses, and inspects smoke and heat detector devices, possible fire hazards, standpipe and sprinkler systems, and private buildings and residences, upon request.

Inspects the stations for needed repairs, delivers written reports after each shift, and if needed, notifies officer of events at the fireground or in station. Performs regular maintenance and required safety tests of equipment and apparatus. Tests and inspects hoseline, hoseline fittings and hoseline nozzle for leaks, signs of wear, damage and operable status. Repairs or replaces

burst hose sections. Cleans and stores equipment after use, fills air cylinders, and flushes hydrants periodically. Inspects and cleans Air Pak, emergency lighting and electrical equipment, emergency station power generator, ground and aerial ladders, fire apparatus and tools, and personal turn-out equipment and clothing. Maintains inventory and makes minor repairs to equipment and tools. Inspects and recharges fire extinguishers, and performs periodic tests of apparatus pumping capacity and pressure. Operates and performs daily checks on communication equipment, and self-contained breathing apparatus.

Presents oneself in proper attire, and lines up for roll call on time. Maintains satisfactory interpersonal relations under periods of extreme stress, and consults with officer on performance evaluations. Observes and repeats procedures demonstrated by training or in-service training instructor. Reads and studies firefighting training materials and notes, lessons for drills, updates to basic laws and regulations, and geographical areas including water mains and hydrants. Participates and engages in physical development, training and/or drills, critical fire evaluations, and demonstrations. Practices with apparatus and equipment, and places turnout gear and equipment in readiness. Plans for fire in industrial, commercial, and residential areas by studying information regarding the location of hydrants and standpipes, building layout and structure, occupancy types and patterns, hazardous material storage, and areas of high life or monetary loss risk. Participating in pre-fire planning inspection in public and private properties, and draws preplanning diagrams. Informally monitors and trains less experienced firefighters and new employees, and trains volunteer departments and teams. Provides security for the station; secures doors; windows; and valuables, and maintains station upkeep by changing linens; performing yard maintenance; and cleaning the rooms; station house furnishings; and fire apparatus.

Provides for the maintenance of records by completing assigned forms compiling data, recording daily log entries, composing correspondence, recording missing or broken equipment, and documenting results of equipment tests. Shares notes and gathers information regarding previous day's activities by speaking to Firefighter/Operators on other shifts, listening to the radio, and monitoring teleprinter. Receives telephone calls or complaints from the public, assists visitors and notifies officer of any visitors to the station. Conducts station tours explaining fire equipment and techniques, and works with local youth groups. Provides comfort to victims, relatives, and spectators at the emergency scene family of injured firefighters, and performs funeral escorts duties. Assumes officer in charge duties on a temporary basis when necessary.

Performs related duties as assigned.

QUALIFICATIONS REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing

Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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

Must possess a valid driver's license.

Must not be less than 18 years of age.

Firefighter/Operator CQ Original Adoption: 09-25-18 Revision Dates:
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FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position, as the primary duties include the supervision of the operations of a fire station, firefighting personnel, apparatus, and equipment on an assigned shift. Employees of this class respond to emergency calls and assume command at the scene of an emergency in the absence of a superior officer. Fire Captains have the authority to work independently in most areas, performing routine tasks without supervision and 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, and function or division on an assigned shift. Answers fire alarms from dispatcher, records pertinent information, and proceeds with en route size-up. Supervises the driving of the fire apparatus ensuring the driver follows all laws and safety regulations and takes the most direct route to the emergency scene. Performs size-up of an emergency scene, directs and positions the apparatus at the fire ground in order to initiate the most effective fire attack, and sets the fire ground perimeter for crowd and traffic control. Maintains communications between the fire scene and other authorized personnel. At the scenes of emergencies, coordinates activities of fire fighting and law enforcement personnel, supervises subordinates in fighting fires and handling hazardous materials, rescues civilians from life threatening situations, and provides needed medical assistance. Directs emergency scene operations and serves as fire safety officer at the scene until relieved of command by a superior officer. Provides for the needs of subordinates and other emergency personnel, and gives emergency medical care to the sick or injured. Performs emergency medical services and provides advanced life support services to patients. Administers, observes, and documents the effects of the medication administered at the emergency scene and obtains a comprehensive drug history on the patient. Observes and responds to changes in fire ground conditions and recognizes internal and external fire exposures. Uses appropriate fire extinguisher to contain fires, and applies appropriate fire streams and agents for the most effective fire extinguishment. With the use of appropriate tools and proper techniques, performs and oversees search and rescue and forcible entry operations in order to locate and remove trapped victims from endangered spaces during a fire. Reports fire hazards and safety violations to appropriate authority and briefs incoming captain on all pertinent activities that occurred on shift. Testifies in court when needed.

Drives, operates, and inspects fire apparatus. Conducts required tests of fire apparatus and equipment. Directs daily radio checks. Drives emergency medical vehicles to and from the scene of a fire or other emergencies. Operates and interprets monitors and other equipment during emergency medical services. Monitors and performs ladder; ventilation; sprinkler system; hose; pumper; and truck operations; and operates self-contained breathing apparatus for protection from hazardous environments. Performs and oversees overhaul operations in order to complete fire extinguishment by locating hot spots and hidden fires. Provides standpipe system support operations to siamese connections. Utilizes covers, chutes or other devices to perform salvage operations in order to protect civilian and fire department property. Identifies and directs handling of hazardous materials. Assists arson investigation personnel. Searches for and maintains the chain of custody of any evidence of arson, and questions witnesses. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction.

Monitors local conditions that may become fire or safety hazards. Investigates all accidents involving equipment or personnel. Inspects fire apparatus for proper placement and maintenance of tools. Inspects station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment, and provides for repair and maintenance. Maintains inventory of supplies and equipment, writes specifications for new equipment, and prepares specifications for public bid.

Performs and oversees pre-fire planning inspections. Inspects homes, businesses, public assemblies, schools and other educational facilities, and conducts fire drills. Reviews plans and blueprints for new construction and makes reports or recommendations concerning such plans.

Issues orders and assigns work or duty areas, and work schedules. Provides assistance to subordinates in technical areas of work, and delegates authority to subordinates, when such delegation is allowed by law. Inspects appearance of assigned equipment and subordinate personnel. Reviews written reports by employees. Counsels employees who are experiencing work problems, and resolves employee complaints and grievances. Recommends disciplinary action to the appointing authority. Evaluates efficiency of response units following emergency incidents, and recommends management policies; goals; and objectives for the department. Develops a training program, and provides for classroom training; drills and evolutions; and informal "on-the-job" training.

Provides for the maintenance of department records, such as records of activity, emergency medical services records, inventory records, or any others which may be required and reports or receives reports about any issues with the fire department property. Compiles data and writes reports, recommends changes that will help obtain favorable ISO ratings, and prepares NFIRS reports. Completes all other assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Coordinates the work of the department with related agencies and assists or provides any needed information. Studies new laws; regulations; ordinances; and court rulings related to fire department operations, and precautions; techniques; laws; and pharmacological information related to emergency medical services. Makes presentations and demonstrations related to fire prevention and safety.

Performs related duties as assigned.

QUALIFICATIONS 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 Firefighter/Operator for at least two (2) years immediately preceding closing date for application to the board.

Fire Captain CQ Original Adoption: 09-25-18

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 providing administrative support, performing clerical duties and overseeing office functions. The Secretary to the Fire Chief prepares correspondence for the chief, receives and processes records and reports, maintains the chief's scheduled appointments, and acts as receptionist for the Fire Chief's office. The employee of this class prepares department payroll records and assists the Fire Chief with the preparation of the departmental budget. The Secretary to the Fire Chief performs routine duties independently with some 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.

Oversees all clerical, accounting and record-keeping functions of the fire department. Receives, opens, reviews, and processes mail and other materials for the fire department. Stamps incoming materials to record the date and time of receipt. Sorts and distributes mail to the proper person, section or office. Replies to routine correspondence or requests following departmental procedures, or as directed. Processes outgoing mail and interdepartmental correspondence. Checks department records and reports for completeness, accuracy and conformity to established procedures. Proofreads correspondence or other typed material and corrects errors. Enters routine information into department records, such as accounting records, personnel records, information files, or other related files. Organizes and analyzes data through the use of statistics. Reads graphs, charts, manuals, records, or related department documents in order to compile data and write reports. Completes all forms, records and reports required or assigned, including LFIR reports.

Operates computers, fax machines, document scanners, copiers and any other office equipment required. Performs appropriate back-up function in computer files and serves as computer network administrator. Provides on-the-job training for new members related to the use of fire department computer software and the correct methods of entering information into department records. Maintains a library or archives of materials for future use or reference by department personnel. Provides for the maintenance of the fire department pre-plan program, associated training and record-keeping. Creates and maintains a schedule of job-related training

for all fire department members. Assists the Fire Chief by locating members to cover any shifts where regularly scheduled members are unable to work. Maintains a roster of department personnel and a calendar reflecting employee work schedules, department meetings, vacations and other leaves of absence.

Prepares payroll records, including adding new employees, pay raises and changes in dependent status. Handles complaints from employees concerning payroll errors or changes. Accounts for the money and assets of the fire department; posts entries into journals, ledgers or other accounting records and reconciles at the end of each month. Assists in the preparation of the total departmental operating budget by compiling information and computing salaries, hours, overtime and related data. Writes requests for grants or other special funds to aid in the operation of the fire department.

Sets up and maintains a filing system for the fire department. Reviews material to be filed to determine subject matter. Files correspondence, forms, records, or reports in physical files or computer files alphabetically, numerically, chronologically, by code or by subject matter. Develops a cross-indexing scheme for files that should be classified under more than one heading. Maintains records on the location of materials removed from files and traces missing files. Locates and retrieves information or documents from physical files and the computer database. 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. Periodically performs inspections on systems and facilities for maintaining accurate records and reports.

Maintains inventory records of supplies and equipment for the department. Prepares purchase requisitions. Orders, picks up and distributes necessary supplies for the department. Schedules fire hydrant maintenance and keeps associated records. Gets estimates on repair costs for any assigned equipment. Locates repair services and arranges for repairs and maintenance of all assigned equipment. Assists in writing specifications for new fire department equipment.

Acts as receptionist to visitors to the Fire Chief's office, including answering the telephone, and directing visitors and calls to the appropriate individuals or offices. Schedules appointments and maintains calendar of meetings and other events for the Fire Chief. Places phone calls for the Fire Chief and the department. Responds to routine questions about the operation of the department or requests from callers and visitors, in accordance with department procedures. Takes dictation and transcribes from notes; composes business letters using correct grammar and punctuation. Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Attends meetings, conferences and seminars in order to take minutes or notes.

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

Secretary to the Fire Chief CQ Original Adoption: 09-25-18 Revision Dates:
