

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**LAFOURCHE PARISH FIRE PROTECTION DISTRICT #3 (GALLIANO)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### LAFOURCHE PARISH FIRE PROTECTION DISTRICT #3 (GALLIANO)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN \*\*

BATTALION CHIEF\*\*

ASSISTANT FIRE CHIEF \*\*

FIRE CHIEF \*

##### LINE SUPPORT CLASSES

FIRE PREVENTION COORDINATOR\*

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FIRE COMMUNICATIONS OFFICER \*

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##### MAINTENANCE AND SUPPLIES

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\*Competitive class

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Original Adoption: 05-15-97

Revision Dates: 11-05-98, 12-16-98, 11-07-01, 03-02-09, 04-04-16

# 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 for, and perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class report to and have work reviewed by a Fire Captain. Firefighter/Operator ranks directly below the class 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.

Participates in assigned training drills and maintains proficiency in all aspects of firefighting. Reads and studies assigned material related to performance of work. Presents oneself properly during a tour of duty, well prepared and timely for work. Maintains satisfactory interpersonal relations with other staff members and consults with officer about work performance. Completes all assigned forms and reports, assists visitors at the station, and demonstrates to community groups.

Operates fire apparatus to and from fire or emergency scene. Effectively operates ladders both on apparatus and on exterior of buildings. Removes necessary tools from truck and informs operator of equipment that is being removed. Evaluates environmental conditions, examines structure for fire extension, and locates fire source. Notifies officer in charge of new conditions, makes recommendations on fireground procedures, and observes conditions indicating the fire source. Follows orders from superior officers under stressful conditions, relays orders to other firefighters, and maintains awareness of other firefighter's efforts. Performs the duties of acting officer at the fire scene in his absence. Performs size-up, uses the appropriate portable fire extinguisher, and applies appropriate fire streams and agents for fire extinguishment. Reports HAZMAT signs and removes containers of hazardous materials to contain spread. Locates hidden fires within the fire scene, operates communication equipment, and uses self-contained breathing apparatus.

Arrives with tools ready for hose connection, anchors hose to hydrant, and controls water flow. Carries hose to scene and assists other firefighters with controlling hose line. Operates equipment to produce appropriate water stream and uses water curtains to protect exposure. Removes kinks from charged hose lines, repairs burst hose sections, and secures charged line. Operates and tests fire sprinkler systems and performs sprinkler support systems. Effectively operates pumper, connecting or disconnecting hose from a fire hydrant, draft, or static water supply. Calculates friction loss, nozzle, and water flow while operating pumpers in relay. Drains, rolls, or folds hose sections and loads on apparatus after fire is extinguished.

Performs search and rescue operations to remove trapped victims from the scene. Performs emergency medical services at the scene and drives emergency vehicle to and from the scene. Calls for emergency help and notifies occupants to vacate premises for safety. Reports injuries to superiors and determines if special treatment is necessary. Performs forcible entry and ventilation operations by breaching fire scene structure. Enters smoke filled building using portable air breathing apparatus, remains aware of possible backdraft, and places smoke ejectors in appropriate areas. Locates and operates shut-off valves for gas, electricity, oil and water in building. Ties ropes to equipment and hoists or lowers equipment to where needed. Performs salvage and overhaul operations to complete fire extinguishment and protect property. Removes burning materials from scene, constructs catch-all for debris, and secures doors and windows. Drains water from structure after fire is extinguished. Protects property from theft, removes debris from structure, shuts off water flow, and shores up weak structural components. Maintains crowd control until police arrive, recognizes signs of arson, and testifies in court when necessary.

Performs regular maintenance of equipment and stores equipment upon return to station. Conducts required safety tests of department equipment and apparatus and maintains inventory of tools and equipment. Keeps equipment placed in readiness at station. Secures station items from theft and maintains adequate quantities of station supplies. Records missing equipment or equipment needing repairs and transports spare apparatus to other stations. Participates in pre-fire planning for both public and private properties, draws preplanning diagrams, and maintains awareness of important information regarding potential hazards.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

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

Must receive the following certifications within one (1) year of your hire date: Hazardous Materials Awareness, Hazardous Materials Operations and Firefighter 1.

Firefighter/Operator LF

Original Adoption: 05-15-97

Revision Dates: 09-22-05, 03-02-09, 04-04-16

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve 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 provide on-the-job training to subordinates. Fire Captains work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Battalion Chief. Fire Captains rank directly below the class of Battalion Chief.

## **EXAMPLES OF WORK**

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

Supervises the operation of one fire station and a company of fire suppression personnel on an assigned shift. Keeps fire suppression personnel and equipment in a constant state of readiness and oversees the fire company response to emergency calls. Gathers and assesses pertinent data provided by dispatcher. Supervises those driving the fire apparatus, and conducts size-up to determine the nature and extent of conditions. Commands emergency scene operations and serves as fire safety officer until relieved by a superior. Directs the positioning of the fire apparatus at the scene, and sets up the fireground perimeter for crowd and traffic control. Participates in and supervises subordinate employees in search and rescue; forcible entry; use of self-contained breathing apparatus; ladder and truck operations; water supplies; ventilation; nozzle and hose handling; fire streams and wetting agents; protection of exposures; pump operations; sprinkler and standpipe systems; salvage and overhaul. Observes and responds to changes in fireground conditions. Identifies hazardous materials and participates in hazardous materials operations.

Supervises first responder operations at the scene, providing medical care to the sick or injured. Operates assigned equipment necessary to provide medical assistance. Provides for the needs of firefighters and maintains communications between the emergency scene and other authorized personnel. Uses communications equipment to call for assistance when needed and relay necessary information.

Investigates the causes, origins and circumstances of fires suspected to be the result of carelessness or arson. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, preserves and maintains the chain of custody for evidence of arson. Questions witnesses at the fire scene and assists arson investigation personnel as needed.

Reviews records of previous shift activity and briefs incoming Fire Captain or superior officers on all pertinent activities that have occurred or those that will occur on the upcoming shift. Supervises subordinate fire department employees and works with supervisors to assign work schedules, delegate authority, evaluate the job performance of fire suppression personnel and regularly inspect the appearance of assigned employees and equipment. Approves leave requests for direct subordinates. Discusses work performance with suppression personnel and conducts performance evaluations. Assists in maintaining discipline among subordinates by issuing orders, conducting corrective interviews, and providing counseling to resolve grievances or problems affecting work performance. Works with the administration to investigate accidents or complaints involving fire suppression personnel.

Collaborates with supervisors to develop and maintain a training program designed to meet the needs of the department. Participates in and conducts training in the classroom or through drills and evolutions. Provides new employees with on-the-job training and assistance in technical areas of work. 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. Obtains professional fire certifications as required by departmental policies. Completes and files assigned forms and records including time sheets, training records, maintenance reports and supply requests. Compiles data needed for reports and reviews paperwork completed by subordinates.

Provides for the repair and maintenance of apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure proper placement of equipment and compliance with departmental standards. Conducts tests or directs the testing of fire department radios, apparatus and equipment. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Orders and maintains inventory of supplies and equipment, disbursing such as needed.

Evaluates the efficiency of response units following emergency incidents. Makes recommendations to superior officers regarding policies, goals, objectives and department operations intended to improve efficiency or ratings. Monitors and evaluates local conditions which may become fire or safety hazards. Oversees and performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly in order to become familiar with all area features which might become important in a fire or emergency situation.

Participates in special community projects designed to improve public relations and the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups and responds to questions from the public about operations of the fire department.

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 immediately preceding closing date for application to the board.

Fire Captain LF

Original Adoption: 03-02-09

Revision Dates: 04-04-16



# BATTALION CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory positions in fire department operations, the primary duties of which are responding to emergency calls, taking command of the scene until relieved and supervising fire suppression personnel on an assigned shift. Employees of this class assist superior officers in training fire department personnel and organizing personnel operations. Battalion Chiefs have the authority to work independently and have their work reviewed by the Assistant Fire Chief. This class ranks directly below that of the Assistant Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operation of the suppression division of the fire department by supervising and coordinating the activities of Fire Captains and Firefighter/Operators. Responds to fire and emergency calls for which the department is answerable and commands all firefighting and rescue operations. Oversees subordinate personnel at the scene of an emergency and takes charge of all safety procedures upon arrival. Supervises and personally acts as part of the fire attack team. Oversees first aid operations and emergency medical services at the scene. Supervises the handling of emergencies involving hazardous materials. Provides for the needs of firefighting personnel and maintains communications between the fire scene and other emergency responders at an incident. Participates in the investigation of suspected arson by ensuring the security of the fire scene and assisting arson investigation personnel as needed.

Ensures adequate staffing levels by assigning work schedules and approving leave for subordinates. Coordinates with Fire Captains on daily tasks to be performed and assigns duty areas as needed. Regularly inspects the appearance of assigned equipment and personnel for compliance with departmental standards. Oversees and evaluates the work performance of subordinates. Counsels subordinates regarding the quality of their work and discusses such performance with superiors. Writes employee evaluation reports. Works with superiors to promote peace and harmony by counseling employees who are experiencing work problems and ensuring that discipline is maintained. Holds meetings with department personnel in order to delegate authority, receive reports, release information, or to resolve employee complaints and grievances.

Participates in and assists superior officers with the training of subordinate employees in all aspects of basic firefighting, including driving fire equipment, fire attack, rescue, ventilation, salvage, overhaul and supervision. Oversees and provides informal or on-the-job training for new employees. Assists in conducting drills and evolutions with apparatus or equipment. Provides

assistance to subordinates in technical areas of work. Obtains professional fire certifications as required by departmental policies.

Writes reports and completes any forms and records required. Oversees the preparation of records and reports for the suppression division by reviewing documents completed by subordinates. Aids superior officers in the preparation of expenditure estimates and in gathering information for the budget. Supervises the general care and maintenance of communications equipment or any other specialized equipment operated by the department.

Works with superior officers to evaluate the effectiveness of suppression operations and make improvements as needed. Recommends and sets goals for the fire suppression division in order to improve emergency response operations and ratings. Participates in the research and planning for programs and activities of the department. Collaborates with superiors to organize departmental operations related to personnel, equipment, and apparatus. Keeps informed on modern firefighting methods and administrative practices. Provides for public safety by coordinating the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Monitors and evaluates local conditions which may become fire or safety hazards.

Assists in the coordination of special projects related to public relations or the image of the fire department. Supervises the collection of information for pre-fire planning by ensuring familiarity with all area features which might become important in a fire or emergency situation. Informs the public about the work of the fire department by means of talks, demonstrations, and distribution of literature to schools, civic groups, and citizens. Oversees and conducts tours of department facilities for school and civic groups. Answers questions for the public about the operation of the fire department or any related areas of emergency services.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain immediately preceding closing date for application to the board.

Battalion Chief LF

Original Adoption: 04-04-16

Revision Dates:

# ASSISTANT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and administrative position, the primary duty of which is managing the fire suppression operations of the department. An employee of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief assumes command at the scene of a fire or other emergency, and directs operations until relieved by the Fire Chief. The employee of this class provides for employee training, and oversees the care and maintenance of assigned equipment and vehicles. The Assistant Fire Chief works with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

## **EXAMPLES OF WORK**

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

Manages all department operations and personnel on an assigned shift and assumes the duties of the Fire Chief in the Chief's absence. Assists the Fire Chief with research projects, planning activities and organizing operations of the department. Recommends management policies, objectives and changes in department operations which will improve efficiencies or ratings. Develops and revises departmental policies and procedures for approval by the Fire Chief. Conducts inspections of department operations, evaluates their effectiveness and takes action to improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Supervises the collection of information for pre-fire planning. Attends meetings called by the local governing authority in order to give operational reports, offer advice, and make recommendations. Studies new laws, ordinances, court rulings and proposed legislation relating to fire department operations. Evaluates how new regulations may affect fire department operations, and determines whether changes to policies and procedures are needed. Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Participates in developing a personnel recruitment and selection program by interviewing prospective employees and making recommendations for hiring.

Directly oversees the personnel and daily operations of the fire suppression, vehicle maintenance, fire prevention and communication divisions of the fire department. Collaborates with subordinate supervisors to authorize work schedules and approve leave requests. Holds meetings with department personnel in order to receive reports, provide information and delegate authority. Inspects the appearance of assigned personnel and equipment to ensure compliance with departmental standards of safety and propriety. Oversees and evaluates the work performance of subordinates. Investigates accidents and complaints involving department personnel and makes recommendation on action to be taken. Promotes peace and harmony

within the department by maintaining discipline, counseling employees who are experiencing work problems or taking any other action necessary.

Oversees and participates in the response to all alarms or emergency calls. Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Directs subordinate employees at the scene of an emergency in fighting fire, rescue, fireground operations and emergency medical services. Maintains fireground communications and acts as part of the fire attack team, when needed. Oversees safety procedures and the handling of emergencies involving hazardous materials. Supervises the investigation of fires to determine the cause, origin, and circumstances of each fire. Provides for security of the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel and testifies in court when required.

Develops a training program for the department and sees that such program is properly staffed and supplied with needed resources. Evaluates training needs and provides for regular employee training at all levels within the department. Personally, trains subordinates in a classroom setting or at the drill field in all aspects of basic firefighting, fireground and pump operations, rescue, emergency medical procedures, pre-fire planning and fire investigation. Provides assistance and training in technical areas of work. Participates in conferences, conventions and other educational meetings. Keeps informed on modern firefighting methods and administrative practices. Obtains professional fire certifications as required by departmental policy.

Supervises preparation and provides for the maintenance of assigned department records, periodically inspecting record-keeping systems and facilities. Determines what information should be included in departmental records. Compiles and organizes data needed for reports. Personally, completes any forms, reports or records assigned and reviews reports completed by subordinates. Writes letters in order to handle problems or respond to requests addressed to the fire department. Gathers and organizes data from polls or surveys in order to recommend policy changes for the department.

Oversees the inventory, purchasing and disbursement of departmental supplies and equipment. Supervises the preparation of expenditure estimates and authorizes the expenditure of funds in keeping with the established budget. Gathers needed information to assist in the development of the departmental operating budget. Supervises the general care, maintenance, and use of department apparatus and equipment, vehicles, and property. Directs the testing of equipment to ensure compliance with all applicable standards. Researches the best methods of handling specific fire maintenance tasks and makes arrangements for outside repair services or assigns repairs to qualified department personnel. Writes specifications for new fire department equipment and prepares specifications for public bids. Meets with sales representatives to review products and makes recommendations on major purchases for the department.

Acts as department representative to the news media, releasing information and answering questions regarding the work of the department. Coordinates special projects designed to improve public relations or the image of the fire department. Oversees talks, demonstrations and fire department tours designed to inform the public about fire department work or fire safety.

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 be a regular and permanent employee in the class of Battalion Chief immediately preceding the closing date for applications.

Assistant Fire Chief LF

Original Adoption: 12-16-98

Revision Dates: 04-04-16

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer of all department operations. The Fire Chief is delegated by the Fire Board of Commissioners as the appointing authority for the department, and is responsible for the administration and coordination of all fire department activities, including fire suppression; fire prevention; fire investigation; planning and research for the department; personnel management and supervision; training; and public relations. The incumbent of this class oversees the financial management for the department and the management of departmental property, equipment and supplies. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

## **EXAMPLES OF WORK**

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

Manages the administration of the fire department operations as chief officer. Develops management policies, and determines goals and objectives for the department. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Directs and controls fireground operations. Directs the handling of emergencies involving hazardous materials. Directs the fire department equipment and personnel when the department is called to assist with special tactical situations. Develops and maintains a system to provide for organized, rapid emergency medical care. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations. Develops and implements an emergency management system (Incident Command System) based upon the identification and assessment of potential hazards within the district.

Develops methods to identify and evaluate productivity of departmental programs. Identifies target areas for improvement in productivity or effectiveness; develops and initiates programs and procedures to improve the quality and effectiveness of service in these areas. Monitors any local conditions which may create situations the department may be called upon to handle.

Makes personnel management decisions regarding hiring, promotions, demotions, transfers, terminations, and disciplinary actions. Develops a personnel recruitment and selection program, and interviews prospective employees. Establishes a system of performance evaluations by determining the various aspects of performance to be evaluated, and setting performance standards. Uses information developed in performance evaluations to make decisions

concerning retention in a job, assignment rotation, or assignment for specialized training. Establishes an internal affairs review process to investigate violations by department personnel of code of conduct. Assists in the development of and administers a comprehensive personnel plan providing for employee compensation and benefits.

Develops a risk management program to control losses; monitors results and makes changes in procedures to minimize or avoid future accidents. Develops and implements a safety program for the department. Provides for outside audits by locating professional fire protection and prevention consultants, and entering into contracts for services.

Manages the operation of the general accounting system for the department. Maintains accurate fiscal records; records expenses, disbursements, and related financial transactions of department accounts. Authorizes expenditure of funds allocated for fire department operations. Prepares and reviews the departmental operating budget.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning preparation, content, control, and retention of all information to be included in the departmental records. Periodically inspects systems and facilities utilized for information management.

Personally, completes any forms or records required of the governing authority. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service. Writes proposals for new legislation or for changes in legislation, regulations, or ordinances pertaining to the operation of the fire services.

Supervises all employees assigned to the fire department. Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets task priorities and long-term goals for subordinates in order to best accomplish the goals of the organization. Inspects the appearance of department equipment and subordinate personnel to ensure that these meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Serves as an instructor for formal classroom training. Provides for outside instruction as needed.

Promotes a positive image of the department in the daily performance of duties, and by interacting with the public. Makes speeches before public and private sector groups and organizations. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Coordinates the work of the department with other public agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Writes public service



announcements, news releases, newspaper articles, or other official department position papers for publication. Handles complaints from the public concerning fire department operations.

Determines target areas for fire prevention or public fire education efforts by analyzing district's fire protection problems. Develops a public fire education program to meet identified district needs. Produces and procures instructional materials to be used in fire prevention and public fire education programs.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Provides for obtaining estimates on repair costs, locating repair services, and arranging for repairs of all department buildings, property, or equipment. Assures that equipment or property is inspected after repairs to see that repairs were properly accomplished. Prepares specifications on new fire department equipment for public bid. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Provides for and oversees a communication system for the department.

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.

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 have and maintain a valid Louisiana Driver's License.

Must have achieved certification as Fire Officer I, as measured by N.F.P.A. Standards

Must have achieved certification as Fire Service Instructor II, as measured by N.F.P.A. standards.

#### **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 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 experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and/or 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 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 experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and/or related areas of fire department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least nine (9) years of progressively responsible experience in 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 experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and/or related areas of fire department operations and management.

Fire Chief LF

Original Adoption: 05-15-97

Revision Dates: 12-16-98, 09-22-05

# FIRE PREVENTION COORDINATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position in the fire department, the primary duties of which include developing and overseeing the fire prevention education programs for the department. The Fire Prevention Coordinator organizes community events and acts as the public relations representative to the media. The incumbent in this class is responsible for maintaining fire pre-plan reviews and records on all fire prevention and public education activities. The employee in this class has supervisory duties during fire education presentations. The Fire Prevention Coordinator reports to and has work reviewed by an Assistant Fire Chief.

## **EXAMPLES OF WORK**

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

Develops fire prevention education curriculum. Organizes fire safety education programs and presentations and trains fire service personnel and volunteers. Provides fire safety education to schools, businesses, and the community in injury prevention and control, fire hazards, fire dynamics, tenability, human behavior during fires, built-in fire protection, and any other related topics. Selects program components and objectives to meet community needs. Produces instructional materials and audio-visual aids to be used in training programs for fire education or to be distributed in the community. Reviews fire pre-plans after completion and enters information into the system. Assists in drawing up evacuation plans for businesses, schools, hotels, hospitals, or other places of public assembly. Evaluates the impact of the public fire education program by conducting research; modifies the program if necessary. Provides information about firefighter personal protective equipment, gear, tools, and fire apparatus. Oversees the smoke detector program and issues smoke detectors to firefighters for installation.

Schedules, coordinates, and conducts all fire prevention and safety education programs and presentations for the fire department. Supervises fire department programs and presentations. Outlines responsibilities and duties, sets task priorities for presentations, and answers any questions from employees. Holds meetings with employees to review and discuss the presentation at hand. Organizes the use of equipment and deployment of personnel during presentations. Discusses work performance with subordinates and their superior officers after presentations.

Writes speeches and delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups. Acts as a fire department representative at local community events such as concerts, parades, and 5k runs. Schedules and conducts tours of and field trips to the fire department by school or civic groups. Conducts fire drills. Writes newspaper articles, public

service announcements, and news releases on fire safety. Serves as a division representative to the news media and responds to questions from the public about the fire prevention division. Coordinates the work of the department with related federal, state, and local agencies and acts as a liaison between the public and State Fire Marshal's Office.

Manages the operation of the fire prevention division and the public fire education division. Recommends policies, goals, and objectives relating to the division and recommends changes to help improve ISO ratings. Conducts research and oversees the planning for programs and activities of the division. Participates in conferences and other educational meetings and keeps informed on modern fire prevention methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards.

Writes requests for grants and administers grant-funded projects; assures that conditions specified in the grant are met. Handles budget preparation for assigned division and prepares and submits budget to proper authority. Reviews and signs purchase requisitions, vouchers for payment, or related financial records. Authorizes expenditure of funds. Personally, completes any forms and records assigned. Maintains fire prevention records and reports. Writes letters to handle problems or address the needs of the division. Reviews incoming communications for the division and routes work to the appropriate person or location.

Inspects or tests any equipment which may be used in fire prevention work to make certain it is in proper working order. Recommends purchases of equipment for use in the department's fire prevention programs and reviews products with sales representative. Maintains, orders, and distributes supplies and equipment for assigned division.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

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

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

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

Must possess a valid driver's license.

Fire Prevention Coordinator LF  
Original Adoption: 04-04-16  
Revision Dates:

# FIRE COMMUNICATIONS OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible entrance-level positions in the Fire Communications Division. Employees of this class answer fire telephones, dispatch firefighting equipment, and keep records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications Officers report to and have work reviewed by the Supervisor of Communications.

## **EXAMPLES OF WORK**

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

Answers telephone and secures essential information from the caller. Enters all information into computer database. Transmits information regarding fire by telephone and radio. Dispatches correct unit(s) following departmental procedures.

Takes requests for assistance from units and provides for requested assistance using proper departmental procedures. Sounds fire alarms. Receives and transmits messages to and from the fire scene, and to and from related department personnel. Keeps track of the location and condition of firefighting equipment, apparatus, and personnel. Replies to requests for information which come in by radio from emergency units.

Operates office paging or intercom system to relay messages and information to department personnel. Notifies all specified officers and/or special units (including volunteer and paid personnel) of all working fires. Notifies special units or agencies designated by department procedures in special or emergency situations. Receives acknowledgements from the firefighting unit by radio.

Contacts the owner of a building where a fire is in progress. Sends companies to serve as back-up for stations from which all equipment is gone. Notifies all designated groups or agencies of all working fires, such as law enforcement agencies, and news media. Dispatches additional companies to serve as back-up. Receives alarms on private alarm systems and follows procedure for dispatching personnel. Receives emergency calls of non-fire nature and responds appropriately.

Personally, completes forms and records required by the Communications Division. Insures that accurate division records are maintained. Tests and inspects communications equipment and back-up power system for readiness for service. Receives calls of a non-emergency nature and provides information as requested.

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.

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 have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Fire Communications Officer LF Original Adoption: 05-15-97 Revision Dates: 09-22-05
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# FIRE COMMUNICATIONS SUPERVISOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and technical position in the support services of fire department operations, with responsibility for planning, maintaining and operating the fire department communication facilities and services. The incumbent in this position recommends operating procedures for the Fire Communication Division. The Fire Communications Supervisor directly supervises and evaluates the work performance of Fire Communications Officers in the Fire Communications Division. The employee of this class has the authority to work independently in most areas, and performs duties with only general instructions. This class reports to and has work reviewed by the Chief Administrative Officer.

## **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.

Plans, organizes and directs the activities of the Fire Communications Division with respect to personnel. Sets goals and objectives for the division, and makes recommendations for operating procedures. Handles complaints from the public concerning problems in the dispatching division. Reviews incoming written communications, routing work to the appropriate person or location.

Supervises subordinate communications personnel in the performance of all dispatching functions of the fire communications center. Inspects appearance of equipment and personnel. Assigns work schedules, and approves leave. Evaluates work performance and discusses performance evaluation with subordinates. Provides technical assistance to subordinates when needed. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews.

Directs the dispatching of apparatus and personnel, and notifies proper authorities of any special or emergency situations. Supervises the sounding of fire alarms in all stations using alarm bells or buzzers. Oversees subordinates receiving and transmitting messages to and from emergency scenes and to and from related department personnel. Provides for the availability of reserve companies as back-up for stations from which all equipment is gone. Sees that all employees receive necessary training by personally conducting formal and informal training. Provides on-the-job instruction in the operation of communications equipment and related areas. Prepares material for use in training.

Provides for and insures that accurate records of the division are maintained. Supervises the preparation and maintenance of division records and reports by reviewing records and reports



completed by subordinates, and periodically inspecting systems and facilities for maintaining such. Personally, completes forms and records as required.

Supervises the general care, maintenance, and use of departmental communications equipment. Supervises the testing of communications equipment. Provides for the repair of any malfunctioning communications equipment and sees that repairs are completed properly. Orders supplies and equipment required by the division. 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.

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 have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have a minimum of three (3) years experience in fire department work as a full-time member of a paid fire department. Work experience should include the performance of fire suppression and rescue, emergency medical services, or fire communications operations.

Fire Communications Supervisor LF
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Original Adoption: 05-15-97
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Revision Dates: 09-22-05
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# FIRE DEPARTMENT MECHANIC

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions in the repair and maintenance of fire department vehicles and equipment. Employees of this class inspect and test the working condition of all vehicles at regular intervals, perform required safety inspections on all department vehicles, repair fire engines, fire pumps, equipment, tools or fixtures used on fire apparatus, and order replacement parts for fire vehicles and equipment. The Fire Department Mechanic performs routine tasks with a high degree of independence, reporting directly to the Chief Administrative Officer.

## **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 installation, maintenance and repairs to brake systems including drum brakes, disc brakes, power brakes, master cylinders, and other system components.

Performs installation, maintenance and repairs to cooling systems including liquid and air cooling systems, radiators, thermostats, water pumps, water hoses, fans and fan belts, and other system components.

Performs installation, maintenance and repairs to drive train systems including transmissions, clutches, drive shafts, differentials, universal joints, and other system components.

Performs installation, maintenance and repairs to fuel systems including fuel pumps, carburetors, chokes, fuel lines and filters, and other system components.

Performs installation, maintenance and repairs to electrical systems including batteries, starter systems, generators, alternators, ignition systems, and other system components.

Performs installation, maintenance and repairs to lubricating systems including oil filters, oil seals, PCV systems, and other system components.

Performs installation, maintenance and repairs to steering and suspension systems including front-end assemblies, steering linkages, power steering systems, wheel bearings, ball joints, tires, and other system components.

Performs installation, maintenance and repairs to gasoline engines including intake and exhaust manifolds, cylinder heads, tappets, piston assemblies, engine bearings, crankshafts, camshafts and valve lifters, valves, gaskets, and other components.

Performs installation, maintenance and repairs to diesel engines, including starting-air compressors, scavenging-air systems, air-starting valves, governors, fuel spray nozzles, turbochargers, and other components.

Performs installation, maintenance and repairs to emission systems including mufflers, resonators, catalytic converters, and other system components.

Performs installation, maintenance and repairs to air conditioning systems and components.

Performs installation, maintenance and repairs to fire automotive instruments and accessories including speedometer, tachometer, communications equipment, lights and flashers, and windshield wipers and washers.

Performs maintenance and repair of fire automotive equipment using automotive maintenance instruments including the oscilloscope, hydrometer, voltmeter, dwell tachometer, dynamometer, and vacuum gauge.

Maintains, inspects, tests, and repairs fire pumps, portable extinguishers, fire hose, portable generators, hydraulic motors, pumps, and cylinders, aerial ladders, and self-contained breathing apparatus. Personally completes all forms and records 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.

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 have a minimum of two years experience in general automotive mechanics.

Must have a high school diploma or valid certificate of equivalency issued by a state department of education.

Must have a valid Louisiana driver's license.

Fire Department Mechanic LF
Original Adoption: 05-15-97
Revision Dates: 09-22-05

# MASTER MECHANIC

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory and technically skilled work in the automotive maintenance division of the fire department. The Master Mechanic is responsible for maintaining all departmental emergency vehicles and fire apparatus and all tools and equipment. An employee of this class exercises supervision over the Fire Department Mechanic, providing training and technical assistance in the repair and maintenance of fire department vehicles. The Master Mechanic works with little supervision, discussing work assignments with and reporting directly to 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.

Supervises subordinate personnel, assigning work schedules, approving leave, and evaluating work performance. Resolves employee complaints and maintains discipline. Provides assistance to subordinates in technical areas of work. Provides informal on-the-job training for new employees.

Maintains inventory of supplies and equipment. Arranges for the repair of department equipment which cannot be repaired within the department and inspects the equipment after repairs. Writes specifications for new fire department equipment and prepares specifications for public bids. Meets with sales representatives to review products and makes recommendations on major purchases for the department.

Supervises and performs installation, maintenance and repairs to brake systems, including drum brakes, power brakes, anti-lock brakes, master and wheel cylinders, power boosters, and other system components.

Supervises and performs installation, maintenance and repairs to cooling systems, including radiators, thermostats, water pumps, water hoses, fans and fan belts, and other system components.

Supervises and performs installation, maintenance and repairs to drive train systems, including standard and automatic transmissions, clutches, drive shafts, differentials, universal joints, fuel pumps, and other system components.

Supervises and performs installation, maintenance and repairs to electrical systems, including generators, alternators, ignition systems, and other system components.

Supervises and performs installation, maintenance and repairs to lubricating systems, including oil pumps and seals, PCV systems, and other system components.

Supervises and performs installation, maintenance and repairs to steering and suspension systems, including front end assemblies, rear end assemblies, steering linkages, power steering systems, wheel bearings, wheel alignments, ball joints, and other system components.

Supervises and performs installation, maintenance and repairs to gasoline engines, including intake and exhaust manifolds, cylinder heads, pistons, crankshafts, engine bearings, tappets, gaskets, valves, camshafts and valve lifters, and other system components.

Supervises and performs installation, maintenance and repairs to emission systems, including mufflers and resonators, catalytic converters, and other system components.

Supervises and performs installation, maintenance and repairs to air conditioning systems and components.

Supervises and performs maintenance, repairs and adjustments to fire accessories and equipment, including speedometers, lights and flashers, communications equipment, windshield wipers and washers.

Uses automotive maintenance instruments in order to perform maintenance and repair of fire automotive equipment, including the hydrometer and voltmeter.

Repairs, inspects and tests fire pumps, hydraulic motors and cylinders, aerial hydraulic pumps, tools, or fixtures and other portable equipment used on fire apparatus, making such repairs at an emergency scene when needed.

Supervises and performs service tests and repairs to fire equipment, including ladders, nozzles, hoses, and self-contained breathing apparatus.

Personally, completes forms and records as required. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Retrieves records, reports, or forms from the files when needed.

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 a qualified elector of the state of Louisiana.

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

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess certification as Emergency Vehicle Technician.

Master Mechanic LF

Original Adoption: 11-07-01

Revision Dates:

# FIRE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses entry level, clerical positions of the classified service, the primary responsibility of which is processing departmental records and reports, and assisting with financial management duties. Fire Records Clerks receive, sort, prepare, and organize records, reports, correspondence, or other information for use by department personnel. Employees of this class input data to be electronically stored on computer storage media for proper filing in accordance with established procedures. Fire Records Clerks receive general instructions for routine tasks and work independently in most areas. Incumbents of the class of Fire Records Clerk report to and have work reviewed by the Chief Administrative Officer.

## **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, processes, and files department records, reports, correspondence, and other materials in accordance with departmental procedures. Determines subject matter, and sorts according to filing procedures. Stamps material to be filed to record the date and time of receipt. Sets up filing systems and periodically inspects systems for maintaining records and reports; recommends new procedures for office functions when necessary. Keeps records on the location of materials removed from files. Traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements.

Enters routine information in department records and fills out all forms or records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Extracts information or summarizes contents of files for use by department personnel.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media. Retrieves information or documents from the files and computer database. Performs appropriate back-up function in computer files. Processes departmental records utilizing other office equipment including, copying machine, facsimile machine, and calculator.

Fills out all forms and records required. Makes calculations necessary to compute payroll; completes payroll records; and prepares payroll checks. Posts items into journals, ledgers, or

other accounting records and balances the accounts. Compiles information for and assists in the preparation of the departmental budget.

Assists in the maintenance of the inventory of supplies and equipment for the department. Assists with the arrangement for repairs and maintenance of departmental equipment.

Processes incoming and outgoing mail for the department. Acts as receptionist to department visitors; answers telephones; and types letters, forms, memos, statements, and other assigned documents. Answers inquiries for the public about the operation of the department or other relate areas of departmental operations.

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.

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 have a high school diploma or a valid certificate of equivalency issued by a state department of education.

### **MUST MEET EITHER OF THE FOLLOWING REQUIREMENTS**

A minimum of six (6) months work experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing and/or database application.

**OR**

Vocational/Technical certification in the operation of a computer terminal and word processing and/or database application.



**OR**

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.

Fire Records Clerk LF

Original Adoption: 05-15-97

Revision Dates: 09-22-05

# 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 office functions and handling clerical duties. The work involves frequent contacts with the public as receptionist for the Chief's office. The employee of this class maintains records for the Fire Chief and performs various accounting duties, such as making out payroll checks and assisting with the development of the departmental budget. The Secretary to the Fire Chief works independently in most areas, with general instructions for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief, who directs and reviews work of this class.

## **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 as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Places and answers telephone calls. Answers questions about the operation of the department and handles any routine requests by callers or visitors to the office. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Processes, sorts, and distributes mail. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation. Proofreads typed material and corrects errors.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, chronologically, and/or by subject matter. Briefly reads or reviews incoming materials and sorts according to subject matter. Keeps records on the location of materials removed from files, and to whom materials were released. Traces missing files. Maintains roster of department personnel. Maintains a library or archive of reference materials for use by department personnel.

Enters, locates, and retrieves information or documents which are stored in hard copy files, or in the computer database. Takes and transcribes dictation. Operates a word processor or a

computer terminal in order to enter or retrieve information from files. Copies computer data to diskette from computer's hard drive or other diskettes. Operates a copying machine, facsimile machine, and calculator or computer software application when required.

Enters routine information in department records. Fills out all forms or records required or assigned to this position. Writes reports requiring the ability to compose complete sentences, to use correct grammar and punctuation, and to organize ideas in a logical sequence.

Accounts for money and assets of an assigned division. Computes payroll and prepares payroll records. Makes out checks for payroll and for payment of department bills. Compiles information to be used in developing the budget and assists the Chief in the preparation of the departmental budget. Maintains the inventory of supplies and equipment, prepares purchase requisitions, and orders and distributes supplies and equipment 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 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 employment, but before beginning work in this class, must pass a medical examination prepared and administered 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 have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type 45 words per minute (net).

#### **MUST MEET AT LEAST ONE OF THE FOLLOWING REQUIREMENTS:**

A minimum of six (6) months clerical experience in which the primary duties involved the direct operation of a computer terminal utilizing a word processing and/or computer database application,

**OR**

Vocational/Technical certification in the operation of a computer terminal utilizing a word processing and/or computer database application,

**OR**

Other such alternative experience or training which, in the opinion of the board, would satisfy the above requirements.

Secretary to the Fire Chief LF Original Adoption: 11-17-01 Revision Dates:
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