

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #5 (FOLSOM)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT #5 (FOLSOM)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

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*Competitive class

**Promotional class

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Original Adoption: 09-12-17

Revision Dates: 04-09-19

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, driving and operating fire apparatus and equipment, and maintaining fire department vehicles and equipment. Firefighter/Operators provide emergency medical care to the sick or injured at an emergency scene. Employees of this class receive specific instructions for most duties, but have the authority to work independently in certain designated areas, and are directly supervised by the Fire Chief or a superior officer as designated by the Fire Chief. This class ranks immediately 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.

Performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines; directing fire streams; forcible entry; ventilation; using portable breathing apparatus or air pack, ladders and other equipment to aid in fighting fires or removing fire and accident victims to safety. Locates and extinguishes hidden fires and hot spots. Responds to changes in fireground conditions, judges when an alarm has been sounded falsely, and determines if a position is safe for firefighting crews. Performs size-up, uses the appropriate fire extinguisher, and follows orders. Applies appropriate fire streams and agents for effective fire extinguishment. Maintains limited crowd and traffic control until police arrive. Operates portable generator, emergency lighting, and communication equipment at the emergency location. Performs duties of acting officer at the scene in his absence. Operates or rides in fire apparatus to and from fire or emergency scene. Ensures a timely response by taking shortest route available. Climbs and operates ladders carrying tools or equipment. Positions apparatus and operates the pump to supply adequate pressure to the nozzle. Performs sprinkler and standpipe support operations. Operates engine equipment and informs operator of any equipment being removed. Makes hose connections, controls water flow, and deploys hose line at the scene. Protects hose line from damage, inspects charged hose lines, and repairs burst hose sections. Calculates friction loss, discharge pressure, and gpm or water flow of hose lines and nozzles.

Performs search and rescue operations, basic first aid, and emergency medical services. Moves emergency vehicles to and from the emergency scene to provide medical care and transport. Notifies dispatcher to call for emergency help and notifies civilians to vacate premises for security when needed. Determines nature and extent of injuries and reports to superiors. Provides advanced life support to patients and administers medications. Comforts emotionally distraught persons at the emergency scene. Ensures that accurate emergency medical services records are maintained.

Performs salvage and overhaul operations. Constructs a catch-all or water chute, secures windows and doors, and drains water from floors or ceilings. Protects salvaged property from theft and gives any salvaged property to officer. Tears down weak and dangerous structural components. Locates and operates shut-off valves for utilities. Places smoke ejectors in appropriate areas to exhaust heat, smoke, and gases. Clamps sprinkler heads after fire is extinguished and resets alarms and sprinkler systems. Identifies cause of fire and informs officer in charge of suspected arson Observes spectators for suspicious behavior, questions witnesses about the fire, preserves evidence of arson, and testifies in court.

Performs regular maintenance of equipment and hydrants, fills air cylinders, and conducts required safety tests. Inspects and cleans Air Pak, electrical equipment, emergency station power generator, ladders, and personal turn-out equipment. Maintains inventory of tools and equipment. Performs periodic tests of apparatus pumping abilities, communication equipment, and inspects and recharges fire extinguishers. Tests and inspects hose line, fittings, and nozzles. Performs tasks necessary for the proper maintenance and function of the station and grounds such as cleaning floors and windows, changing bed linens, cutting grass, and performing other minor maintenance duties. Assists in preparing meals for firefighters at the station and cleans kitchen area. Provides for the security of the station by locking station doors and securing valuable items. Inspects fire station and notifies officer in charge of needed repairs or supplies. Lines up for roll call on time, comes to work prepared, and maintains satisfactory interpersonal relationships with coworkers. Grooms and presents oneself in proper attire during a tour of duty, consults with officer on work performance, and maintains and updates station library. Stows personal equipment of firefighter on previous shift and transports spare apparatus to other stations.

Reads and studies assigned materials including firefighting training materials, technical firefighting manuals, and basic laws and regulations. Learns and maintains proficiency in fireground operations, equipment, principals of fire behavior, and the structural components of buildings. Trains in procedures for special emergencies such as HAZMAT leaks, high rise fires, building cave-ins, etc. Takes notes, participates in drills, and takes proficiency tests. Provides informal training for new employees and participates in physical development workouts. Trains volunteer fire departments in firefighting and first aid techniques.

Participates in pre-fire planning inspections in both public and private properties. Draws preplanning maps and diagrams, updates maps, and participates in critical evaluations of each fire upon return to station. Maintains readiness for later calls for assistance and gathers information on conditions affecting station zone of response. Conducts fire drills in schools and businesses, inspects smoke and heat detector devices, and inspects buildings for fire hazards and compliance.

Compiles data, writes reports, and completes any other assigned forms or records. Delivers written reports to district chief after each shift Provides for the maintenance of department records, records entries in daily log, and records equipment missing or in need of repair.

Assists visitors seeking help and responds to complaints from the public. Notifies officer of any V.I.P visiting station, assists telephone callers, and composes correspondence. Lectures and

demonstrates to community groups on fire prevention. Maintains preparedness during Mardi Gras

parades, participates in flood control efforts, and provides non-emergency services to the public. Conducts fire station tours and works with local youth groups.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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

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

Must have a valid driver's license.

Firefighter/Operator QE
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FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the management and supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to all emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank directly below the class of Fire Chief.

EXAMPLES OF WORK

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

Manages the operations of one fire station on an assigned shift. Supervises firefighter personnel, apparatus and equipment. Approves leave, issues orders and assigns work or duty areas to subordinates. Conducts disciplinary interviews, discusses performance of subordinates with superiors, and recommends corrective action to appointing authority. Counsels employees with work problems and resolves complaints and grievances. Investigates and determines cause of all work related and personnel accidents, and makes recommendations to avoid any potential accidents. Makes recommendations for management policies, goals and objectives. Participates in developmental planning for the department. Reviews reports written by subordinates and evaluates work performance. Inspects appearance of assigned equipment and personnel. Briefs incoming captain on all pertinent activities that occurred or will occur on the upcoming shift and reviews records of previous shift activity.

Responds to all emergency calls reported by dispatchers and oversees the driving of the fire apparatus to ensure compliance with all laws and safety regulations. Examines the emergency scene, determines the nature and extent of the fire, and directs the positioning of the fire apparatus. Oversees appropriate fire stream in order to initiate the most effective fire attack. Maintains communications between the fire scene and other authorized personnel and directs emergency scene operations until relieved by a superior officer. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons, providing emergency medical assistance, and doing salvage and overhaul work. Operates self-contained breathing apparatus, performs ladder, ventilation, hose, pumper and automatic sprinkler system operations. Determines correct portable fire extinguisher needed for fire suppression and uses water supplies from public water systems and static sources. Performs and supervises forcible entry, search and rescue, and EMS operations. Alerts dispatcher to call

for additional emergency medical assistance if needed. Contributes to the needs of subordinates and other emergency personnel at incident scenes. Operates and interprets data projected via monitors for emergency medical services. Obtains a comprehensive drug history on patient and ensures medication is administered properly during emergencies. Ensures accurate emergency medical records are kept. Observes and responds to changes in fireground conditions and sets perimeter for crowd and traffic control. Coordinates the actions of fire fighters and law enforcement during emergency scenes. Takes precautionary measures to prevent fire from spreading internally or externally. Investigates cause of fire and secures scene to ensure potential evidence is not tampered with. Serves as fire safety officer at scene of emergency until relieved of command. Reports fire or safety violations to appropriate authority.

Develops a training program for the department and provides for proper staff and resources for such program. Conducts classroom training as well as drills and evolution training. Provides assistance to subordinates in technical areas of work and provides for informal or "on-the-job" training for new hires. Serves as a consultant for volunteers for the department and provides required assistance. Evaluates efficiency of response units following an emergency call.

Inspects apparatus, conducts tests of all equipment and reports any repairs needed to superior officer. Ensures the fire apparatus tools and equipment are properly placed, not damaged, and provides for the maintenance of all equipment. Makes sure the fire house is in compliance and meets set standards. Investigates all complaints against any department personnel, devises a recommendation, and follows up with the complaint or recommends an action to be taken. Maintains inventory of supplies and equipment and disburses to personnel as required. Signs vouchers or purchase requisitions and sends to designated place for payment. Compiles data and prepares reports as required, including NFIRS reports. Provides for the accuracy and maintenance of department records.

Inspects homes and businesses for fire hazards, reports violations and recommends changes to local fire codes. Stays aware of conditions which may become fire or safety hazards and inspects public assemblies. Studies new laws related to emergency medical services in order to incorporate into the operations of the fire department. Performs pre-fire planning inspections by visiting businesses, schools and public assemblies and conducts fire drills. Releases information, provides assistance and testifies in court when needed. Ensures department work is coordinated with related agencies such as law enforcement, State Fire Marshal's Office and mutual aids.

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.

Must be twenty-five years of age.

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

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least (3) three years immediately preceding closing date for application to the board.

Fire Captain QE

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FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the management of all subordinate personnel. The employee of this class sets management policies, goals and objectives for the department, oversees all personnel functions, manages operations at the emergency scene, and oversees the maintenance and inventory of department equipment. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the St. Tammany Fire Protection District No. 5 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.

Determines management policies, goals and objectives for the department. Creates a functional departmental structure that best utilizes the available resources, routing work to the appropriate personnel. Collects and reviews data in order to make effective management decisions, reviews department operations in light of the data gathered, and inputs new policies and procedures. Reviews legislation, regulations, and ordinances pertaining to fire protection to determine if changes in policy are needed. Monitors local conditions which may affect the department, and identifies target areas for improvement in service.

Manages the personnel functions of the department, creating work cycles and efficiently distributing manpower. Develops a personnel recruitment and selection program, interviews prospective employees, makes recommendations for hiring, and maintains promotional eligibility lists. Determines performance standards for personnel, and establishes employee evaluation system. Uses information gained from performance evaluations to make job assignment decisions. Oversees the development of a comprehensive employee compensation plan. Maintains a balance between meeting employee and organizational goals, and develops a grievance resolution process. Reviews work, delegates assignments, outlines responsibilities, and sets task priorities and long term goals for subordinates. Assigns work spaces and supplies employees with the resources to complete their jobs. Holds formal meetings with groups of subordinates, adjusts work schedules, approves leave, and monitors work pace. Reviews reports written by subordinates, evaluates employee work performance, counsels employees experiencing work problems, and handles employee grievances. Gives constructive feedback on work performance, motivates employees, and maintains discipline in the department.

Develops and implements an emergency management system. Ensures that command staff members are meeting objectives in accordance with procedures set up in the emergency management plan. Manages fireground operations, supervises emergencies dealing with hazardous materials, administers a program of rapid care to persons suffering from injury or illness, and oversees the placement of equipment and personnel at the emergency scene. Establishes effective fireground communications to promote maximum efficiency, and provides for a departmental communication system that handles emergency and non-emergency calls. Oversees a program of fire inspections, pre-fire planning, and fire investigation, ensuring that assigned department members have requisite training and reviews the work of subordinate personnel.

Manages the general accounting system for the department, making sure that expenses, disbursements, and related departmental financial transactions are recorded properly. Authorizes expenditure of funds allocated for fire department operation, prepares a departmental operating budget, and prepares revenue and expenditure estimates. Ensures that inventory of supplies and equipment is maintained, and that all purchases are made in accordance with department budget. Oversees the care and maintenance of all departmental property, arranges for repairs of any equipment, and inspects property after repairs to see that they were properly accomplished. Prepares specifications on new equipment for public bid and remains proficient in the use of departmental equipment.

Administers a risk management program to control losses at an acceptable level, and makes any necessary changes in procedure. Develops and implements a safety program for the department and establishes a system of personnel inspections. Initiates a report review system to analyze fire quality service and establishes an internal affairs review process to investigate violations of departmental policies. Inspects the appearance of department equipment and personnel, ensures that subordinates are trained in safety, and confirms that equipment and personnel meet departmental standards. Evaluates training needs, provides on-the-job training for members, ensures that employees acquire and maintain necessary certifications, and arranges for outside instruction to meet any training needs not available.

Oversees a system of information management designed to organize and process information for use in the administration of the department. Manages the preparation and maintenance of records and reports. Establishes policy concerning what information should be included in departmental records, decides in what form such information should be kept, determines record retention and provides for the security and privacy of all stored information. Writes departmental correspondence, public service announcements, news releases, and requests for grants or other funds to aid in the operation of the fire department. Completes any records required and compiles data needed for reports.

Promotes a positive public image of the department, coordinates the work of the department with all applicable state, local and federal agencies, and serves as official department representative at meetings. Identifies target areas for public education in fire prevention. Gives

speeches or demonstrations before schools and civic groups on fire prevention or related topics. Works with boards and agencies, such as retirement and supplemental pay boards, which affect the careers of fire department employees. Oversees departmental interaction with the news media, and directs the handling of any complaints received from the public.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

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

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least nine (9) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief QE

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