

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**TANGIPAOA PARISH FIRE PROTECTION DISTRICT #1 (AMITE)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### TANGIPAHOA PARISH FIRE PROTECTION DISTRICT #1 (AMITE)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR \*

FIRE CAPTAIN \*\*

DISTRICT FIRE CHIEF \*\*

FIRE CHIEF \*

\*Competitive class

\*\*Promotional class

TA Index

Original Adoption: 05-20-65

Revision Dates: 05-21-84, 03-27-08, 10-09-09

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter/Operator comprises entrance level positions in the classified fire fighting division of fire department operations. Employees of this class receive training for and after training perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class are supervised by a Fire Captain and this class ranks directly below that of Fire Captain.

## **EXAMPLES OF WORK**

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

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Drives fire equipment to and from fire. Operates fire equipment at fire scene.

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.

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.

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

Must possess a valid driver's license.

Firefighter/Operator TA

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Revision Dates: 05-21-84, 11-03-94, 10-19-06, 10-06-09, 05-21-14, 03-20-18

# FIRE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which involve the 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 assist superior officers in the supervision of all departmental operations. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, assist in the training of subordinate employees, and maintain all fire department equipment. Fire Captains work with a high degree of supervision, having the authority to work independently in designated areas. Employees of this class report to and have work reviewed by the District Fire Chief. Fire Captains rank directly below the class of District 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. Responds to all emergency calls, directs the positioning of the fire apparatus at the emergency scene, and sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations until relieved by a superior officer. Performs size-up of emergency scene, including determining the nature and extent of the fire, condition of the building, danger to adjacent buildings, and source of water supply. Supervises subordinate employees and participates in search and rescue; forcible entry; self-contained breathing apparatus; ladder operations; ventilation; nozzle and hose handling; protection of exposures; fire extinguishment; pump operations; sprinkler systems; water supplies; salvage and overhaul; and emergency medical services. Serves as fire safety officer at the scene of an emergency until relieved of command. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains communications between the emergency scene and other authorized personnel, calling for assistance when needed.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Recommends changes in department operations that will help the city improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Monitors local conditions which may become fire or safety hazards. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift; reviews records of previous shift.

Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly becoming familiar with all features that might become important in a fire or emergency situation. Reports fire hazards or safety violations to the appropriate authority. Conducts fire drills for fire protection purposes at various facilities.

Supervises subordinate fire department personnel, delegates authority to subordinates, assigns work and duty areas, and inspects the appearance of subordinates. Provides assistance to subordinates in technical areas of work. Reviews reports written by subordinates. Oversees and evaluates the work performance of subordinates, conducts employee evaluations, and discusses work performance with subordinates and superior officers. Resolves employee complaints and grievances by consulting with superior officers.

Assists superior officer in the development of a training program for the department. Personally trains personnel by conducting training in the classroom, conducting drills and evolutions, and providing informal or on-the-job training for new employees. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Conducts and directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, facilities, and grounds to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department and equipment for the purposes of repair and maintenance. Provides for and performs maintenance and repairs of apparatus and equipment.

Maintains department records, such as records of activity or any other records which may be required. Personally completes any forms, records, or reports required, including LFIRS reports. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required.

Participates in special community projects designed to improve public relations or 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. Serves as a department representative to the news media, releasing information and answering questions concerning the work of the department. Refers questions and complaints from the public about the operations of the fire department or any related areas of emergency services to a superior officer.

Performs related duties as assigned.

**QUALIFICATIONS REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the 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 possess a valid Louisiana driver's license.

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

Must have and maintain EMT Basic National Registry certification.

Fire Captain TA
Original Adoption: 10-06-09
Revision Dates: 03-20-18

# DISTRICT FIRE CHIEF

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. District Fire Chiefs respond to all fire and emergency calls received and direct emergency scene activities on their assigned shift. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, performing pre-fire planning, and conducting training of fire department personnel. District Fire Chiefs have the authority to work independently and have their work reviewed by the Fire Chief. This class ranks directly below that of the Fire Chief.

## **EXAMPLES OF WORK**

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

Manages the operation of the fire department on an assigned shift by conducting inspections of various divisions of the department, evaluating the effectiveness of the divisions, and taking appropriate action to correct or improve problem areas. Assist in the organization of the department, including the number of operating units and distribution of such units. Recommends policies, goals and objectives for consideration by a superior officer. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Assists with plans and organization of departmental operations having to do with personnel, equipment, and apparatus. Keeps informed on modern fire fighting methods and administrative practices. Monitors and evaluates local conditions which may become fire or safety hazards.

Responds to all fire and emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Takes charge of all safety procedures at the scene of a fire or emergency. Performs size-up and directs subordinate personnel at the scene of an emergency in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Participates in the handling of emergencies involving hazardous materials. Provides for the needs of the emergency personnel at the scene of a fire. Maintains communications between the fire scene and other authorized personnel, including other emergency personnel at the scene of an incident. Personally acts as part of the fire attack team when necessary.

Assists in the development of a training program for the department and seeing that such program is supplied with training resources. Provides for regular employee training by assisting with the evaluation of training needs, providing employee training, overseeing employee

training, or arranging outside training. Conducts or oversees training in the following areas: fire fighting, forcible entry, use of protective breathing apparatus, emergency medical procedures, fire streams, hydraulics, ladders, ventilation, rescue, sprinklers and standpipes, safety, water supplies, salvage and overhaul, pump operations, and fire fighting apparatus, tools, and equipment. Conducts training in pre-fire planning. Collects information for pre-fire planning by becoming familiar with all areas which might become important in a fire or emergency situation.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Assists with the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene and collects and labels evidence of suspected arson. Testifies in court when required. Researches the best methods of handling specific fire department tasks such as testing fire hydrants, pumpers and fire hose, and sees that such jobs are performed in a timely and efficient manner.

Supervises fire department personnel by overseeing and evaluating the work performance of subordinates and reviewing reports written by subordinates. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned personnel and equipment. Assigns duty areas and approves comp time leave. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Maintains discipline by counseling employees and recommending disciplinary action to the Fire Chief. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Investigates complaints against department personnel and assists in formulating a recommendation for reply to complaint or for action to be taken.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Arranges for needed repairs and maintenance or assigns such qualified departmental personnel. Maintains inventory of supplies and equipment. Makes recommendations on major purchases for the department. Orders supplies and small equipment, keeping such purchases within the established budget. Distributes supplies and equipment to department personnel as required or needed. Investigates all accidents or complaints involving department equipment or personnel, determines cause and makes recommendations on procedure to avoid future accidents.

Assists in the maintenance of certain department records. Supervises the preparation of records and reports of an assigned service or division. Periodically inspects systems and facilities for keeping records. Writes reports, completes any forms and records required, and prepares or has prepared LFIRS reports. Compiles and organizes data needed for reports.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department. 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. Participates in special projects designed to improve the public image of the

fire department. Participates in conferences, conventions, and other educational meetings as required.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

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

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

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

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding closing date for application to the board.

Must have and maintain EMT Basic National Registry certification.

District Fire Chief TA

Original Adoption: 03-27-08

Revision Dates: 09-25-08, 10-06-09, 03-20-18

# FIRE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class includes the position of chief officer for fire department operations. The employee of this class has responsibility for all areas of fire department operations, including fire suppression, inspection and investigation, training, records, maintenance and repairs of department vehicles, equipment, and buildings, and any related areas. Duties are mainly administrative and supervisory. However, the fire chief is also commander of emergency scene operations, and as such is subject to all health and safety hazards inherent in lower ranking classes. The fire chief is directly responsible to the fire board which serves as appointing authority of the fire district.

## **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 activities of all subordinate fire personnel, both paid and volunteer, at the fire station and at the scene of an emergency; sets work and leave schedules; maintains personnel records, schedules and provides training; evaluates work performance; recommends and administers discipline;

Goes to the scene of fires and other emergencies to direct fire fighting and rescue activities; positions fire fighting equipment, plans fire attack and directs paid and volunteer fire fighting personnel; performs rescue and first aid; oversees salvage and overhaul; coordinates response to fire calls for surrounding volunteer fire companies; responds to all emergencies involving hazardous materials;

Sets up a system for and maintains all records and reports of fire department and related activity required by law and by the appointing authority; fills out records and reports; writes narrative reports incorporating information in department records or acquired from research of technical manuals, bulletins, reports, etc., related to fire department operations; composes correspondence required; writes memos and bulletins for fire department personnel to keep them apprised of changes in policies, new regulations, or any information necessary for the efficient operation the department; writes specifications for new fire fighting equipment; keeps records of department expenditures and follows budget guidelines;

Provides a training program for paid and volunteer firefighters; develops and assembles training material in areas such as hose handling, breathing apparatus, pump operations, first aid; makes lesson plans; teaches courses in the classroom and conducts drills in fire department operation; evaluates the success of training programs;

Enforces state and local fire codes; personally performs and supervises subordinates performing fire inspections - business, commercial, and residential; determines the cause and origin of all fires; investigates cases of suspected arson;

Provides for the repair and maintenance of fire department equipment and vehicles, building and grounds;

Gives talks, lectures, and demonstrations concerning fire department operations, fire safety, and related topics to school and civil groups, at nursing homes, for local industry; provides information concerning fire department operations to the news media;

Attends fire board meetings to answer questions and make recommendations concerning the operation of the fire department;

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

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

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

Must not have less than ten (10) years of progressively responsible experience with a full-time paid fire department at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities, experience to include fire suppression and rescue, inspection, and investigation.

Must have at least two (2) years of experience in supervision of fire department personnel.

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 and maintain EMT Basic National Registry certification.

Fire Chief TA

Original Adoption: 05-21-84

Revision Dates: 10-19-94, 11-03-94, 10-19-06, 09-25-08, 05-21-14, 03-20-18