

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

WEST FELICIANA PARISH FIRE PROTECTION DISTRICT #1 (ST. FRANCISVILLE)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

WEST FELICIANA PARISH FIRE PROTECTION DISTRICT #1 (ST. FRANCISVILLE)

FIRE SERVICE

LINE CLASSES

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DEPUTY FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions. The employee of this class performs the duties of the Fire Chief in the Chief's absence and supervises all subordinate department employees. The Deputy Fire Chief provides for the production and maintenance of department records and reports, manages the inventory and maintenance of supplies and equipment, and assists with the financial management of the department. The Deputy Fire Chief has the authority to work independently and has work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of 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.

Performs the duties of the Fire Chief in the absence of the Chief. Manages the operation of one fire department division and all department operations on one shift. Sets management policies, goals, and objectives for the department or for an assigned department function or division and has policies reviewed by the Fire Chief. Keeps informed on modern fire fighting methods and administrative policies. Conducts inspections of various divisions of the department and observes department operations. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Supervises positions comprising fire suppression classifications.

Plans and organizes departmental operations having to do with personnel, equipment, and apparatus. Supervises department employees by providing assistance to subordinates in technical areas of work and inspecting the appearance of assigned equipment. Conducts training in basic fire fighting by personally training in the classroom and through drills and evolutions. Supervises departmental employees by resolving employee complaints and grievances. Interviews prospective employees and makes recommendations for hiring. Supervises employees by writing employee evaluation reports. Maintains inventory of supplies and equipment and distributes them to department personnel as required.

Assists in managing the accounting for the money and assets of the entire department. Gathers information to be used in compiling budgets and aids in the preparation of the departmental operating budget by helping compile and organize the data needed. Authorizes expenditure of funds and purchasing of equipment and supplies, making sure that such expenditures are in accordance with the budget. Oversees the organization of data needed for reports, as well as supervising the preparation of LFIRS reports. Writes letters in answer to written or oral requests addressed to the fire department.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Supervises employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and a source of water supply. Acts as a coordinator between fire fighting personnel and law enforcement personnel at the scene of an emergency. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Directs all fire suppression and rescue operations at the emergency 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.

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.

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 a high school curriculum which has been accredited by the applicant's state

approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least five (5) years experience as a member of a paid fire department, three (3) of which must have been in a supervisory role.

Deputy Fire Chief FA

Original Adoption: 09-30-11

Revision Dates: 07-06-15, 04-05-18

FIRE CHIEF

(Competitive)

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 supervision of all subordinate personnel. The employee of this class directs emergency scene operations, oversees fire prevention, performs public relations duties, prepares a departmental operating budget, manages equipment and supplies, and provides for training. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the West Feliciana Parish FPD #1 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 total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations. Reviews department structure and operations and decides if new programs or policies are needed. Testifies on proposed legislation before legislative committees. Monitors any local conditions which may create situations the department may be called upon to handle.

Develops a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Develops grievance and resolution procedures to deal with personnel problems and complaints.

Develops a risk management program and monitors the results by investigation all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Establishes an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Establishes and maintains a system of line inspections to exercise control through the processes of observation and review by supervisory personnel.

The Chief reviews the records of expenses, disbursements, and related financial transactions of the department accounts in order to insure accurate fiscal records. Authorizes the expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Prepares in conjunction with departmental operating budget.

Supervises a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Personally completes any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department.

Promotes a positive image of the department in the daily performance of duties by interaction with the public, and federal, state, and local agencies. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Attends any required meetings to give reports, offer advice, make recommendations, give speeches, and keep informed on local trends that may affect the fire service. Acts as department representative to the news media, by writing public service announcements, news releases, newspaper articles, or releasing information and answering questions concerning the work of the department.

Develops a public education program to meet identified community needs by determining programs objectives and structuring the program to satisfy these needs. Writes speeches and structures demonstrations on fire prevention or related topics to be given to schools, clubs, or civic groups.

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. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. 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, handles employee complaints and grievances, and maintains discipline among employees.

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. Provides for outside instruction to meet any training needs not available in the departmental training program. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Maintains an inventory of supplies and equipment for the department. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Establishes and implements effective fireground communications procedures to avoid confusion and to promote maximum effectiveness of fireground operations.

Directs a fire prevention program, including fire inspections and pre-fire planning in order to reduce the incidence of fire and to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

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 State of Louisiana. Live within thirty miles from Fire District Headquarters.

Before appointment, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the required duties of the position.

Must have obtained certification as Fire Officer I, as defined by N.F.P.A. 1021, Standard for Fire Officer Professional Qualifications.

Must have obtained certification as Hazardous Materials Operational Level.

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

OR

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

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least nine (9) years of progressively responsible experience on 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 related areas of fire department operations and management.

Fire Chief FA

Original Adoption: 09-14-99

Revision Dates: 04-05-18, 07-11-19

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are processing and maintaining fire personnel and departmental records, and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computer, maintaining hard copy files, and extracting information as needed. The employee of this class handles routine requests, answers and directs telephone calls and addresses visitors to the department. The Fire Records Clerk performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Receives, reviews, and processes department records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Enters routine information in department records, such as accounting or personnel records and incident reports. Completes all forms or records as required. Reads graphs, charts, manuals, records, reports, or related department documents. Compiles, organizes and analyzes data from records. Maintains roster of pertinent information on department personnel, incorporating new employee information. Proofreads typed material and corrects errors.

Sets up a filing system and revises such system when necessary. Logs all received material as directed. Arranges filing system in hard copy files or computer database, and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically and by subject matter. Locates and retrieves information or documents from hard copy or computer files as necessary. Extracts information or summarizes contents of files as directed. Reviews such material in order to determine content and sorts appropriately. Provides duplicates of materials, such as bills of financial transactions. Assigns cross-indexing numbers to files similar in content needing multiple headings. Maintains a library or archives of materials for future use or reference by department personnel.

Operates a computer terminal using various applications, including a word processing program, in order to enter or retrieve information from files. Operates a facsimile machine, a copying machine and a calculator or mathematical computer software.

Maintains the inventory of supplies and equipment for an assigned division. Orders and distributes supplies and equipment as required. Meets with sales representatives to review products and makes recommendations.

Acts as receptionist to department visitors, and answers and places telephone calls, handling questions or requests from visitors or callers to the station. Directs visitors or transfers callers to the appropriate individuals following departmental procedures. Prepares accommodations for meetings within the department. Processes outgoing mail and interdepartmental correspondence.

Performs public relations duties such as answering telephone inquires and questions for the public about the operation of the department or any related 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 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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Fire Record Clerk FA

Original Adoption: 01-20-11

Revision Dates: 04-05-18

FIRE APPARATUS TECHNICIAN

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the repair and maintenance division of fire department vehicles and equipment. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Fire Department Mechanics perform duties with little supervision in most areas, performing special tasks assigned with only general instructions, and report to and have work reviewed by the Fire Chief.

EXAMPLES OF WORK

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

Performs general maintenance tasks on departmental vehicles and fire apparatus, such as refueling vehicles, changing or adding oil and adjusting headlights. Cleans and maintains turn-out gear. Inspects and tests fire hose and hose couplings; nozzles and nozzle assemblies. Repairs or replaces accessories on automotive equipment, such as windshield wipers, lights and flashers. Maintains or repairs automotive equipment using instruments such as hydrometers, voltmeters, dwell-tachometer and vacuum gauges.

Performs maintenance, repairs or adjustments on cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order to systems by installing replacement parts, such as fans, fan belts, fuel lines, filters, pumps, oil seals, PCV systems, batteries, spark plugs, cables and other parts as necessary.

Performs maintenance, repairs or adjustments on brake, drive train, emission, and suspension systems. Installs necessary replacement parts to such systems, including replacing drum, disc or power brakes, mufflers and resonators, front and rear end assemblies, tires and wheel bearings and other parts as needed.

Performs maintenance and repairs to gasoline engines which may include the installation or replacement of intake and exhaust manifolds, gaskets or valves. Performs maintenance and repairs to diesel engines which may include adjusting or replacing governors, fuel spray nozzles and turbo-chargers. Ensures proper functioning fire apparatus hydraulic equipment. Maintains and repairs fire apparatus fixtures including rotary gear, pumps, aerial ladders and water towers. Performs body repair work, such as repairing dents, priming and painting.

Maintains portable equipment and small power tools, such as portable generators and pumps, power saws, lawn mowers and edgers. Repairs such as needed. Provides for storage of self-contained breathing apparatus.

Diagnoses mechanical problems using information received from fire department personnel. Reads service manuals, parts books, and any other written or internet-based material necessary to determine how to perform required repairs and maintenance duties. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments or calibrations. Participates in any continued training required by the department.

Makes repairs at the emergency scene when needed. Determines if firefighting apparatus involved in an accident is safe for continued use. Locates and arranges for outside repair and maintenance services on department equipment or vehicles as necessary. Transports, delivers, and picks up equipment for repair or maintenance by driving department vehicles. Inspects repairs completed by outside services to ensure work was effectively accomplished and equipment or vehicles are in proper working order. Road tests and conducts required safety inspections on all department vehicles.

Participates in the purchase of equipment and supplies. Maintains inventory, ensuring the availability and organization of parts and supplies necessary to perform the work of the maintenance division. Distributes supplies and equipment to fire department employees and divisions in accordance with department policy.

Personally completes and files all forms reports and records. Retrieves such from division files as needed. Writes reports as directed.

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.

Must possess a valid driver's license.

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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Fire Apparatus Technician FA

Original Adoption: 12-03-12

Revision Dates: 03-07-13, 04-05-18