

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which is overseeing department operations on an assigned shift. Employees of this class perform or direct fire inspections and collect information for pre-fire planning, handle fire investigations, direct the testing of equipment, perform public relations duties, and supervise subordinate personnel on the assigned shift, as well as directing fire fighting, rescue, and emergency medical activities at the scene of a fire or other emergency until relieved by a superior officer. District Fire Chiefs are required to perform the duties of their position with a high degree of independence. Work is reviewed by an Assistant Fire Chief. This class ranks directly below that of 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.

Assumes the duties of the Assistant Chief in the event of absence of the Assistant Chief.

Manages all department operations on an assigned shift. Conducts inspections of the various divisions of the department, evaluates the effectiveness of these operations, and takes appropriate action to improve problem areas. Assists in the investigation of complaints against department personnel.

Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Assists in coordinating the work of the department with related federal, state, and local agencies.

Supervises department employees on an assigned shift. Writes employee evaluation reports, resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline among employees of the department, including conducting corrective interviews.

Supervises subordinate employees at the scene of a fire or other emergency until relieved by the Assistant Fire Chief or the Fire Chief, and directs emergency scene operations such as size-up,

rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and emergency medical operations. Participates in the handling of emergencies involving hazardous materials.

Enforces fire prevention codes. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features which might become important in a fire or emergency situation.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene to prevent removal or damage of evidence of suspected arson; collects and label evidence.

Tests or directs the testing of equipment to assure that it meets all applicable federal, state, and local standards.

Performs any related duties assigned.

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, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.