

**FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, including fire suppression and emergency medical service operations, supervision of all department personnel, financial planning and budgeting of funds, information management, and public relations. The Fire Chief has the authority and responsibility to carry out the duties of the position independently, and is accountable to the governing authority of the East Baton Rouge Fire Protection District #5.

**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 in a manner that will best utilize available resources. Collects data for use in developing risk management decisions. Evaluates departmental programs and procedures, and identifies target areas for improvement in productivity or effectiveness.

Organizes the personnel management functions of the department. Develops a personnel recruitment and selection program in accordance with federal EEO standards. Interviews prospective employees and makes recommendations for hiring. Establishes a system of performance evaluations by determining the various aspects of performance to be evaluated and providing training for supervisors who use the system.

Oversees 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, and determines in what form this information should be kept. Supervises preparation and maintenance of records and reports. Compiles, organizes, and analyzes data necessary to prepare reports. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address the needs of the fire service.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Records expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records. Prepares a departmental operating budget, including preparing revenue and expenditure estimates. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Purchases equipment and supplies in the manner provided by lawful authority. Prepares specifications on new fire department equipment for public bids.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations. Coordinates the work of the department with federal, state, and local agencies. Delivers fire prevention speeches and demonstrations before school or civic groups. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates and what results are expected from their performance. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Holds meetings with subordinates for receiving reports, disseminating information, or discussing work problems. Adjusts work schedules and approves leave. Counsels employees who are experiencing work problems. Handles employee complaints and grievances. Maintains discipline.

Develops and implements an emergency management system. Directs and controls fireground operations, makes decisions on strategy, determines immediate goals and objectives, and assigns fireground duties. Directs and monitors immediate command staff members insuring that objectives are being met in accordance with the emergency management plan. Directs the handling of emergencies involving hazardous materials. Develops a system to provide for organized, rapid care to persons suffering from injury or illness.

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 being 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 accommodation.

Must have obtained certification as Firefighter II.

Must have and maintain certification as Emergency Medical Technician - Basic.

**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**

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 related areas of fire department operations and management.