

FIRE COMMUNICATIONS SUPERVISOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and technical positions, with responsibility for the planning, maintaining and operating the fire department communication facilities and services. This position develops and maintains standard operating procedures for the Fire Communication Division. The incumbent directly supervises and evaluates the work performance of all subordinates assigned to the Fire Communications Division. Work is carried out under the general direction of the Superintendent of Fire with work reviewed by the Superintendent.

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.

Plans, organizes and directs the activities of the Fire Communications Division with respect to equipment and personnel. Makes recommendations for changes in procedures. Reviews incoming written communications, routing work to the appropriate person or location. Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Supervises subordinate personnel that answer emergency and non emergency telephone calls, making sure that the correct procedures are followed in processing information into the CAD system. Oversees the dispatching of units and the notification of any special agencies designated by department procedures in special or emergency situations. Supervises the sounding of fire alarms in all stations using alarm bells or buzzers. Supervises subordinates using the CAD display to monitor the location and status of emergency units. Oversees subordinates receiving and transmitting messages to and from emergency scenes and to and from related department personnel. Makes sure that reserve companies are sent as back-up for stations from which all equipment is gone.

Holds meetings with subordinate employees for the purpose of receiving reports or disseminating information. Reviews reports completed by subordinates. Delegates authority to subordinates for the more effective operation of the division. Assigns work or duty areas to subordinates. Evaluates work performance of subordinates and reports on such to the Superintendent of Fire when required. Approves leave. Inspects appearance of equipment or personnel. Provides technical assistance when needed.

Counsels employees who are experiencing work problems and strives to resolve employee complaints and grievances. Handles complaints from the public. Maintains discipline among employees of the department by conducting corrective interviews.

Sees that all employees receive necessary training by personally conducting formal and informal training. Provides on-the-job instruction in the operation of communications equipment and related areas. Prepares material for use in training.

Insures that accurate records of the department activity are maintained. Supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Develops new forms or revises old ones in order to improve accuracy and efficiency of documentation.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before the application closing date.

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 conditional offer of promotion, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be a regular and permanent employee in good standing in the class of Fire Communications Officer II for a period of at least six (6) months immediately preceding the examination.

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	12-10-87
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