

FIRE PREVENTION CHIEF

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class comprises a responsible supervisory and administrative position in the fire prevention division of fire department operation. The employee of this class supervises fire inspectors, fire investigators, fire education officers, and clerical personnel assigned to the fire prevention division and is responsible for overseeing all functions of the fire prevention bureau. The fire prevention chief performs duties such as reviewing case records on all arson cases to consult with and assist arson investigators, consulting regularly with the fire inspectors to supervise and assist with the department inspection program, and seeing that all records and reports for the inspection division, particularly computer records, are correct and up-to-date. The fire prevention chief works under the general supervision of the Superintendent of Fire.

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.

Reviews daily activity reports turned in by all fire inspectors; reviews daily building inspection reports and all attached building records to make sure that all inspection data is correct and complete; regularly reviews computer printout of which buildings need to be inspected; sets priorities for inspection and discusses these with each fire inspector; sees that any necessary follow-up work on inspections is done; sees that all records and reports of fire inspections are correctly filed and copies made and distributed as required.

Reviews daily reports and case data turned in by arson investigators; makes suggestions on leads, follow-up, and prosecution of arson cases; oversees or may personally assist in arson investigations by visiting fire scene; at fire scene, searches for, identifies, and labels evidence to be turned over to the crime lab for processing; coordinates, but may not participate in all phases of arson investigation; receives final reports turned in by investigators and works with investigators and the district attorney's office in developing cases for prosecution. May testify in court as an expert witness.

Keeps personnel records on fire prevention division personnel; approves vacation and sick leave; fills out yearly evaluation forms; recommends any necessary disciplinary action; schedules division personnel for training; makes assignments for the

training of all new fire prevention personnel and oversees informal training; maintains a reference library on fire prevention.

Orders all equipment and supplies for the fire prevention division; oversees all maintenance of equipment assigned to the division (including firearms - all investigators must become certified to carry firearms).

Talks with citizens who have fire prevention complaints and follows these up when necessary.

Consults with the fire inspector who reviews building plans when special problems arise; makes final decisions when there is a special problem and plans do not meet building codes.

Personally keeps or supervises the maintenance of all records and reports for the fire prevention division; designs records, forms, or procedures needed for new functions.

Issues burn permits.

May occasionally conduct fire drills.

Recommends new fire prevention ordinances and revisions of existing ordinances.

Performs other class related duties as 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 the classes of Fire Inspector II or Fire Investigator II for a period of at least six months immediately preceding the examination.

Must have ten (10) years experience in fire fighting, fire prevention, safety, arson investigation, and/or fire or safety education.

Must possess a valid driver's license.

Must have eighty (80) hours of approved instruction of which sixteen (16) hours must be in supervisory management. Eight (8) semester hours toward a degree in fire science may be substituted for the 80 hours above.

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