

CHIEF FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position, the major responsibilities of which are the directing of the operations of the Fire Communications Center and the supervision of all employees assigned to the Communications Center. The work requires a high degree of responsibility and accuracy in the supervision of the receipt and transmittal of fire alarms and calls, the testing of equipment, and the maintenance of required records and reports. The Chief Fire Communications Officer must be knowledgeable of the technical developments in the communications and related fields in order to apply this technology to departmental needs. The Chief Fire Communications Officer operates with a high degree of independence in his/her assigned area. Direction and supervision is received from 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 assignment to this class.

Manages and directs the activities of the Fire Communications Division.

Supervises all subordinate personnel assigned to the Fire Communications Center. Directs, schedules, and evaluates the work of subordinates. Approves leave. Provides technical assistance when needed. Discusses each subordinate's work performance with him/her. Counsels employees about personal matters; resolves employee complaints and grievances; reprimands and disciplines subordinates when necessary.

Directs the maintenance of records, reports, logs and files by overseeing the making of entries on a regular basis (either as events occur or hourly, daily, or weekly) or by periodically reviewing and updating information. Replies to any correspondence and answers any questions related to the work of the Fire Communications Center.

Sees that all employees receive necessary formal training and informal training in operation of communications equipment, dispatch procedures, and related areas of communications work. Personally provides on-the-job training in operation of communications equipment, dispatch procedures, and related areas of communications work.

Supervises the general care, maintenance, and use of departmen-

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communications equipment and the testing of signal devices, line system, and related communication equipment. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Orders, purchases and disburses all supplies needed by the division. Purchases and/or recommends the purchases of new or replacement equipment for the Communications Division.

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.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least five years experience as an operator or dispatcher of a fire department.

After offer of employment, but before beginning work in this class, must pass a medical examination and/or a physical agility test 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 possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid

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Rev	08-18-55
	03-16-71
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	01-28-00
	12-03-04
	09-24-08

Louisiana driver's license.

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