

**DISTRICT FIRE CHIEF**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary duty of which is the supervision of all fire suppression activities of an assigned fire district during one shift. Employees of this class respond to alarms for fires or other emergencies within the assigned area and assume command of operations until relieved by a superior officer. The District Fire Chief has direct responsibility for all station captains in the assigned area, providing supervision and assistance and coordinating training for all personnel at the assigned stations. In addition, the District Fire Chief sees that emergency pre-planning is done for the assigned area and that all shift records for that district are maintained. District Fire Chiefs work with a high degree of independence, with work reviewed and special assignments given by the Assistant Fire Chief on that shift. 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.

Manages the operation of one fire district on an assigned shift. Responds to all alarms or emergency calls for the assigned district. Supervises subordinate employees at the scene of a fire or emergency. Performs size-up of the emergency scene, including determining the nature and extent of emergency, condition of buildings at the emergency scene, danger to adjacent structures, and sources of water supply. Directs fire fighting, rescue, pump operations, emergency medical services, handling of hazardous materials, and salvage and overhaul operations. Takes charge of all safety procedures at the scene of a fire or emergency. Personally acts as part of the fire attack team.

Investigates the causes, origins, and circumstances of all fires occurring in the assigned district. Sees that the fire scene is secure to prevent removal or damage of arson evidence. Assists arson investigation personnel. Testifies in court when required.

Supervises all assigned department employees. Inspects the appearance of equipment and subordinate personnel. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Provides assistance in technical areas

of work. Counsels subordinates and maintains discipline. Conduct training drills and evolutions. Coordinates training for the district with the Assistant Fire Chief.

Supervises the preparation and maintenance of the records and reports of the assigned fire district; reviews records completed by subordinates and inspects systems and facilities for keeping records. Personally completes assigned forms and records.

Supervises the general care and maintenance of apparatus and equipment, vehicles, stations and grounds, and related department property in the assigned district.

Oversees the collection of information for pre-planning for emergencies.

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.

After offer of appointment, 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.

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

Must possess a valid Louisiana driver's license.

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