

**FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highly responsible position of chief officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, financial planning and budgeting of funds, public relations, and supervising and training for both paid and volunteer fire employees. The incumbent of this class is also responsible for procuring proper supplies and maintenance for department equipment and vehicles. The Fire Chief works independently, reporting to the Lincoln Parish Fire Protection District Number 1 Board of Commissioners.

**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.

Develops management policies, goals, and objectives for the fire department. Organizes the structure and personnel management functions of the department. Interviews prospective employees and makes recommendations for hiring. Holds formal meetings, outlines responsibilities, and sets task priorities for subordinates and supplies them with the resources necessary to achieve goals. Investigates complaints, provides for employee grievance resolution procedures, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and notifying employees of disciplinary action taken. Conducts inspections of personnel and equipment to assure compliance with department standards.

Supervises purchases of fire department equipment and supplies, ensuring such purchases are within the established budget. Inspects equipment or property after repairs to see that repairs were properly accomplished. Prepares specifications on new fire department equipment for public bids. Authorizes expenditure of funds allocated for departmental operations. Oversees and utilizes a system of information management for use in the administration of the department.

Evaluates training needs, and establishes and maintains the training program. Sees that the training program is properly staffed and supplied with necessary resources. Attends training courses to maintain certifications in fire fighting and emergency medical operations. Attends conferences and educational meetings to keep informed on fire fighting methods and administrative practices. Supervises a program of fire investigations to determine if fires were the result of arson; provides materials and equipment for the program, ensures that assigned department members

have requisite training, and oversees and reviews the work of personnel engaged in investigations. Acts as a liaison with law enforcement or other arson investigation agencies.

Promotes a positive image of the department in the daily performance of duties. Receives and handles complaints from the public, records all pertinent information, and processes the complaint following departmental procedures. Delivers talks, lectures, or demonstrations on fire prevention or related fire protection topics to schools and civic organizations. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Serves as official department representative at meetings and to news media, and coordinates the work of the department with related federal, state, and local agencies. Works with board agencies (such as retirement boards, supplemental pay boards, or law enforcement training agencies) whose rules affect fire department employees; provides these boards and agencies with information and assistance which may benefit the department. Coordinates with other fire departments or agencies operating at mutual aid incidents, giving or receiving aid.

Reviews incoming communications, writes comments and notes as needed, and routes work to appropriate staff. Writes letters in answer to requests addressed to the fire department. Compiles and organizes data needed to effectively communicate information. Completes any necessary forms or records.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

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 offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized 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.

#### **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 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 full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, 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.

**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 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 full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, 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.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, 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 a diploma or equivalency certificate and must have at least nine (9) years of 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 full time experience with a paid fire department, or documented equivalent volunteer fire service, or a combination of the two, 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.