

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position, the primary duty of which is the supervision of the departmental operations and fire department personnel. The Deputy Fire Chief responds to fire alarms and emergency calls, and directs emergency scene activities. The employee of this class assists the Fire Chief with preparing the departmental budget, providing the care and maintenance of department equipment, vehicles and property, and providing the training for volunteer and fire department personnel. The Deputy Fire Chief has the authority to work independently and has work reviewed by 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 assignments to this class.

Manages the operation of one fire department function or division, including the planning and organization of departmental personnel, equipment and apparatus. Recommends or sets goals, objectives, and policies for consideration by the Fire Chief. Recommends changes in department operations that will help obtain favorable ISO ratings. Assists in investigating accidents and complaints involving the department, determining cause, and taking action to correct the problem or to avoid future accidents. Keeps informed on modern fire fighting and administrative methods and local trends that may affect the fire service. Participates in the research and planning for programs and activities of the department.

Supervises department employees and volunteer firefighters by assigning work schedules, work or duty areas and approving leave. Inspects the appearance of all assigned personnel and equipment. Holds meetings with subordinates to receive and review reports, and disseminate information. Evaluates the work performance of subordinates and discusses work performance with subordinates and Fire Chief. Writes employee evaluation reports. Maintains discipline. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Provides assistance in technical areas of work. Delegates authority to subordinates for the more effective operation of the department.

Supervises and responds to all alarms or emergency calls for which the department is answerable. Directs activities and supervises fire company at the scene of a fire or other emergency, performing duties such as size-up and overseeing safety precautions, forcible entry, ventilation, nozzle and hose handling, pump operations, use

of water supplies, protection of exposures, salvage and overhaul operations, and fireground communications, and rescue operations. Personally acts as part of the fire attack team. Directs first aid, CPR and emergency medical service operations at the emergency scene. Participates in handling emergencies involving hazardous materials.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene to protect evidence of suspected arson and collects and labels evidence of suspected arson. Assists arson investigation personnel and testifies in court when required. Collects information for pre-fire planning and inspects or directs the inspection of buildings to determine the existence of potential fire hazards.

Develops a training program for the department and sees that such program is properly staffed and supplied with the appropriate resources. Provides for employee training in the classroom or conducting drills and evolutions in basic firefighting, driving and the use of fire apparatus, tools and equipment, breathing apparatus, safety and rescue and hazardous materials operations. Participates in developing a personnel recruitment and selection program, and provides informal or "on-the-job" training for new employees.

Supervises the preparation and maintenance of all department records. Compiles and organizes data needed for reports. Writes reports and personally completes any forms and records required. Prepares LFIRS reports. Writes letters and requests for grants or other special funds to aid in the operation of the fire service.

Assists in preparation of the departmental operating budget by helping compile and organize the data needed to prepare the entire budget. Directs the inventory, order and disbursement of departmental supplies and equipment. Supervises the general care and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or other specialized equipment. Arranges for needed repairs and inspects equipment after repairs to see that repairs were properly accomplished. Meets with sales representatives to review products. Prepares and writes specifications for new fire department equipment.

Answers questions for the public about the operation of the department or any related areas of emergency services, including informing the public about fire department work through talks and demonstrations. Conducts polls and surveys related to the fire service and recommends needed policy changes based on collected data. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Coordinates special projects related to public relations or the image of the department. Acts as a consultant for volunteer fire departments and offers assistance.

Performs related duties as 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 and of legal age.

Within six (6) months of employment, must establish and maintain residency within District 4's established boundaries while employed with the department.

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.

Must possess a valid driver's license.

Must be certified in Firefighter I and II, and Instructor I according to National Fire Protection Association (NFPA) standards prior to closing date for application to the board. Must have current Louisiana State Certification of EMR, though EMT is preferred. Must be certified in at least Officer I according to National Fire Protection Association (NFPA) standards prior to closing date for application to the board. Must obtain the certification of Officer II according to National Fire Protection Association standards within the first year of employment.

After offer of promotion, 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 be a regular and permanent employee in the class of Firefighter/Operator for at least ten (10) years immediately preceding closing date for application to the board.

MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS

EITHER

Must have an associate's degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum

and at least three (3) verifiable years of experience in fire service positions, at least one (1) year of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in fire suppression and rescue and may include background in fire prevention, investigation, fire training and related areas of fire department operations and management.

OR

Must have at least five (5) verifiable 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 work in fire suppression and rescue and may include background in fire prevention, investigation, fire training and related areas of fire department operations and management.

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