

FIRE PREVENTION CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of fire inspection services for the department. The employee of this class is responsible for overseeing all fire inspections and reinspections accomplished by the department, for maintaining records of all work of the division, for supervision of all personnel assigned, and for the performance of any administrative work required by the fire chief. The fire prevention chief works in cooperation with the chief fire investigator and may occasionally assist in arson investigations or assign subordinate personnel to assist in arson investigations. Work of this position requires a high degree of skill in supervision and administration. The fire prevention chief reports to and has work reviewed directly 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.

Recommends management policies, goals, and objectives relating to fire prevention; does research and planning for programs and activities of the division; monitors and evaluates local conditions which may become fire or safety hazards; studies new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in department policies and procedures are needed; maintains a reference library on inspections topics; recommends promotions in accordance with civil service law.

Reviews incoming communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location; writes letters in answer to written or oral requests addressed to the fire prevention division or needed to handle problems or to address other needs of the fire prevention division.

Determines what information should be included in division records and determines in what form this information should be kept; supervises the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such; completes any required records.

Plans public education programs for the fire department; gives

talks, lectures, or demonstrations on fire prevention subjects; coordinates the work of the division with related federal, state, and local agencies; answers telephone inquiries about the operation of the fire prevention division or any related areas of fire prevention services; coordinates special projects to enhance the public image of the fire prevention division.

Supervises department employees by planning, organizing, and directing their work and by providing assistance in technical areas; evaluates work performance of subordinates, counsels those who are experiencing work problems, and resolves employee complaints and grievances; maintains discipline among employees of the division;

Conducts both classroom and on-the-job training in fire inspection and related topics.

Enforces fire prevention codes and ordinances; inspects or directs fire inspections; reinspects areas where violations of fire codes occurred; takes complaints on possible violations of fire codes and follows up such; inspects structures while they are under construction to see that construction complies with fire codes.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before 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 being physically fit to perform effectively the duties of the position.

Must be a regular and permanent employee in good standing in the class of Assistant Fire Prevention Chief.

Must possess a valid Louisiana driver's license.

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