

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the Fire Department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing of personnel and property of the department. The Fire Chief establishes management policies and determines goals and objectives for the department, develops and administers the departmental operating budget, provides for the preparation of records documenting department activity, performs public relations duties, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing fire fighting, rescue, and related emergency activities. The Chief provides for a program of fire prevention, including inspections and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the Fire 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.

Manages the total operation of the Fire Department, directing all functions and activities as chief officer. Organizes the work functions to provide the most efficient services to the community while minimizing expense. Reviews department operations and decides if new programs or policies are needed. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations. Develops methods to identify and evaluate productivity of departmental programs. Locates grants available for fire protection and prevention projects and administers grant-funded projects. Establishes a personnel recruitment and selection program following EEO standards. Develops grievance resolution procedures to deal with employee problems and complaints. Develops a risk management program and monitors the results by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a safety program. Establishes and maintains a system of internal controls through observation, inspections, and a review process to investigate any violations of the code of conduct by department members.

Prepares a departmental operating budget in conjunction with board of directors by collecting and analyzing all necessary

fiscal information. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget; reviews and signs purchase requisitions, vouchers for payment or related financial records and sees that they are paid in accordance with departmental policy.

Oversees a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept and how long records are maintained, and provides for the security and privacy of all information. Supervises the preparation and maintenance of records and reports of the department. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and federal, state, and local agencies. Attends any required meetings to give reports, make recommendations, give speeches, and to keep informed on local trends that may affect the fire service. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as a department representative to the news media.

Supervises all employees assigned to the fire department. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Approves leave. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline among employees.

Evaluates and establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Serves as an instructor for formal classroom training. Provides for outside instruction to meet any training needs not available in the departmental training program.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Provides for and supervises a communication system. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of

emergencies involving hazardous materials. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Directs a program of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

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 a qualified elector of the State of Louisiana.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

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 progressively responsible 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 positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operation 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 progressively responsible 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 positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible 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 experience 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.