

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class comprises a responsible supervisory and administrative position, the major duty of which includes the organization and direction of the Fire Prevention Division of the fire department. The employee of this class supervises Fire Prevention Officers and is responsible for managing all operations of the Fire Prevention Division. The Chief of Fire Prevention performs duties such as investigating and determining the cause of fires in the area, recommending changes in department operations that will help the jurisdiction improve PIAL ratings, monitoring and evaluating local conditions which may become fire or safety hazards, evaluating new laws and regulations relating to fire prevention and setting goals and objectives for the division. The Chief of Fire Prevention has the authority to work with a high level of independence, reporting to and having 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 operations of the Fire Prevention Division, organizing the division and making decisions concerning use of equipment and deployment of personnel. Inspects and evaluates the effectiveness of division operations, taking appropriate action to correct problem areas. Conducts research and oversees the planning for programs and activities of the division. Recommends management policies and objectives relating to fire prevention.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties, and sets priorities and long term goals for subordinates. Alters and assigns work spaces and provides subordinates with the supplies and resources needed. Takes necessary action to control safety hazards. Sets work schedules and approves leave making sure that sufficient personnel are available to meet staffing requirements. Inspects the appearance of department equipment and subordinate personnel to ensure these meet departmental standards. Evaluates the work performance of subordinates and writes employee evaluation reports.

Performs and supervises the investigation of structure and vehicle fires in the area, determining the causes of such

fires. Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Examines the interior, exterior and the surrounding area of the fire structure in order to identify the heat source and the combustible materials. Searches for, identifies, and collects evidence of possible arson in order to preserve evidence for analysis and to protect the chain of custody for later use in court. Makes sketches and diagrams of the interior and exterior of the building to be used in evaluations. Observes and takes notes regarding condition of doors and windows, signs of forced entry, burn and smoke patterns, charring and scorching, fire extension, low burns, points of fire entry, footprints or articles found outside the structure and indicators of accelerant use. Takes photographs of the interior and exterior of the burned structure to provide an accurate record of the extent of involvement of the fire. Collects information concerning the fire structure, its contents, its occupancy, circumstances that may have been noted before or during the fire and possible arson suspects by interviewing firefighters, witnesses and other logical sources. Using the evidence collected, determines whether the fire was the result of natural causes, carelessness, or arson.

Works with appropriate agencies to apply for, secure and execute arrest and search warrants or obtain a signed consent to search form from the owner or occupant of a burned building. Interrogates suspects after having informed them of their rights and evaluates responses in order to obtain facts about a crime, identify the perpetrator and substantiate a court prosecution. Communicates with the public prosecutor's office and other law enforcement or arson investigation agencies to exchange information about pending cases. Provides information to victims and witnesses about court presentation of a case including proper courtroom demeanor and the appropriate procedures to follow in court testimony. Assists in preparing for court testimony by reviewing the laws of evidence and all relevant information about the case, when needed. Testifies in court when required.

Receives and processes complaints from the public on hazards or possible violations of fire codes. Conducts fire drills for business, educational and assembly occupancies as well as health care, industrial and correctional facilities. Develops fire prevention education curriculum by analyzing target audiences. Identifies the most important local fire problems, determines the content and format of fire safety messages, and produces instructional materials to be distributed and used in training programs for fire safety. Prepares and delivers speeches and demonstrations on fire safety topics to be used in the public fire education program. Educates the public about fire hazards, providing information on fire dynamics and built-in fire protection as well as injury prevention and control. Writes and submits public service announcements and news releases on fire safety. Develops support for and evaluates the impact of the

public fire education program.

Makes decisions and establishes policy concerning what information should be included in all records of the Fire Prevention Division, and determines in what form this information should be kept. Reviews incoming written communications for the division, making assignments to staff and notes as necessary in order to route work to the appropriate place or location. Reviews incident reports written by subordinates and fire suppression personnel to determine if jobs were completed effectively by division personnel. Receives and approves requests for the release of fire prevention records. Compiles, organizes, and analyzes data needed, and writes reports for the documentation of division activities. Writes letters to handle problems or to address needs of the division. Completes fire investigation reports and any other forms and records assigned.

Reviews products with sales representatives and recommends purchases of equipment for use in the Fire Prevention Division. Maintains inventory of supplies and equipment for the division; orders and distributes supplies as needed. Manages the accounting of money and assets for the division. Prepares expenditure and revenue estimates and submits a divisional operating budget to the proper authority. Administers grant-funded projects, managing funds and assuring that conditions specified in the grant are met.

Participates in conferences and other educational meetings, and studies current literature to keep informed on modern fire prevention practices. Serves as division representative to the news media and responds to questions from the public about the operation of the Fire Prevention Division or any related areas of fire prevention services.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements 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.

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 possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Prevention Officer for at least two (2) years immediately preceding closing date for application to the board.