

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duty of which is the management of all fire suppression activities on an assigned shift. Employees of this class also assist the Fire Chief in overseeing all department operations, and may be assigned to perform the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief directs and supervises work of the District Fire Chiefs on an assigned shift, provides for care and maintenance of equipment and property, oversees the preparation and maintenance of all department records for that shift, and directs emergency scene activities until relieved by the Fire Chief. Employees of this class report to and have work reviewed by the Fire Chief. This class ranks directly below that of 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 the fire department in the absence of the Fire Chief. Manages the operation of an assigned shift, including all fire suppression and support activities on that shift. Assists in setting management policies, goals, and objectives for the department. Conducts inspections of department operations, evaluates the effectiveness of operations, and takes appropriate action to correct or improve problem areas. Assists in the investigation of all accidents involving department equipment.

Oversees the general care and maintenance of fire fighting apparatus and equipment, vehicles, and property. Assists in arranging for repairs and maintenance and inspects equipment, property, or operating systems after repairs to see that these were properly accomplished.

Assists in making decisions concerning what information should be included in all records of the department and in determining the form in which this information should be kept. Supervises the preparation and maintenance of the records and reports of an assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping records.

Supervises the work of subordinates on an assigned shift. Holds meeting with subordinate personnel for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel. Assigns duty areas and work schedules and approves leave. Evaluates the work performance of subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems.

Supervises subordinate employees at the scene of a fire or emergency until relieved by the Fire Chief and directs emergency scene operations including size-up, rescue, forcible entry, ventilation, fire extinguishment, pump operations, salvage and overhaul, overseeing safety procedures, and providing for emergency medical attention. Maintains fire ground communications.

Supervises subordinate employees and other emergency response personnel at hazardous material incidents until relieved by the Fire Chief and directs hazardous material incident scene operations including material identification, material stabilization, hazard abatement, and overseeing safety procedures for civilian and fire personnel.

Conducts multi-company exercises including water relay, pumper relay, water shuttle, drafting, truck company operations, and engine company operations.

Investigates the causes, origins, and circumstances of all fires occurring within the parish. Provides for the security of the fire scene to prevent damage or removal of evidence and assists arson investigation personnel.

Performs any related duties 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.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 District Fire Chief immediately preceding the closing date for application to the board.

OFD	10-21-66
Rev	04-28-78
	12-15-90
	07-23-93
	12-13-01
	03-22-06
	04-17-09