

DISTRICT 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 in an assigned district on one shift. Employees of this class supervise the operation of all fire stations in their respective districts, direct emergency scene operations until relieved by a superior officer, assist in employee training, and supervise maintenance of assigned equipment and property. Work of this class is performed primarily independently with work reviewed by a Deputy Fire Chief. This class ranks directly below that of Deputy 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 all fire suppression operations in an assigned district on one shift. Conducts inspections of the assigned district and observes operations. Plans and organizes use of equipment and apparatus within the district.

Acts as department representative to the news media. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Represents the professional/responsive image of the Fire Department to the public. Coordinates special public relations projects to improve the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in fire fighting/hazardous material efforts, when required.

Supervises subordinate employees at the scene of a fire or emergency until relieved by a superior officer and directs emergency scene operations including size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, 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 a superior officer and directs hazardous material incident scene

operations including material identification, material stabilization, hazard abatement, and overseeing safety procedures for civilian and fire personnel.

Supervises and assigns the work of subordinates in the assigned district. Holds monthly safety meetings; inspects personnel, stations, equipment, apparatus, and reports of each company within an assigned district to assure compliance with established regulations, methods, and policies.

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. Maintains discipline.

Collects information for pre-fire planning of business or public assembly located within the district and becoming familiar with all area features which might become important in a fire or emergency situation.

Conducts multi-company exercises in his district 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 district. Provides for the security of the fire scene to prevent damage or removal of evidence. Collects and labels evidence of possible arson and assists arson investigation personnel. Testifies in court when required.

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 Fire

OFD	04-28-78
Rev	09-27-90
	07-23-94
	12-13-01
	03-22-06
	04-17-09

Captain immediately preceding the closing date for application to the board.

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