

**FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of head of all fire department operations. The Fire Chief performs administrative and supervisory duties as well as fire suppression and emergency rescue duties. The Fire Chief sets management policies, goals, and objectives for the department, attends meetings in his capacity of head of fire department operations, and oversees the performance of fire prevention duties. The Fire Chief works independently, reporting to and having work reviewed by the Police Jury.

**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 as chief officer. Organizes the department by creating a structure that will best utilize available resources in providing fire protection services for the community. Develops management policies, goals, and objectives for the department. Develops and implements methods to evaluate productivity or effectiveness of departmental programs and procedures, identifies target areas for improvement, and initiates procedures to improve the quality and effectiveness of service in these areas. Monitors any local conditions which may create situations the department may be called upon to handle. Attends conferences, conventions, and other educational meetings to keep informed on modern fire fighting methods and administrative practices. Reviews departmental records, existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations to determine if changes in department procedures are needed. Testifies on proposed legislation. Reviews incoming communications, making assignments to staff and routing work the appropriate person or location. Provides for the negotiation and enforcement of union contract provisions and for the continued operation of the department in the event of breakdown or failure of negotiations. Provides for outside audits when they are needed.

Organizes the personnel management functions of the fire department by creating work cycles and deploying available manpower in a manner that most efficiently provides the required services while minimizing expense. Develops a personnel recruitment and selection program, interviews prospective employees, maintains promotional eligibility lists, and makes recommendations for hiring or promotion. Determines performance standards for department personnel; establishes and implements procedures and system by which personnel performance may be evaluated; and uses information

developed to make decisions concerning job retention, assignment rotation, or assignment for specialized training. Assists in the development and administration of a comprehensive personnel plan providing for employee compensation and benefits, including salary, health care, retirement, and fringe benefits offered by the department. Establishes and maintains a system of line and staff inspections through the processes of observation and report review. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Develops a procedure for employee grievance resolutions. Develops a safety program and a risk management program for the department, and investigates all accidents or injuries involving departmental equipment and personnel in order to make necessary changes in procedure to avoid future accidents.

Oversees the supervision of subordinate personnel. Holds formal meetings for the purpose of receiving information and disseminating information. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, including setting task priorities and long term goals. Sets work schedules and approves leave. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems, handles employee complaints and grievances, and maintains discipline.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies and acts as official department representative to the news media and at any required meetings. Writes public service announcements, letters, or other official correspondence needed to address the needs of the fire department. Handles complaints from the public concerning fire department operations and procedures. Determines target areas for fire prevention or public education efforts and oversees the development of a public education program to satisfy those needs. Writes speeches and structure demonstrations on fire prevention or related topics to be delivered personally or used by assigned department members in the public education program.

Develops and implements an emergency management system. Directs and controls fireground operations, including task assignments, strategy, and communications. Directs and monitors intermediate command staff members who are responsible for various aspects of the operation. Develops and maintains a system to provide for organized, rapid care to injured or ill persons. Oversees and directs operations to rescue persons from life threatening situations. Directs the handling of emergencies involving hazardous materials, assessing risks to community, and determining action to be taken to contain or control the incident.

Evaluates training needs, 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 on-the-job training for department members, and provides for outside instruction to meet any training not available in the departmental training program. Attends training courses to acquire or maintain certification in fire fighting, emergency medical operations, or other related areas as required by the governing authority.

Directs programs of pre-fire planning and fire investigations. Oversees the inspections of buildings to determine the existence of potential fire hazards. Conducts fire drills for businesses, educational, and assembly occupancies, and oversees fire safety in public assembly occupancies at major public events. Reviews building plans to identify potential problems related to fire protection.

Manages the operation of the general accounting system for the department. Authorizes the expenditure of funds allocated for departmental operation, making sure such expenditures are in accordance with the budget. Prepares and submits a departmental operating budget to the proper authority. Locates grants available for fire protection and prevention projects, writes grant requests, and administers grant-funded projects.

Oversees and utilizes a system of information management for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department and in what form and for how long this information should be retained. Supervises the preparation and maintenance of department records and reports by reviewing records and reports completed by subordinates and by periodically inspecting record-keeping systems and facilities. Personally completes all forms, records, and reports required.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Oversees the process of maintaining an inventory of supplies and equipment for the department. Provides for needed repairs and the inspection of equipment or property after repairs. Prepares and evaluates specifications for products to be purchased, and purchases equipment and supplies in the manner provided by lawful authority.

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 State, and of legal age.

After offer of employment, 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 driver's license.

**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 other related curriculum and at least six (6) years of progressively responsible experience in full-time 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 full-time experience with a paid fire department 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.

**OR**

Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of progressively responsible experience in full-time 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 full-time experience with a paid fire department 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.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of progressively responsible experience in full-time fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full-time experience with a paid fire department 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.

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