

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. An employee of this class may be assigned the duties of the Fire Chief in the Chief's absence. The District Fire Chief responds to all fire alarms received on the assigned shift and directs emergency scene activities. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and for providing for the training of department personnel. District Fire Chiefs have the authority to work independently and have their work reviewed by the Fire Chief. This class ranks directly below that of 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.

Performs the duties of the Fire Chief in the Chief's absence. Manages all department operations on an assigned shift, including making decisions on officer deployment and distribution of units. Recommends goals, objectives, and management policies for the department. Participates in the research and planning for programs and activities of the department. Conducts inspections of various divisions of the department, evaluates the effectiveness of the divisions, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Keeps informed on modern fire fighting methods and administrative practices. Participates in conferences, conventions, and other educational meetings as required. Recommends changes in department operations that will help the city improve ISO ratings.

Investigates all accidents involving department equipment or personnel and determines the cause and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Participates in developing a personnel recruitment and selection program and interviews prospective employees and makes recommendation on hiring.

Responds to all alarms or emergency calls on an assigned shift for which the department is answerable, either in person or through a designated subordinate. Performs size-up and directs subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Takes charge of all safety procedures at the scene of a fire or emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Personally trains personnel by conducting training in the classroom or by conducting drills and evolutions in all areas of fire suppression and safety.

Supervises subordinate fire department personnel. Holds meetings 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. Oversees and evaluates the work performance of subordinates and writes employee evaluation reports. Provides assistance to subordinates in technical areas of work and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline by counseling employees and recommending disciplinary action to the appointing authority. Provides informal or "on-the-job" training for new employees.

Investigates the causes, origins, and circumstances of fire occurring within the jurisdiction. Secures the fire scene and collects and labels evidence of suspected arson. Assists arson investigation personnel in the investigation of arson fires. Pursues and makes arrests of persons suspected of setting arson fires. Testifies in court when required.

Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Supervises the preparation and maintenance of all department records by reviewing records completed by subordinated and by periodically inspecting systems and facilities for keeping the records. Completes any forms and records required, including pre-fire plan records, payroll records, and LFIRS reports. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift. Writes reports and requests for grants and other special funds to aid in the operation of the fire service.

Supervises the general care and maintenance of firefighting apparatus and equipment, vehicles, and property. Arranges for needed repairs and maintenance, and inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Writes specifications for new fire department equipment and prepares for public bids.

Assists the Fire Chief in preparing the departmental operating budget. Gathers information to be used in budget preparation. Authorizes expenditure of funds allocated for fire department operations, making sure that such expenditures are in accordance with the budget.

Informs the public about the work of the fire department by means of tours, talks, demonstrations, and distribution of literature to schools and civic groups. Coordinates special projects designed to improve the public image of the fire department. Acts as department representative to the news media. Provides assistance to local volunteer fire departments.

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 test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the state of Louisiana.

Must have a valid Louisiana driver's license.

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 be a regular and permanent employee in the class of Fire Captain for at least two (2) consecutive years with the Plaquemine Fire Department immediately preceding closing date for application to the board.