

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. The District Fire Chief responds to all emergency calls received on the assigned shift and directs emergency scene activities. Employees of this class also have the primary responsibility for supervising subordinate personnel on their assigned shift, planning and organizing departmental operations having to do with equipment and apparatus, and for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles, and property. District Fire Chiefs have the authority to work independently and have their work reviewed by an Assistant 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 suppression division on an assigned shift, including conducting inspections of the division, evaluating the effectiveness of the division, and taking appropriate action to correct or improve problem areas. Plans and organizes departmental operations having to do with equipment and apparatus. Monitors and evaluates local conditions which may become fire or safety hazards. Investigates all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Keeps informed on modern fire fighting methods and administrative practices. Participates in conferences, conventions, and other educational meetings as required.

Responds to all emergency calls on an assigned shift for which the department is answerable. Performs size-up of an emergency scene 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 an emergency. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel and provides for

the needs of emergency personnel at the emergency scene. Secures the fire scene to protect evidence of suspected arson.

Supervises subordinate fire department personnel in the fire suppression classes. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned equipment and personnel and assigns duty areas. Oversees and evaluates the work performance of subordinates by discussing work performance with subordinates. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. 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.

Makes recommendations concerning what information should be included in records of the department and in what form this information should be kept. Supervises the preparation and maintenance of department records by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Compiles and organizes data needed for reports and writes reports necessary to document the operation of the assigned shift. Completes any forms and records required, including LFIRS reports.

Assists with the supervision of the general care and maintenance of firefighting apparatus and equipment, vehicles, communications equipment, and fire department property. Maintains inventory of supplies and equipment by ordering supplies and equipment as required. Distributes supplies and equipment.

Answers questions for the public concerning the operations of the fire department or any related area of emergency services. Coordinates special projects designed to improve the public image of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

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.

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 immediately preceding closing date for application to the board.