

**FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief of all fire department operations. The work involves responsibility for the administration and coordination of all fire department activities through supervision of subordinate officers and review of their activities. The employee of this class makes administrative and operational decisions pertaining to fire fighting, fire prevention, financial management, public relations, facilities and equipment, training, and the enforcement of fire laws, regulations, and established policies. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the Rapides Parish 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, directing all functions and activities as chief officer. Determines management policies, goals, and objectives for the department. Organizes the work functions to provide the most efficient services to the community while minimizing expense. Develops methods to evaluate effectiveness of productivity, procedures, and programs; makes decisions to continue or discontinue programs and procedures based on program evaluations. Interviews prospective employees and makes recommendations for hiring. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints. Establishes a risk management program and monitors the results by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents. Develops and implements a safety program. Establishes and maintains a system of internal controls through observation and review by supervisory personnel and through investigations to identify any violation of the code of conduct by department members.

Prepares a departmental operating budget by collecting and analyzing all necessary fiscal information. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget; reviews and approves purchase requisitions, vouchers for payment, or related financial records.

Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and federal, state, and local agencies. Attends any required meetings to give reports, to make recommendations, to give speeches, and to keep informed on local trends that may affect the fire service. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Supervises all employees assigned to the fire department. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Sets task priorities and long term goals for subordinates in order to best accomplish the goals of the organization. Approves leave. Counsels employees who are experiencing work problems; handles employee complaints and grievances; and maintains discipline among employees.

Evaluates and establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members and provides for outside instruction to meet any training needs not available in the departmental training program. Acts as a consultant for smaller fire departments, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Provides for and supervises a communication system. Prepares specifications on new fire department equipment for public bids. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Supervises the

maintenance of an inventory of supplies and equipment for the department.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials or special tactical situations. Establishes and implements effective fireground communications procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Directs a program of pre-fire planning in order to provide firefighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires and if they were the result of arson or not.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

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

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

#### **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 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 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 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 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 a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in 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 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.