

## **DISTRICT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duty of which is managing all fire suppression activities on an assigned shift. Employees of this class supervise all subordinate fire suppression personnel assigned to the shift, provide for the preparation and maintenance of records and reports of shift activities, supervise the care and maintenance of equipment and property used on the shift, and take command at the scene of any fire or emergency occurring during the shift until relieved by a superior officer. District Fire Chiefs also assist with fire investigations, participate in pre-fire planning, and perform assigned public relations duties. Employees of this class work with a high degree of independence, receiving general assignments from, and having work reviewed by, the Assistant Fire Chief. This class ranks directly below that of 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 all fire suppression activities on an assigned shift. Assists in organizing and distributing units to staff the shift. Conducts inspections and evaluates effectiveness of operations, taking appropriate action to improve problem areas. Keeps account of the money and assets of the assigned shift.

Investigates all accidents involving shift equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents.

Supervises the preparation and maintenance of records and reports of the assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records.

Answers questions for the public about the operation of the fire department or about related areas of emergency services. Gives talks and lectures to schools and civic groups. Coordinates special public relations projects. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Takes command at the scene of a fire or other emergency until relieved by a superior officer. Performs size-up and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, salvage, and overhaul. Takes charge of all safety procedures. Handles all emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate employees. Holds meetings to receive reports and disseminate information. Inspects appearance of assigned equipment and personnel. Assigns duty areas and work schedules, including approving leave. Oversees and evaluates the work performance of assigned subordinates, and provides assistance in technical areas of work. Provides on-the-job training for new employees. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Writes employee evaluation reports. Maintains discipline.

Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of all fires occurring within the jurisdiction on the assigned shift. Insures that the fire scene is secured to prevent damage or removal of evidence, and collects and labels evidence. Assists arson investigation personnel, and testifies in court when required.

Supervises the care and maintenance of all apparatus, equipment, and property of the assigned shift. Tests or directs the testing of equipment to insure that it meets applicable standards. Arranges for repairs and maintenance, and inspects equipment after repairs to see that these were accomplished correctly. Maintains an inventory of supplies and equipment for the shift. Purchases equipment and supplies, keeping such purchases within the established budget.

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, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered 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.

At the time of application for examination, must be an incumbent in the class of Fire Captain. Must be a regular and permanent employee in the class of Fire Captain.

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