

CHIEF OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which involve planning, organizing and directing the department's fire prevention program, including fire inspections, fire investigations and public fire education. The Chief of Fire Prevention supervises subordinate personnel assigned to the division, provides for the maintenance of records and reports of division activity, and personally performs fire inspections. The Chief of Fire Prevention works with a high degree of independence, receiving work assignments and direction for special projects from the Chief of Administration.

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.

Oversees and directs the operations of the Fire Prevention Division, which include the program for fire inspections, fire investigations and public fire education. Conducts research and oversees planning for programs and activities of the division. Recommends management policies, goals and objectives for the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas.

Monitors and evaluates local conditions which may become fire or safety hazards. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed. Coordinates the work of the division with related federal, state, and local agencies, releasing information and giving assistance as needed.

Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Recommends policy concerning what information should be included in division records and determines in what form this information should be kept. Provides for the preparation and maintenance of division records and reports. Reviews records completed by subordinates. Periodically inspects systems and facilities for maintaining division records. Writes newspaper articles and other official position paper for publication when designated to do so by the Chief of Administration. Prepares correspondence in response to inquiries about the operations of the division.

Supervises subordinate division employees, sets work schedules and approves requests for leave of absence. Evaluates the work performance of subordinates, and writes employee evaluation reports. Counsels employees who are experiencing work problems, and maintains discipline. Resolves employee complaints and grievances. Conducts on-the-job training in inspection, investigation and public fire education. Provides assistance in technical areas to subordinates and employees of other department divisions.

Performs fire inspections, and enforces fire prevention codes and ordinances. Issues citations, assesses fines, and serves court summonses for non-compliance with fire codes. Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards. Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Inspects fire scene both as fire is being fought and afterwards to determine cause and origin of fire; works with law enforcement personnel and searches for, collects, and labels evidence; turns evidence over to laboratory experts for analysis; may talk with witnesses or other informants or search for information to locate suspects in arson cases; assist arson prosecutor in preparing arson cases for trial.

Receives and responds to complaints from the public on hazards or on possible violations of fire codes. Assists in the development of evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans. Oversees fire safety in public assembly occupancies at major events. Reviews building plans to identify potential problems related to fire protection. Issues permits required for special conditions, circumstances, or equipment which may be fire or safety hazards.

Develops a fire prevention education program by analyzing target audience, designing the appropriate method for presentation, and evaluating the effectiveness of the program. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organizations. Educates the public about fire hazards, and conditions which may increase the possibility of fire. Develops support of the public fire education program through contact with businesses and community leaders.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by 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 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.

Must be a regular and permanent employee in the class of Fire Inspector.

Must have obtained certification as Fire Inspector I, Fire Inspector II, and Fire Investigator according to National Fire Protection Association (NFPA) Standards.

Prior to closing date for application to the board, must have an associate's degree in fire science or a related fire inspection curriculum.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Prevention Officer.

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