

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class sets management policies and goals and objectives for the department, prepares and submits an operating budget, and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the St. Tammany Parish Fire District #3 Fire Board of Commissioners as governing body for the fire department.

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 as chief officer. Develops management policies, goals, and objectives for the department, and determines how department should be organized. Reviews incoming communications, making assignments or routing work to the appropriate person. Evaluates the productivity and effectiveness of departmental programs and develops and initiates procedures to improve the quality of service in these areas. Reviews existing or proposed legislation, regulations, ordinances, or court rulings relating to fire department operations and attends all assigned meetings. Monitors any local conditions which may create situations the department may be called upon to handle. Devises a risk management program to control departmental losses, and investigates all accidents or injuries involving department equipment or personnel in order to make changes in procedure to avoid future accidents.

Organizes the personnel management functions of the fire department. Develops a personnel recruitment and selection program in accordance with EEO standards and interviews prospective employees, making recommendations for hiring. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Establishes and maintains a system of line personnel inspections, determines performance standards for department personnel, and established procedures for evaluating employee performance. Develops and implements a safety program for the department. Provides for employee grievance resolution procedures for the department.

Evaluates training needs, and establishes and maintains the training program. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and

providing assistance in technical areas of work.

Oversees the supervision of subordinate personnel, delegating assignments, outlining responsibilities and duties, adjusting work schedules and approving leave, and setting task priorities and long-term goals. Holds formal meetings for the purpose of receiving information and disseminating information. Counsels employees who are experiencing work problems. Maintains discipline.

Develops and implements an emergency management system. Directs and controls fireground operations, including size-up, equipment and personnel assignments, strategy, communications, and the reevaluation of decisions as necessary. May perform fire suppression duties as may be required in order to assist in the control and containment of the incident. Directs the handling of special tactical situations, emergencies involving hazardous materials, or emergencies involving injury or illness, determining action to be taken to contain or control the incident. Directs a program of pre-fire planning.

Promotes a positive public image of the work of the fire department in the daily performance of duties. Handles complaints from the public concerning emergency and non-emergency fire department operations and procedures. Writes letters in response to written or oral requests addressed to the fire department. Coordinates the work of the department with related federal, state, and local agencies. Acts as official department representative to the news media. Determines target areas for fire prevention or public education efforts and develops such programs to meet identified community needs. Delivers talks or demonstrations on fire prevention or related fire protection topics to schools and civic organizations.

Consults with the governing body and submits to the proper authority a departmental operating budget. Authorizes the expenditure of funds allocated for departmental operations. Manages the operation of the general accounting system for the department.

Oversees and utilizes a system of information management for use in the administration of the department. Supervises the preparation and maintenance of department records and reports, reviewing records and reports completed by subordinates, and periodically inspecting record-keeping systems and facilities. Personally completes all forms, records, and reports required.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares and reviews products and specifications for fire department equipment. Maintains an inventory of supplies and equipment for the department. Obtains estimates on repair costs, arranges for repairs, and inspects equipment or property after repairs to see that repairs were properly accomplished.

Performs any other related duties.

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 of legal age.

After offer of employment, 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 have and maintain a valid driver's license.

Must possess certification as Firefighter I, Firefighter II, Driver/Operator, Fire Service Instructor I and II, Fire Investigator, Hazardous Materials I, Hazardous Materials II, Fire Officer I, II, and III, immediately preceding the closing date for application to the civil service board.

The above certifications must be from the Louisiana Firefighter Certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must possess and maintain Nationally Registered Emergency Medical Technician Basic certification and American Heart Association CPR certification immediately preceding closing date for application to the civil service board.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) 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 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 a bachelor's degree in an unrelated curriculum and at least seven (7) 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 work in positions which would provide background in fire department operation and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include 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.