

**DISTRICT FIRE CHIEF**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing fire suppression operations on an assigned shift. Employees of this class supervise subordinate personnel on an assigned shift by directing operations at the scene of a fire or medical emergency and evaluating the work performance of subordinates. District Fire Chiefs supervise the maintenance of fire suppression records and reports, prepare payroll records, provide for the maintenance and repair of apparatus, equipment and property, and assist in the research and planning for the department. Incumbents of this class are required to perform the duties of their positions with a high degree of independence, reporting to and having work reviewed by an 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.

Supervises fire suppression operations on an assigned shift. Assists in setting goals and objectives for the department, setting and implementing management policies, and recommends policies and objectives for consideration by a superior officer. Determines how the department operating units, equipment and personnel should be organized. Investigates complaints against department personnel and formulates a recommendation for consideration by superior personnel. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Monitors and evaluates local conditions which may become fire or safety hazards.

Directs subordinate employees at the scene of a fire or other emergency and supervises fire fighting and emergency medical operations such as size-up, rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services. Assists superior officer in the safety operations at the emergency scene. Participates in the handling of emergencies involving hazardous materials.

Maintains communications between the fire scene and other authorized personnel, calling for assistance and relaying information when necessary.

Supervises personnel in the Fire Suppression Division on an assigned shift by assigning work schedules, work and duty areas and approving leave. Oversees and evaluates employee work performance, reviews and writes employee evaluation reports, discusses work performance with subordinates, and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among subordinates of the department by recommending disciplinary action. Provides assistance to subordinates in technical areas of work. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information.

Supervises the preparation and maintenance of the Fire Suppression Division records and reports, such as records of activity and inventory records, by reviewing records and reports completed by subordinates and inspecting systems and facilities for keeping the records. Compiles and organizes data needed for reports. Prepares payroll records on subordinates and completes LFIRS reports and other forms and reports. Writes reports and letters in answer to written or oral requests of the department, or to respond to problems or complaints.

Insures that fire suppression personnel are provided training in firefighting operations, such as basic fire fighting and attack, pump operations and fire stream, rescue, salvage and overhaul, first aid, emergency medical services, the proper operation and use of firefighting apparatus, tools, and equipment, fire inspection, investigation, and safety. Plans, schedules, manages and participates in multi-company drills in conjunction with the Training Officer. Personally conducts drills and evolutions, and provides informal or "on-the-job" training for subordinates.

Supervises the general care and maintenance of fire fighting apparatus and equipment, stations and grounds, and other department property. Arranges for repairs and maintenance of department equipment and facilities. Inspects equipment and property after repairs to insure that repairs were properly accomplished. Directs the testing of equipment, assuring that equipment meets all applicable federal, state and local standards.

Gathers information to be used in compiling budgets. Prepares expenditure estimates, authorizes expenditure of funds, and purchases equipment and supplies as authorized, making sure that such expenditures and purchases are in accordance with the budget. Oversees the inventory of supplies and equipment and manages the distribution of supplies and equipment to personnel as required. Makes recommendations on major purchases for the

department and assists in writing specifications for new equipment when assigned.

Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Supervises the collection of information for pre-fire planning by insuring that subordinates visit businesses, schools, and places of public assembly located in an assigned area, and by becoming familiar with all area features which might become important in a fire or emergency situation. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Manages the security of the fire scene to insure that evidence of suspected arson is not removed or damaged. Collects and labels evidence, and assists arson investigation personnel. Testifies in court when needed.

Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Answers questions for the public about operations of the fire department. Supervises and participates in special projects related to public relations or the image of the fire 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 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 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 possess a valid Louisiana driver's license.

Must possess certification as Fire Officer II as per NFPA Standards.

Must possess certification as Emergency Medical Technician.

Applicants must possess an Associate of Fire Science Degree, or an Associate of Emergency Medical Services Degree, or a Bachelor's Degree from an accredited college or university.

Must be a regular and permanent employee in the class of Fire Captain for at least five (5) years immediately preceding

closing date for application to the board.

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