

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of the officer in charge of all fire department operations. The Fire Chief is directly responsible for the organization and administration of the department, maintaining the department budget, public relations, and supervision of all paid and volunteer employees of the fire department. The chief is also responsible for directing all fire suppression and fire prevention operations of the department either in person or through a designated subordinate. The fire chief has authority and responsibility to operate independently in handling all designated responsibilities and is accountable to the Fire Board of Commissioners of St. Tammany Fire Protection District #4.

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.

Develops management policies, goals, and objectives for the department. Establishes functional and territorial divisions for efficient fire protection, manages the personnel management functions of the department, creates work cycles and effectively deploys manpower. Collects, analyzes, and organizes data from recognized authorities to be used for planning and problem solving. Reviews department operations and decides if structural changes are needed. Reviews legislation and regulations, determines if changes in departmental procedures are needed, writes proposals for new legislation, and testifies on proposed legislation before legislative committees. Monitors any local conditions which may affect the department. Ensures productivity of department by evaluating programs and procedures, and identifying areas of improvement. Develops a report review system to analyze the quality of fire service and provides for outside audits. Oversees an information management system designed to organize information for use in the administration of the department.

Reviews incoming communications and routes work to the appropriate personnel. Develops a personnel recruitment program and interviews prospective employees. Recommends promotions in accordance with civil service law and establishes a personnel performance evaluation program. Uses information from performance evaluations to make decisions on job assignments, develops and oversees a comprehensive personnel plan, and provides for specialized training. Balances meeting employee needs with achieving organizational goals, and develops a grievance resolution process

for personnel. Reviews work to be done, delegates assignments, and outlines duties. Sets task priorities and long term goals for subordinates. Assigns work spaces and provides subordinates with the resources necessary to get their jobs done. Holds formal meetings to receive reports, disseminate information, and discuss work problems. Manages work schedules, approves leave, reviews reports, and monitors personnel work pace. Evaluates the work performance of employees, writes evaluation reports, and counsels those who are experiencing work problems. Handles grievances and provides for employee growth and career development. Motivates employees and maintains discipline among the department.

Prepares a departmental operating budget and authorizes expenditures of funds in keeping with said budget. Manages the operation of the general accounting system for the department. Ensures that expenses, disbursements, and related financial transactions are properly recorded. Reviews payroll records. Oversees the process of maintaining an inventory, provides subordinates with proper tools to monitor inventory, reviews products by meeting with sales representatives, and makes purchases keeping such purchases within the established budget. Manages a communication system for the department that includes handling calls to and from the emergency scene, as well as non-emergency communications. Provides for the general care and maintenance of department equipment, obtains estimates on repair costs, locates repair services, and arranges for repairs for all department property. Inspects repairs to ensure they were properly accomplished. Prepares specifications on new fire department equipment for public bids. Locates grants available for fire protection projects.

Writes letters, public service announcements, news releases, and any other type of official department correspondence. Promotes a positive image of the work of the department, and coordinates the work of the department with related agencies. Serves as official department representative at any required meetings, and makes speeches before groups. Communicates with citizens, elected officials, and professional and civic organizations to educate them on the needs of the fire service. Collaborates with other local fire chiefs, and meets with other fire and public officials to provide effective services. Conducts research and advises local officials on fire and emergency related issues. Acts as department representative to the news media and handles any complaints leveled at the department from the public. Attends conferences, conventions, and participates in various state and local committees to keep informed on modern firefighting methods and administrative practices.

Establishes policy concerning what information should be kept in departmental records, how that information should be stored, and a retention schedule. Supervises preparation and maintenance of departmental records, reviews subordinates' records, and periodically inspects record keeping facilities. Reviews records to prepare accurate reports for PIAL ratings. Compiles, analyzes, and organizes data needed for reports and personally completes any forms or records required.

Collects risk analysis data and devises a risk management program. Monitors the results of the risk management program, directs the investigation of all accidents, and makes changes to procedure. Manages a safety program for the department, establishing a system of line personnel inspections. Oversees systems of staff and line personnel inspections to allow for review and observation by supervisory personnel. Establishes an internal affairs review process to investigate code of conduct violations. Inspects the appearance of department equipment and personnel to ensure that they meet safety standards and controls accident hazards. Provides for outside audits by professional fire protection and prevention consultants, when needed. Provides on-the-job training for members.

Develops and oversees an emergency management system, and supervises fire ground operations. Monitors staff members and directs the handling of hazardous materials emergencies. Manages fire department equipment and personnel at special tactical situations and develops a system to provide for organized, rapid care to injured persons on the scene. Establishes and oversees effective fireground communications procedures to promote maximum effectiveness and oversees a program of pre-fire planning to provide rescue and fire fighting services to the community.

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 test.

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 appointment, 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 driver's license.

MUST MEET ONE OF THE FOLLOWING TWO QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least ten (10) years of experience in full time 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 full time experience with a paid fire department in fire suppression and

rescue, and should 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 fifteen (15) years of in full time fire service positions, at least ten (10) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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