

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of 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, locates grant funding and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the Washington Parish Fire Protection District Number 7 Fire Board of Commissioners.

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 the 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. Administers a comprehensive personnel plan providing for compensation and benefits. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings. Establishes an internal affairs review process to investigate violations of code of conduct by department employees. Inspects the appearance of

department equipment and subordinate personnel, determines performance standards for department personnel, and establishes procedures for evaluating employee performance. Develops and implements a safety program for the department and trains subordinates in safety. Provides for employee grievance resolution procedures for the department.

Evaluates training needs of the department, 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. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides subordinates with supplies, tools, and resources necessary and ensure resources are used economically. Provides for good housekeeping and takes action necessary to control accident hazards. Holds formal meetings for the purpose of receiving information and disseminating information. Counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and recommending disciplinary action to the appointing authority.

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 programs of pre-fire planning and fire investigation.

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. Writes requests for grants or other special funds. Writes proposals for new legislation or for changes in legislation, regulations or ordinances. Acts as official department representative to the news media and at required meetings in order to offer advice and keep informed on local trends. 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. Records expenses, disbursements and related financial transactions in order to maintain accurate fiscal records. 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 by the filing deadline for application for 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 being a qualified elector of the State of Louisiana.

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 possess a valid Louisiana driver's license.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least five (5) years of experience in the fire service. Fire service experience must include fire suppression and rescue, and may include work in positions which would provide a background in fire prevention and investigation, fire training, and related areas of fire department operations and management.