

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is a highly responsible administrative and supervisory position; the employee of this class is responsible for the operation of the city's firefighting services. Duties include supervising all fire department personnel and volunteer firefighters, providing for the maintenance and repair of all fire fighting equipment, preparing the department budget and related administrative matters, and commanding fire scene operations as chief officer. This employee must be able to take a very important part in the local civil defense operations and make decisions in mutual aid situations. The Fire Chief works independently under the general supervision of the Mayor of the city.

### **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 all department employees and volunteer firefighters by reviewing work performance and correcting errors or offering suggestions; fills in personnel records for employees; transfers personnel from one station or post to another to make certain that all fire fighting posts are manned; investigates employee complaints and takes action; writes employee evaluation reports; recommends discipline of employees to the Appointing Authority.

Assists in the preparation of the department budget; draws up specification for fire fighting equipment; releases information about working fires to the news media; provides for the repair and upkeep of stations and equipment;

Assumes command of fire scene operations and directs all fire fighting and rescue operations, making decisions such as if there is a need for ventilation, what type of ventilation to use, and where to ventilate; supervises overhaul operations after a fire;

Formally trains personnel by conducting evolutions, drills, and classroom training; provides informal station or "on-the-job" training;

Collects information for pre-fire planning; visits business, schools, etc., in order to become familiar with the layout of the building, location of gas/electric meters, location of closest hydrant, types of connections, dead end streets, fire

hazards, types of chemicals, standpipes, etc.; identifies and takes necessary precautions when around hazardous materials;

Looks for, reports, protects, and preserves any evidence of arson;

Performs related duties as required.

#### **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, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must have a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

##### **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 three (3) 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 three (3) 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 a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in fire service positions, at least three (3) 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.

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