

FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Plan, direct, and supervise the operations of the fire department in the capacity of chief engineer and commanding officer; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves a higher degree of skill and responsibility in directing fire fighting, life-saving, fire prevention, and administrative activities of the fire department. Considerable exposure to personal hazards is involved. The fire chief is required to be on duty or subject to call at all times, and is accountable to the proper governing authority as head of the department.

EXAMPLES OF WORK

(Illustrative only.)

Direct and supervise subordinate employees at scene of fire in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire and overhauling after the fire;

Respond to all fires and emergency calls, as required;

Direct and supervise the general care, maintenance, and use of all departmental alarm and signalling systems, firefighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property;

Purchase or recommend the purchase of equipment and supplies in the manner provided by lawful authority, and keep such purchases or recommendations for purchases within the budget thereof;

Provide for the preparation and supervise the maintenance of departmental records and reports relating to the attendance, pay, and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections, employee training, and such others as may be helpful or required; also the furnishing of such information to those lawfully entitled thereto;

Investigate the cause, origin, and circumstances of all fires occurring in the city, and especially investigate whether such fires are the result of carelessness or the act of an incendiary, and report all facts relating thereto the state fire marshal, as provided by law;

Direct the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire or panic, in the manner and within the limits prescribed by law, or by and with the authority of the municipal government;

Inform the public of the necessity and methods of civilian cooperation in fire prevention work by the means of talks, demonstrated lectures, distribution of literature to schools, church organizations, civic clubs, owners and employees of public and private buildings, institutions, hotels, and theaters, etc.

See that employee training is carried on, and arrange periodically for special elementary and advanced training of all employees of the department;

Promote peace and harmony in the department; maintain discipline by reprimanding employees guilty of minor infractions, and by reporting continued violations or those of a more serious nature to the proper governing authority;

Delegate authority to subordinates for the more effective work of the department, when such delegation is not inconsistent with municipal authority, express provisions of law, or contrary to these rules;

Keep posted on modern methods of fire department work, also local conditions which the department may be called upon to combat in cases of fire.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must have a high school diploma or a valid certificate equivalency issued by a state department of education and at least twelve (12) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time 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.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

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