

**FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the fire department. Work of this class is primarily administrative in nature and involves the planning, directing, and coordinating of all activities of the fire department. The Fire Chief is responsible for managing fire suppression and all related activities of the fire department, as well as for supervising the activities of all personnel employed by the fire department. The Fire Chief is subject to call at all times and may take command and direct operations at a fire or other emergency. The Fire Chief reports to and has work reviewed by the Mayor as representative of the appointing authority for 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.

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure and deploying manpower to provide fire protection services for the community. Provides for the enforcement of union contract provisions or for the continued operation of the department in the event of breakdown or failure of negotiations. Reviews department structure and operations and decides if new programs or policies are needed or if changes in current structure of operation are required. Monitors any local conditions which may create situations the department may be called upon to handle. Develops and implements a safety program for the department.

Interviews prospective employees and makes hiring decisions. Develops a grievance resolution procedure for department employees. Prepares for and participates in collective bargaining efforts to negotiate contracts and agreements with employee labor unions. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides for employee growth and career development. Establishes and maintains a system of line inspections for the department.

Records expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records. Authorizes the expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Prepares a departmental operating budget.

Supervises preparation and maintenance of the records and reports of the department by periodically inspecting systems and facilities for keeping the records. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Completes any forms or records required of the chief administrative officer for the department.

Compiles, analyzes, and organizes data needed and writes reports required to document the activity of the fire department. Writes letters in answer to written or oral requests addressed to the fire department, or as required to handle needs of the fire service.

Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department, outlining duties and responsibilities for subordinates. Provides on-the-job training. Inspects the appearance of department personnel to insure compliance with departmental standards for safety and propriety. Counsels employees who are experiencing work problems. Maintains discipline among all employees of the department.

Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Oversees the general care, maintenance, and use of department equipment, vehicles, and property. Provides for repairs and inspects equipment following repairs to insure these were properly accomplished.

Directs and controls fireground operations, makes decisions on strategy, determines immediate goals and objectives, and makes task assignments. Reevaluates decisions as necessary during operations and makes adjustments. Directs and monitors intermediate command staff members. Directs the handling of emergencies involving hazardous materials. Provides for and oversees a communications system that includes emergency and non-emergency communications.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before 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 pass civil service exam with a score of 75% or greater.

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, for this position.

Must possess a valid driver's license.

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

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities

**OR**

Must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least eight (8) years of progressively responsible experience in fire service positions. 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.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) 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 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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