

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which are overseeing the operations of one fire district on an assigned shift. Management responsibilities include supervising all assigned personnel, providing for repair and upkeep of assigned vehicles, equipment, and property, and providing for the preparation and maintenance of records of district activity on that shift. The District Fire Chief also takes command at the scene of a fire or other emergency and directs operations until relieved by a Deputy Fire Chief or the Fire Chief. Duties of this class are performed with a high degree of independence, with work reviewed by the Deputy Fire Chief in charge of the shift. This class ranks directly below that of Deputy Fire Chief.

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 the operation of one fire district on an assigned shift. Conducts inspections of operations in the district, evaluates their effectiveness, and takes action to correct problem areas. Monitors and evaluates any local conditions which may become fire or safety hazards. Recommends needed policy changes.

Assists in the investigation of all accidents involving district equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against personnel and formulates a recommendation for reply to the complaint.

Completes forms and records, including completing LFIRS reports. Compiles and organizes data needed, and writes reports needed to document district activity on the assigned shift.

Supervises all subordinate employees in the district on the assigned shift. Holds meetings with department personnel for the purpose of receiving reports and disseminating information. Inspects the appearance of equipment and personnel. Oversees and evaluates the work performance of subordinates. Reviews reports written by subordinates. Provides assistance to subordinates in technical areas of work and discusses their work performance with them. Writes employee evaluation reports. Resolves employee complaints and grievances. Maintains

discipline among assigned employees of the department.

Directs activities at the scene of a fire or other emergency until relieved by a superior officer, performing duties such as size-up and overseeing safety precautions, and supervising subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and providing emergency medical attention. Personally acts as part of the fire attack team. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Directs the inspection of buildings to determine the existence of potential fire hazards. Investigates the causes, origins, and circumstances of fires occurring in the district on the assigned shift. Provides for securing the fire scene to prevent removal or damage of evidence of suspected arson. Assists arson investigation personnel who take charge of evidence and investigation of arson fires.

Supervises the general care and maintenance of department equipment, vehicles, and property. Arranges for repairs or regular maintenance when needed, and inspects equipment or property after repairs to see that these were properly accomplished. Disburses supplies to personnel as needed.

Performs related duties as 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 being physically fit to perform effectively the duties of the position.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

Must possess a valid Louisiana driver's license.

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