

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing all functions, personnel, and property of the department. The Fire Chief develops and administers the departmental operating budget, performs public relations and public fire education duties, provides for employee training, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing fire fighting, rescue, and related emergency activities, and provides for a program of fire prevention, including pre-fire planning, inspections, and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by 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.

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure to provide fire protection services for the community. Reviews existing or proposed legislation, regulations, ordinances, and court rulings, or collects data for planning, and reviews departmental structure and operations in light of this data to determine if changes are needed. Identifies target areas for improvement in productivity, and develops and initiates programs to improve the quality and effectiveness of service.

Establishes a system of performance evaluations, setting performance standards and providing training for evaluators. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law. Establishes and maintains a balance of meeting employee needs with meeting organizational goals.

Devises a risk management and safety program for the department and monitors the results of this program. Establishes and maintains a system of line inspections. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Manages the operation of the general accounting system for the department to provide a financial record of department operations. 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. Purchases equipment and supplies for the department.

Establishes policy for, oversees, and utilizes a system of information management designed to organize and process information for use in the administration of the department. Compiles, organizes, and analyzes data needed and writes reports required to document the activity of the department. Completes any records or forms required of the chief officer of the department. Writes letters in answer to written or oral requests or as required to address needs of the fire service. Writes public service announcements, news releases, or any other department statements for publication.

Promotes a positive public image of the work of the department in the daily performance of duties. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as department representative at any required meetings. Writes and delivers speeches on fire prevention and related fire department topics before school and civic groups. Serves as department representative to the news media. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services. Works with boards and agencies whose operations affect the fire department.

Supervises all subordinate employees of the fire department. Sets long term goals, reviews work to be done, and delegates assignments, monitoring and evaluating work performance. Reviews reports written by subordinates. Provides for on-the-job training. Adjusts work schedules and approves leave. Counsels employees who are experiencing work problems, and handles employee complaints and grievances. Provides for employee growth and career development and motivates employees. Maintains discipline.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs for which programs are not available within the department. Serves as an instructor for formal classroom training provided as part of the department's program.

Oversees the general care, maintenance, and use of department equipment, vehicles, and property. Provides for a communications system for the department that includes a system for receiving calls and alarms and dispatching personnel, as well as for handling calls to and from the emergency scene and handling non-emergency calls.

Develops and implements an emergency management system; directs and controls fireground operations; and directs and monitors intermediate command staff. Directs the handling of emergencies involving hazardous materials. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness.

Directs a program of fire inspections and pre-fire planning. Directs a program of fire investigations to determine if fires occurring in the jurisdiction were the result of arson.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

1. 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 (voter) of the State of Louisiana, and passing a civil service examination for the position.
2. Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.
3. Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.
4. Must have at least fifteen (15) years, with five (5) of those years as an On-Line Captain or above of progressively responsible experience in the Fire Service as a member of a paid, full time Fire Department, with experience in Fire Operations, to include; fire suppression, rescue and emergency medical services; and Fire Administration, to include; possession of leadership, organizational, and managerial skills which should include; long range planning and budgeting. Must possess the ability to communicate with other, both orally and written.

NT	02-15-62
Rev	04-23-85
	03-24-92
	10-01-03
	08-06-14