

SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A COMPETITIVE EXAMINATION
FIRE CHIEF

A written examination will be given in approximately ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **FIRE CHIEF** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

Application forms may be obtained from Lee Ann Hebert, Secretary to the Civil Service Board, at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663 or online at www.sulphur.org.

Completed applications and the required attachments SHALL be received by the board secretary at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663, by **JULY 12, 2023**, at **1:00 pm**. Approved applicants will be notified of the exact date, time, and location of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.
- After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be 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 accommodation.
- Must possess a valid driver's license.

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 other related curriculum and at least six (6) 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. 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.

OR

- Must have an associate degree in fire science, fire administration, or other related curriculum, or a bachelor's degree in an unrelated 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. 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.

OR

- 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. Applicant must possess 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 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 area of fire department operations and management.

By direction of the Chairman:

Lee Ann Hebert, Secretary

POST THIS NOTICE FROM JULY 3, 2023 THROUGH JULY 12, 2023

PLEASE SEE ATTACHED CLASS PLAN

DO NOT REMOVE BY ORDER OF
THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
THE CITY OF SULPHUR IS AN EQUAL OPPORTUNITY EMPLOYER

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 establishes management policies and determines goals and objectives for the department, develops and administers the departmental operating budget, provides for the preparation of records documenting department activity, performs public relations duties, 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; provides for a program of fire prevention, including inspections and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the governing 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.

Manages the total operation of the Fire Department, directing all functions and activities as chief officer. Determines management policies, goals, and objectives for the department. Organizes the work functions to provide the most efficient services to the community while minimizing expense. Oversees the research and planning for programs and activities. Develops methods to evaluate effectiveness of productivity, procedures, and programs; and makes decisions to continue or discontinue programs and procedures based on program evaluations. Establishes a personnel recruitment and selection program following EEO standards. Develops a system for evaluating various aspects of performance, for setting performance standards, and for providing training for supervisors who will use the system. Provides for an internal affairs review process to investigate any violations of code of conduct for department members.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends and implements changes in department operations that will help the city improve ISO ratings.

Prepares a departmental operating budget by collecting and analyzing all necessary fiscal information. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget; reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy.

Oversees a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept and how long records are maintained, and provides for the security and privacy of all information. Writes reports and requests for grants or other special funds to aid in the operation of the fire department.

Promotes a positive image of the department in the daily performance of duties by interacting with the public, and federal, state, and local agencies. Attends any required meetings to give reports, make recommendations, give speeches, and to keep informed on local trends that may affect the fire service. Acts as a 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.

Supervises all employees assigned to the fire department. Holds formal meeting with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Outlines responsibilities and duties for subordinates along with setting short and long term goals by identifying what must be done and establishing a timetable for completion. Counsels employees who are experiencing work problems; handles employee complaints and grievances; and maintains discipline among employees.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Prepares specifications on new fire department equipment for public bids, and purchases equipment and supplies keeping purchases within the established budget.

Develops and implements an emergency management system and directs intermediate command staff members who are responsible for various aspects of the operation. Takes command at the scene of a fire or other emergency. Takes charge of all safety procedures. Establishes, implements and maintains effective fireground communications procedures.

Directs a program of fire inspections developed in accordance with all applicable federal, state, and local laws and regulations, and oversees and reviews the work of subordinate personnel engaged in fire inspections.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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Fire Chief SU

Original Adoption: 04-26-65

Revision Dates: 05-21-71, 05-24-77, 07-05-77, 06-21-83, 03-03-93, 01-17-95, 10-25-05,
05-02-06, 01-27-09, 06-12-14