

# **HAMMOND MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

## **NOTICE OF A COMPETITIVE FIRE CHIEF EXAMINATION**

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 Hammond Municipal Fire and Police Civil Service Board.

Application forms may be obtained from the OSE website @ <http://www.ose.louisiana.gov> ([Hammond Fire Chief Application Page](#))– please print and complete the 2-page competitive application located under the Testing and Employment tab.

Completed applications and the required attachments must be received by the Board Secretary Tonia Banks at 310 E. Charles St., Hammond, La 70401, **by Friday, March 8, 2019 at 3 p.m.** Approved applicants will be notified of the exact date, time, and place of the examination at least five (5) days prior to the examination date.

### **FIRE CHIEF** (Competitive Class)

#### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of Chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, performs public relations duties, manages equipment and supplies, provides for training, and directs a program of fire prevention and investigation. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Mayor and City Council.

#### **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 as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Develops methods to identify and evaluate productivity of departmental programs. Collects data from the department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions. Reviews department structure and operations in

light of information gathered during research and decides if new programs or policies are needed. Monitors local conditions which may create situations the department may be called upon to handle.

Establishes a system of performance evaluations by determining the various aspects of performance to be evaluated, setting performance standards, and providing training for supervisors who will use the system. Develops a grievance resolution procedure for department employees. Interviews prospective employees and makes recommendations for hiring.

Implements and maintains a risk management program by investigating all accidents or injuries involving department equipment or personnel, determining the cause, and making changes in procedures to avoid future accidents.

Establishes and maintains a system of line and staff inspections to exercise control by providing detailed observation and analysis of department procedures and practices.

Prepares and develops a departmental operating budget. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget. Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, determines how long records should be retained, and provides for the security and privacy of all information which is not a part of public record. Personally complies any forms or records required of the chief administrative officer. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Promotes a positive image of the department in the daily performance of duties through interaction with the public. Serves as official department representative at any required meetings. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Holds formal meeting with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems, and maintains discipline among employees.

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 on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the department training program. Serves as an instructor for formal classroom training provided as a part of the department's training program.

Supervises 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. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Takes command at the scene of a fire or other emergency. Directs the handling of emergencies involving hazardous materials. Directs fire department equipment and personnel when the department is called to assist with special tactical situations. Develops and maintains a system to Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. Directs a program of pre-fire planning in order to provide firefighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

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

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

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.

### **Section 4-05. City of Hammond Charter - Fire department.**

The fire chief must meet all requirements of the municipal fire and police civil service laws of the State of Louisiana as applicable to the City of Hammond, including being a citizen of the United States. The fire chief candidate must meet one of the following qualifications:

- (1) Must have a bachelor's degree from an accredited institution of higher education in fire science, fire administration, public administration, or other related curriculum and

at least six (6) years' experience of progressively responsible positions in fire service, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience should 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;

(2) Must have an associate degree from an accredited institution of higher education in fire science, fire administration, or other related curriculum, or a bachelor's degree from an accredited institution of higher education in an unrelated curriculum and at least eight (8) years' experience of progressively responsible positions in fire service, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**AND**

**Section 4-01. City of Hammond Charter - General provisions.**

- A. All departments, offices and agencies shall be under the direction and supervision of the mayor, except as otherwise provided by this charter. All department heads during their term of office shall live within the city limits or within a five-mile radius of the nearest point of the corporate limits.

HM Original Adoption: 12-21-64 Revision Dates: 12-17-81, 06-18-82, 06-06-91, 10-19-94, 01-19-05, 12-18-14, 12-13-18