

**LIVINGSTON PARISH FIRE PROTECTION DISTRICT NO. 4 CIVIL
SERVICE BOARD**

NOTICE OF A PUBLIC HEARING

February 18, 2020 at 3:00 p.m.

The Livingston Parish Fire Protection District No. 4 Civil Service Board will hold a public hearing to consider adoption of amendments to the classification plan of:

Firefighter/Operator
Fire Records Clerk

Additionally, the Livingston Parish Fire Protection District No. 4 Civil Service Board will hold a public hearing to **abolish** the classification plan of **Secretary to the Fire Chief**.

Unless cause is shown at this time why these revisions should not be adopted, the board will proceed to approve the adoption of the rules as posted or in a revised form.

A copy of the board's current set of rules with the proposed revisions is attached to this notice, as required by civil service law.

This public hearing will be held on Tuesday, February 18, 2020, at 3:00 p.m. at the Administrative house located at 9760 Florida Blvd Walker, LA 70785.

By direction of the chairman:



Brandi Wascom, Secretary

January 16, 2020 through February 18, 2020
(must be posted for at least 30 calendar days)

**DO NOT REMOVE BY ORDER OF LIVINGSTON PARISH FIRE
PROTECTION DISTRICT NO. 4 CIVIL SERVICE BOARD**

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of the fire department. Employees of this class receive training in and perform firefighting and other tasks such as controlling and extinguishing fires, operating fire equipment, performing rescue work, driving fire apparatus, and maintaining fire department equipment and vehicles. Firefighter/Operators respond to all emergency calls and provide first aid and emergency medical care to the sick or injured at the scene. Employees of this class receive specific instructions for most duties and are directly supervised by a superior officer. This class ranks immediately 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.

Responds to all fire and medical emergency calls received by the department. Drives or rides in fire apparatus or emergency vehicle to and from the emergency scene. Ensures a timely response to the emergency scene by reporting address and details to officer in charge, evaluating any navigational problems, and taking shortest route available. Communicates with dispatcher and fire vehicles using two-way radio. Examines fire structures and locates fire source. Completes size up of the fire scene. Observes changes in fireground conditions and notifies officer in charge. Assumes duties of acting officer at the fire scene in his absence. Listens or watches for orders from acting officer, relays orders to other firefighters and assists them to ensure a safe and coordinated performance.

Dismounts apparatus with necessary tools, connects hose lines to water supply source, and directs charged hose line. Regulates water to hose line by operating pump. Makes connections to fire hydrant. Operates appropriate class of fire extinguisher. Performs truck operations such as operating boom, ladders, and setting up jacks or outriggers on truck. Performs salvage and overhaul operations. Locates hot spots and hidden fires. Participates in ventilation and forcible entry operations. Performs search and rescue operations. Searches smoke-filled rooms, moves heavy objects, and cuts open vehicles or machinery to remove trapped victims. Examines victims for signs of injury and provides emergency medical care at the scene or on the way to the hospital. Administers basic or advanced first aid, CPR, and first responder services. Notifies dispatcher of need for additional medical help. Notifies occupants or neighbors to vacate premises due to safety concerns.

Cleans, tests, inspects, and properly secures any assigned firefighting tools or equipment. Tests communication equipment and performs daily radio checks. Conducts required safety tests of apparatus, equipment, and tools to ensure compliance with department standards. Determines if apparatus needs repairs or routine maintenance. Maintains inventory of tools and equipment and

reports any damaged or missing tools to officer.

Participates in training and drills. Learns and maintains proficiency in department equipment, tools, fireground operations, and the principles of fire behavior. Provides occasional informal training for new employees. Practices with apparatus and equipment under supervision. Studies direct routes, location of streets, building layout, hazardous material storage, occupancy patterns, water mains, and hydrants in response area, as well as any other assigned topic. Updates hydrant maps. Completes assigned forms and records. Makes entries in daily log for the department.

Reports to work well-groomed, on-time and in proper attire. Maintains satisfactory interpersonal relationships with other department members. Speaks with firefighters on other shifts to receive information regarding previous day's activities. Provides for the maintenance and upkeep of station house and grounds, and performs minor maintenance and housekeeping duties such as preparing meals, cleaning rooms and floors, and cleaning apparatus. Receives telephone calls, assists visitors, receives and responds to complaints from the public, and conducts tours of the fire station.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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.

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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

~~Must not be less than twenty-one (21) years of age.~~

Must possess certification as Emergency Medical Responder.

Must be certified in Firefighter 1 according to National Fire Protection Association (NFPA) standards prior to closing date for application to the board.

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are processing and maintaining fire personnel records, departmental records and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computers, and maintains hard copy files, extracting information as needed. The Fire Records Clerk participates in the accounting and human resources functions of the department by assisting with budget preparation, coordinating employee benefits and generating payroll. The employee of this class answers telephone calls and assists visitors to the department. The Fire Records Clerk performs routine duties independently, reporting to and having work reviewed by the 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.

Receives, reviews, sorts and processes department records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Sorts and processes all mail. Stamps materials to record date and time that the material was received.

Organizes and revises departmental filing system, as needed. Periodically checks to ensure systems and facilities for record storage are adequate. Enters routine information in department records including fire reports, accounting records or medical reports. Reviews records and reports for completeness, accuracy, and conformity to established procedures. Files correspondence, forms, records, or reports alphabetically, numerically or chronologically in hard copy or computer database. Locates and retrieves information or documents from the hard copy or computer files. Extracts information or summarizes contents of files for use by department personnel. Keeps records on the location of materials removed from files. Traces missing files. Disposes of obsolete files and records in accordance with departmental policy.

Reads graphs, charts or manuals in order to compile data. Organizes and analyzes data in order to write reports. Types letters, forms, memos, formal reports and records, as required. Replies to routine correspondence; composes business letters in response to requests or to address the needs of the department. Proofreads typed material and corrects errors. Takes minutes or notes at meetings; takes dictation and transcribes from notes.

Operates a computer terminal and word processing or other software in order to enter or remove information from electronic files. Utilizes a facsimile machine, copying machine, scanning equipment, a calculator and mathematical computer software to complete daily tasks. Develops new procedures for office functions when necessary.

Maintains roster of department personnel. Prepares payroll records to reflect new hires, pay

changes, authorized deductions and related information. Makes calculations necessary to compute payroll. Generates payroll and responds to inquiries from employees regarding payroll and benefit matters. Participates in accounting for the money and assets of the department. Posts items into journals, ledgers or other accounting records. Prepares checks for payment of departmental bills and issues payments from petty cash as directed. Collects fines and bond money and issues receipts. Compiles information to be used in developing the departmental budget. Prepares purchase requisitions for the department. Orders, distributes and maintains inventory of supplies and equipment, as needed.

Acts as receptionist to visitors, handles any routine matters and requests or directs visitor to appropriate individuals or offices. Answers calls on incoming lines and responds to questions from the public about the operation of the department or related areas of emergency services. Maintains records of departmental schedules and appointments, and notifies appropriate individual of appointments, meetings, or other events.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

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

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

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.

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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES:

This is a responsible clerical position encompassing duties such as typing forms and reports, setting up and maintaining a filing system, and keeping records such as payroll and personnel records. This position is non-supervisory in nature. The employee of this class works independently in most areas with general instructions from the fire chief who supervises and reviews the work of the employee.

EXAMPLES OF WORK:

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Takes dictation by longhand and types material such as forms, statements, reports, letters; proofreads typed material and corrects errors.

Sets up a filing system and revises such system when necessary; makes decisions concerning what should be filed and files material; retrieves information or documents from the file.

Maintains a purchase order or purchase requisition ledger and records all purchases and receipts as required; orders supplies following department procedures.

Keeps personnel files on employees; sets up files on new employees and updates files on a continuous basis as required; keeps records of addresses and telephone numbers of employees; maintains a record of promotions and demotions; keeps records of leave earned and taken; keeps records of pay raises, step increases, etc.; completes records for supplemental pay; maintains a current seniority list.

Records hours worked and computes these for payroll purposes; takes complaints from employees about pay and deals with these following department procedure; computes salaries, hours, and overtime for annual salary budget.

Posts items into journals, ledgers, etc., and balances these at the end of the month.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction.

Attends official meetings for the purpose of taking minutes or notes.

Sorts and distributes incoming mail; selects and handles any routine correspondence or requests; composes letters from oral or written directions by the chief or writes routine correspondence on own initiative; also makes and answers telephone calls, screening the chief's calls by handling routine questions and requests or redirecting the call; also answers questions and handles routine requests by visitors to the office.

May also perform the following duties: schedule appointments for the chief and remind him of such; operate copying machine or duplicating machine to make copies.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

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

Must be at least eighteen (18) years of age.

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. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Before employment, must be able to demonstrate the ability to type forty (40) words per minute.

Secretary to the Fire Chief LE
Original Adoption: 03-30-81
Revision Dates: 05-28-14, 02-28-18