



Livingston Parish Fire Protection District 4

CIVIL SERVICE BOARD

NOTICE OF A RESCHEDULED PUBLIC HEARING

July 20, 2020 @ 3:00 p.m.

Public Hearing was scheduled on March 23, 2020

The Livingston Parish Fire Protection District No. 4 Civil Service Board will hold a public hearing to consider the adoption of the classification plan of Fire Prevention Officer. Unless cause is shown at this time why this classification plan should not be adopted, the board will proceed to approve the adoption of the classification plan in their proposed or revised form.

This public hearing will be held on ~~March 23, 2020~~ July 20, 2020, at 3:00 p.m. at the Administrative House located at 9760 Florida Blvd Walker, LA 70785.

A copy of the proposed classification plan is attached to this Notice

By direction of the chairman:

A handwritten signature in blue ink, appearing to read 'Brandi Wascom', written over a horizontal line.

Brandi Wascom, Secretary

Post at the Administrative House February 19, 2020, through July 20, 2020
(must be at least 30 calendar days)

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

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible support position in the fire department, the major duty of which includes the management of the Fire Prevention Division. The Fire Prevention Officer oversees and participates in all activities related to fire investigations, fire inspections, pre-fire planning and public fire education. The employee of this class has no direct supervision over fire department personnel, however, the incumbent performs functional supervision over departmental employees with regard to fire prevention activities and training. The Fire Prevention Officer has the authority to work independently in most areas, performing special tasks with only general instructions. The employee of this class reports to and has 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.

Manages the operation of the Fire Prevention Division, including overseeing activities related to fire inspections, fire investigations and public fire education. Organizes the Fire Prevention Division, making decisions concerning use of equipment and deployment of personnel. Sets goals for the division and recommends management policies and objectives relating to fire prevention. Conducts research and participates in the planning for programs and activities of the division. Inspects division operations, evaluates the effectiveness of such operations, and takes appropriate action to correct or improve problem areas. Evaluates new laws, regulations, ordinances, and court rulings relating to fire prevention operations to determine if changes in division policies and procedures are needed. Monitors and evaluates local conditions which may become fire or safety hazards.

Oversees and participates in investigations to determine the cause of fires in the area. Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Searches for, identifies, and collects evidence of possible arson in order to preserve such for analysis and to protect the chain of custody for later use in court. Takes photographs and makes notes, sketches and diagrams of the burned building to document the extent of involvement. Examines the interior, exterior, and the area surrounding the fire in order to identify the direction of fire travel, burn patterns, the heat source and the combustible materials. Collects other relevant information concerning the fire structure, its contents, and its occupancy. Interviews firefighters and witnesses in order to obtain information about circumstances that may have been noted before, during or after the fire. Uses all observations to determine whether the fire was the result of natural causes, carelessness, or arson. Interrogates suspects after having informed them of their rights. Acts as a liaison with law enforcement or other arson investigation agencies. Testifies in court when required.

Oversees and participates in building inspections and pre-fire planning. Prepares for an inspection by reviewing previous inspection reports. Contacts the owner/occupant upon arrival at inspection site to obtain permission and explain the inspection procedure. Inspects the interior and exterior

of buildings in order to verify compliance with fire codes and to identify any possible fire hazards. Takes photographs and makes sketches to document building conditions at the time of the inspection. Checks for proper placement, maintenance and operation of portable fire extinguishers, standpipe systems, fixed fire extinguishing systems, fire detection and alarm systems, fire hydrants, electrical systems and heating/air-conditioning systems. Inspects storage areas for hazardous materials and combustible liquids. Examines structures to determine if they meet fire resistance requirements for their construction type. Assesses the occupant load of a building and inspects to see if the means of egress are sufficient for this load. Estimates the fire load of a building and assigns a fire load classification in order to estimate the loss potential and contribute to planning efforts. Reviews building plans to identify potential problems related to fire protection. Collects information for and develops pre-fire plans. Assists institutions or companies in developing solutions for fire prevention problems. Discusses inspection findings with building owner or manager, provides the person in charge with copies of all required documents and makes recommendations for the correction of fire hazards. Manages employees who issue permits required for special conditions, circumstances or equipment which may be fire or safety hazards. Oversees fire safety in public assembly occupancies at major events to ensure adherence to fire codes.

Establishes policy concerning what information should be included in all records of the Fire Prevention Division and determines in what form this information should be kept. Reviews incoming written communications for the division, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Writes letters to handle problems or to address needs of the division. Receives requests for release of fire prevention records, evaluates the request, and approves or disapproves the request according to applicable laws and department policies. Compiles, organizes, and analyzes data needed, in order to write reports documenting assigned activities. Completes any forms or records assigned. Completes reports of each fire inspection and investigation, recording all necessary information and outlining conclusions reached, recommendations made and related information. Reviews incident reports written by fire suppression personnel to determine if further action is needed. Prepares information and evidence from inspections and investigations for use in a court proceeding. Testifies in court or serves as an advisor to the prosecutor.

Prepares and submits to the proper authority a divisional operating budget for fire prevention activities. Writes requests for grants or other special funds to aid in the operation of the fire prevention service. Evaluates division needs and recommends purchases of equipment for use in the department's fire prevention program. Purchases equipment, developing appropriate specifications for use in the bidding process and complying with the jurisdiction's purchasing procedures. Orders, distributes and maintains inventory of supplies and equipment for the Fire Prevention Division.

Oversees and participates in a fire prevention program for the department. Develops a fire prevention education curriculum by analyzing the targeted audience, designing the appropriate method of presentation, and evaluating the effectiveness of the curriculum. Identifies the most important local fire problems, determines the content and format of fire safety messages, and produces instructional materials to be distributed and used in training programs for fire safety. Utilizes incident reports, demographic data, and injury information from hospitals in order to customize fire prevention education to certain target audiences. Selects program components and objectives to meet community needs. Organizes and trains fire service personnel and volunteers who participate in the implementation of the fire safety education program. Provides for public

education concerning fire hazards, injury prevention and built-in fire protection. Oversees the preparation and delivery of speeches and demonstrations on fire safety topics to be used in the public fire education program. Supervises and participates in fire drills for business, educational, healthcare, industrial and assembly occupancies, reviewing evacuation plans, providing for special circumstances and instructing personnel responsible for assisting with the drill. Conducts tours of department facilities for school or civic groups. Evaluates the impact of the public fire education program by comparing baseline data with new data collected after the implementation of the program. Modifies the program if necessary.

Writes and submits public service announcements and news releases on fire safety to be used by local news media. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed, or participating in projects of mutual concern to both the agency and the fire prevention division. Responds to questions from the public about the operation of the fire prevention division or any related areas of fire prevention services.

Performs any related duties 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.

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 possess the following certifications prior to closing date of application to the Board:

- NFPA/LSU Certification Fire Investigator
- NFPA/LSU Certification Fire Inspector I

Must have not less than five (5) years of full-time experience in a paid fire department, with experience in fire suppression, fire inspection or fire prevention.