

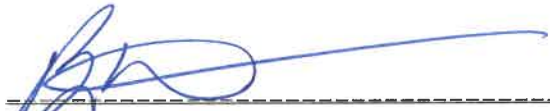
**NOTICE OF A PUBLIC HEARING
(NEW CLASSIFICATION)**

The Livingston Parish Fire Protection District 4 Civil Service Board will hold a public hearing to consider adoption of a new classification **Battalion Chief**. Unless cause is shown at this time why this new class should not be adopted, the board will proceed to approve the adoption of the class in the proposed or revised form.

This public hearing will be held on **Wednesday, August 16, 2023**, at 3:00 p.m. at the Administration Headquarters located at 9760 Florida Blvd Walker, LA 70785.

SEE ATTACHED NEW CLASSIFICATION PLAN

By direction of the Chairperson:



Brandi Wascom, Secretary

Post at the Administration Headquarters July 14, 2023 through August 16, 2023

**DO NOT REMOVE BY ORDER OF
THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT 4 CIVIL SERVICE BOARD**

Battalion Chief

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible positions in fire department operations, the primary duty of which is managing the fire suppression activities of the department on an assigned shift. The Battalion Chief responds to all fire alarms received on the assigned shift and supervises emergency scene activities. Employees of this class also have the primary responsibility for supervising the subordinate personnel on their assigned shift, for assisting superior officers in providing for the care and maintenance of department equipment, vehicles and property. Battalion Chiefs have the authority to work independently and have their work reviewed by the Assistant Fire Chief. This class ranks directly below that of the Assistant 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.

Supervises the operation of the fire department on an assigned shift. Assists superior officers in determining how the department should be organized, including number of operating units and distribution of such units. Sets goals and objectives for the department and submits for approval by a superior officer. Plans and organizes departmental operations having to do with equipment, apparatus, and personnel. Conducts inspections of various divisions of the department, observes department operations, and evaluates the effectiveness of the various divisions following inspections to take appropriate action to correct or improve problem areas.

Supervises respective shift of department employees by inspecting the appearance of assigned equipment and subordinate personnel, assigning work or duty areas to subordinates, evaluating work performance, reviewing reports, discussing subordinates' performance with superior chief officers, providing assistance to subordinate personnel in technical areas of work, addressing complaints and grievances as well as other functions of supervision. Assists superior officers with approving leave. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Maintains discipline by counseling or recommending disciplinary action against subordinates. Promotes peace and harmony within the department by seeing that discipline is maintained, by counseling employees who are experiencing work

problems, by meeting and working with employee groups, or by taking any other action deemed necessary.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Performs size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Participates in and supervises multiple functions at the emergency scene including rescue operations, forcible entry, nozzle and hose handling, fire extinguishment, pump operations, use of sprinkler and standpipe systems, salvage operations, first aid, emergency medical services and other related operations. Personally acts as part of the fire attack team and takes charge of all safety procedures at the scene of a fire or emergency. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Acts as coordinator between firefighting personnel and law enforcement personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment.

Supervises and participates in preparation and maintenance of the records and reports of an assigned service or division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Prepares LFIRS reports, personally completes any forms and records assigned, and writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction, especially those suspected to be the result of carelessness or the act of an arsonist. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly located in an assigned area and becoming familiar with all area features which might become important in a fire or emergency situation. Testifies in court when required.

Assists superior officers with purchasing equipment and supplies, keeping such purchases within the established budget. Supervises the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations and grounds, department communications equipment and any other specialized equipment owned and operated by the fire department. Supervises distribution of supplies and equipment to department personnel as required. Makes recommendations on major purchases for the department.

Assists superior officers with investigating complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be

taken. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Answers questions for the public about operation of the fire department or any related areas of emergency services. Conducts tours of department facilities for school or civic groups.

Personally trains personnel by conducting drills and evaluations as well as by providing informal or "on-the-job" training for new employees. Participates in developing a personnel recruitment and selection program. Participates in conferences, conventions, and other educational meetings. Keeps informed on modern firefighting methods and administrative practices.

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.

Must possess a valid driver's license.

Prior to closing date for application to the board, must obtain the following certifications:

- * NFPA/LSU Certification Firefighter I
- * NFPA/LSU Certification Firefighter II
- * NFPA/LSU Certification Fire Service Instructor I
- * NFPA/LSU Certification Fire Officer I
- * State of Louisiana EMR Certification (EMT preferred)
- * NFPA/LSU Certification Fire Officer II
- *NFPA/LSU Investigator
- *NFPA/LSU Safety Officer

After offer of promotion, 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 be a regular and permanent employee in the class of Firefighter/Operator for at least five (5) years immediately preceding closing date for application to the board.

Battalion Chief LD

Original Adoption:

Revision Dates: