

NOTICE OF A PUBLIC HEARING
(PROPOSED REVISIONS TO A CLASS IN THE CLASSIFICATION PLAN)

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

This public hearing will be held on **Monday, September 22, 2025** at **1:00 p.m.** at the Administration Headquarters located at 9760 Florida Blvd, Walker, LA 70785

Current qualification requirements and the Proposed Revisions to Firefighter/Operator competitive classification plan are attached to this Notice.

By direction of the Chairperson:



Brandi Wascom, Secretary

Post at the Administration Headquarters August 19, 2025 through September 22, 2025

DO NOT REMOVE BY ORDER OF
THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT 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 ~~Battalion Chief~~ **Fire Captain**.

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. **Secures the fire scene to prevent evidence removal.**

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency. Makes a field sketch of an inspected building. Plans for fires in industrial and commercial buildings by studying information regarding the location of hydrants and standpipes, building layout, hazardous material storage, occupancy patterns, and structural information. Plans for fires in residential areas by studying hydrant locations, exposures, occupancy types, and high life or monetary loss risk areas.

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.

Prepares correspondence in answer to the department or as needed to address problems or needs of the department. Gathers and compiles information for reports and departmental planning through data analyses.

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 eighteen (18) 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~~ **prior to employment.**