SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A COMPETITIVE EXAMINATION
FIRE PREVENTION OFFICER

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 PREVENTION OFFICER** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Sulphur Civil Service Board.

Application forms may be obtained from **Lee Ann Hebert**, Secretary to the Civil Service Board, at the **Sulphur Fire Department** located at 3504 Maplewood Drive, Sulphur, LA 70663 or online at www.Sulphur.org.

Completed applications and the required attachments SHALL be received by Lee Ann Hebert, at the Sulphur Fire Department located at 3504 Maplewood Drive, Sulphur, LA 70663, by JULY 22, 2021 at 4:00 pm. Approved applicants will be notified of the exact date, time, and location of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to 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 program. Non-Louisiana applicants shall be required to present proof of completion of a high school program which has been accredited and or approved 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 have at least two (2) years of experience in fire prevention work with a paid fire department or fire prevention agency, including performing fire inspections, conducting fire investigations, or conducting fire prevention education programs.**

OR

- **Must have at least five (5) years of experience in fire suppression with a paid fire department or five (5) years of experience in some other field such as fire insurance claims adjusting which would require applicant to attain a familiarity with fire hazards, fire codes, and fire cause determination.**

By direction of the Chairman:

Lee Ann Hebert, Secretary

POST THIS NOTICE FROM JULY 9, 2021 THROUGH JULY 22, 2021

PLEASE SEE ATTACHED CLASS PLAN

DO NOT REMOVE BY ORDER OF
THE SULPHUR MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
THE CITY OF SULPHUR IS AN EQUAL OPPORTUNITY EMPLOYER

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class is an entry level position in the Fire Prevention Division, the primary duties of which include conducting fire inspections, enforcing life safety codes, conducting investigations of fires suspected to be the result of arson, and performing public fire education duties. Employees of this class write reports and keep records required to document Fire Prevention Division activity. The Fire Prevention Officer works independently in most areas, with work reviewed by and special assignments received from 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.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems, checking for electrical hazards, determining that buildings meet fire resistance requirements for their construction type, inspecting storage areas for flammable and combustible liquids, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, which includes facts and evidence collected during the inspections, and conclusions and recommendations made as a result of findings.

Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing fines, or serving court summonses or stop work orders for non-compliance with fire codes. Receives complaints from the public on hazards or on possible violations of fire codes. Oversees fire safety in public assembly occupancies.

Reviews building plans to identify potential problems related to fire protection. Researches and writes formal recommendations for additions to or changes in fire prevention codes. Assists

institutions or companies in developing solutions for fire prevention problems. Collects information for pre-fire plans.

Draws up evacuation plans for schools, hotels, hospitals, or other buildings required to have such plans. Conducts fire drills for businesses, educational, and assembly occupancies, reviewing evacuation plans and instructing personnel responsible for assisting with the drill.

Examines the scene of a fire to determine the origin and cause, and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects and preserves evidence for analysis and later use in court. Completes a fire investigation report, and all other such reports the department deems necessary.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records. Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution.

Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress. Communicates with the public prosecutor's office to facilitate successful disposition of cases.

Identifies the most important local fire problems so that the fire education effort can focus on those specific problems. Delivers lectures, talks, or demonstrations on fire safety to schools, clubs, or other organized groups. Writes and submits public service announcements and news releases on fire safety to be used by local television and radio stations and by local newspapers and magazines. Conducts tours of department facilities for school or civic groups.

Orders, disburses, and maintains an inventory of supplies and equipment.

Performs any related duties assigned.

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Fire Prevention Officer SU	
Original Adoption:	06-21-94
Revision Dates:	01-17-95, 08-25-98, 10-25-05, 05-02-06, 01-27-09, 11-03-09, 06-12-14, 05-18-17, 08-19-20