

# **ST. TAMMANY FIRE DISTRICT NO. 3 CIVIL SERVICE BOARD NOTICE OF A COMPETITIVE FIRE CHIEF EXAMINATION**

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 Chief in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the St. Tammany Fire District No. 3 Civil Service Board.

Application forms may be obtained from Theresa McCarthy, Board Secretary, at the Administrative Building located at 27690 Main St. Lacombe.

Completed applications and the required attachments must be received by Ms. McCarthy at the address listed above or mailed to P.O. Box 849, Lacombe, LA 70445, by **January 6, 2025, at 4:00 P.M.** Approved applicants will be notified of the exact date, time, and place of the examination at least five (5) days prior to the examination date.

## **QUALIFICATION REQUIREMENTS**

**Unless otherwise specified, all requirements must be met before 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 medical examination prepared and administered 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 have and maintain a valid driver's license. Must possess certification as Firefighter I, Firefighter II, Driver/Operator, Fire Service Instructor I and II, Fire Investigator, Hazardous Materials I, Hazardous Materials II, Fire Officer I, II, and III, immediately preceding the closing date for application to the civil service board. The above certifications must be from the Louisiana Firefighter Certification program, or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC). Must possess and maintain Nationally Registered Emergency Medical Technician Basic certification and American Heart Association CPR certification immediately preceding closing date for application to the civil service board.

## **MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS**

### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

### **OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least

two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire department operation and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate 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 and at least ten (10) years of progressively responsible experience in fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

By direction of the chairman:

Theresa McCarthy, Board Secretary

Post at all stations December 6, 2024 through January 6, 2025

**DO NOT REMOVE BY ORDER OF  
THE ST. TAMMANY FIRE DISTRICT NO. 3 CIVIL SERVICE BOARD**