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BLAINE ROY

CITY OF SCOTT FIRE CHIEF
JOB DESCRIPTION & APPLICATION

APPLICATION SUBMISSION REQUIREMENTS

All applications must be submitted in person to Scott City Hall, located at 125 Lions Club Road, Scott, LA 70583. Applications must be addressed to:
FIRE CHIEF APPLICATION

Application Deadline: November 9, 2026

Applications may be dropped off during the following hours:
Monday–Thursday: 7:00 a.m. – 5:30 p.m. **Friday:** 7:30 a.m. – 11:30 a.m.

Go to www.cityofscott.org to download the complete packet and application.

Department	Fire Department
Position Title	Fire Chief
Reports To	Mayor and/or City Manager, subject to applicable law and City policy; accountable to the Mayor and City Council
Supervises	Fire Department personnel and other assigned personnel

Position Summary

The Fire Chief performs responsible administrative and technical work in planning, organizing, directing, and evaluating the City of Scott Fire Department and its fire protection, fire prevention, rescue, and emergency services. The Fire Chief is responsible for departmental administration, personnel supervision, emergency operations, training, equipment and apparatus readiness, fire station facilities, budgeting, records, reporting, and emergency preparedness. The position requires sound judgment, technical knowledge, leadership, and coordination with City administration and other public safety agencies to protect life and property and maintain effective fire protection services.

The Fire Chief shall perform duties in accordance with applicable federal and state law, the Scott Code of Ordinances, approved departmental policies and procedures, City policies, and lawful directives of the appropriate City authority. The position's authority is subject to applicable law and City approval and purchasing requirements.

Essential Duties and Responsibilities

- Direct, supervise, coordinate, and evaluate the daily operations and overall fire protection, fire prevention, rescue, and emergency response programs of the department.
- Use and administer the departmental policy and procedure manual approved by the Mayor and implement policies, procedures, rules, and operating standards subject to applicable approval requirements.
- Assess departmental needs and develop short-term and long-term operational plans, goals, service recommendations, and measures to improve effectiveness.
- Assign duties, establish work schedules, monitor performance, and ensure compliance with approved policies, procedures, and performance standards.
- Direct the development, delivery, and documentation of training programs for personnel. Conduct or arrange suitable drills and instruction at least monthly, covering equipment operation and handling, first aid and rescue, salvage, knowledge of buildings in the City, fire prevention, water supplies, firefighting practices, and life and property safety.
- Ensure personnel maintain appropriate certifications and qualifications and comply with applicable occupational safety standards and departmental safety procedures.
- Direct firefighting, rescue, incident management, and other authorized emergency operations, using personnel, apparatus, equipment, and available resources appropriately.
- Coordinate with law enforcement, emergency medical services, neighboring fire departments, emergency management agencies, and other responding organizations.
- Participate in emergency preparedness, disaster response, recovery planning, and review of incidents, injuries, equipment failures, and operational concerns; recommend corrective action when appropriate.
- Ensure required inspections, investigations, and reports are completed by authorized personnel and coordinate with the Louisiana State Fire Marshal and other appropriate agencies when necessary.
- Ensure fire trucks, emergency apparatus, protective equipment, tools, supplies, and other departmental equipment are properly maintained, safely housed, and operationally ready.
- Assess equipment needs, review specifications as appropriate, and prepare recommendations for purchases, repairs, replacement, and capital improvements. Obtain required City approvals before committing funds or making purchases.
- Oversee the general maintenance, cleanliness, safety, security, and operational condition of all City fire stations and related departmental facilities.
- Assess departmental financial, personnel, equipment, and facility needs and prepare the annual departmental budget and supporting operating and capital recommendations.

- Maintain complete and accurate records of fires, inspections, apparatus and minor equipment, personnel, training, departmental activities, and other information concerning the department's work.
- Maintain professional working relationships with residents, businesses, City officials, the volunteer fire board, career and volunteer personnel, governmental agencies, and community organizations.
- Perform other duties reasonably related to the position as assigned by the appropriate City official and consistent with applicable law.

Minimum Qualifications —

- Have five (5) years of firefighting experience.
- Be Firefighter II certified
- Served in the capacity of a Captain
- Have a 12 hour pump operations class given by FETA or equal or be Apparatus Drive/ Operator-Pumper certified by FETA or equal.
- Have attended a minimum of 40 hours of command related classes.
- Be Emergency Medical Responder (EMR) certified or higher by the Bureau of EMS.
- No felony convictions and a valid driver's license.

PART II — APPLICATION FOR FIRE CHIEF

Office of the Mayor | Fire Department Administration

Position: Part-Time Municipal Fire Chief

Application Deadline: _____

Submit To: _____

Section 1 — Applicant Information

Full Legal Name: _____

Mailing Address: _____

City/State/ZIP: _____

Telephone: _____

Email Address: _____

Current Employer: _____

Current Position/Rank: _____

Years of Fire Service Experience: _____

Years of Supervisory/Command Experience:

_____

Section 2 — Minimum Qualifications

Applicants must meet the minimum qualifications established by the applicable City of Scott ordinance and other formally adopted requirements. Because the source documents contain differences in the stated qualifications, the City must finalize the controlling requirements before issuing this application.

Do you meet all minimum qualifications established by the applicable City requirements? ☐ Yes ☐ No

Do you possess a valid driver's license? ☐ Yes ☐ No

Are you able to perform the essential duties of the position, with or without reasonable accommodation? ☐ Yes ☐ No

Are you willing to comply with City policies, applicable laws, and departmental operating procedures? ☐ Yes ☐ No

Are you willing and available to fulfill the required emergency response responsibilities? ☐ Yes ☐ No

Section 3 — Education and Professional Certifications

Highest Education Completed: _____

Fire service certifications (check all applicable):

☐ Firefighter I

☐ Firefighter II

☐ Fire Officer I

☐ Fire Officer II

☐ Fire Officer III

☐ Fire Officer IV

☐ Fire Instructor / Instructor I

☐ Incident Safety Officer

☐ Hazardous Materials Operations

☐ Incident Command System ICS-100/200/300/400

☐ NIMS-700/800

☐ Emergency Medical Responder (EMR) or higher / First Responder

☐ FETA or equivalent 12-hour pump operations class

☐ Apparatus Driver/Operator-Pumper certification

☐ At least 40 hours of command-related classes

☐ Other: _____

List additional certifications, specialized training, and relevant professional development:

_____

_____

_____

Copies of certifications must accompany the application.

Section 4 — Fire Service Experience

Department/Agency: _____

Rank/Title: _____

Dates of Service: _____

Number of Personnel Supervised: _____

Describe your experience with structural firefighting, incident command, emergency response, fire prevention, and departmental administration:

_____

_____

_____

_____

_____

_____

Section 5 — Leadership and Administrative Experience

A. Personnel Management

Describe your experience with supervision, discipline, performance evaluations, professional development, and employee accountability.

_____

_____

_____

B. Emergency Incident Command

Describe your experience directing emergency operations, making command decisions, and maintaining firefighter safety.

_____

_____

_____

C. Budget and Financial Management

Describe your experience preparing budgets, managing public funds, procuring equipment, and maintaining financial accountability.

_____

_____

_____

D. Volunteer and Career Firefighter Operations

Describe your experience managing or coordinating departments consisting of paid and volunteer firefighters.

_____

_____

_____

E. Policy Development

Describe your experience developing and enforcing standard operating procedures, safety policies, and training standards.

_____

_____

_____

Section 6 — City of Scott Leadership Questions

Please attach written responses to the following questions.

Leadership and Vision: What is your vision for the Scott Fire Department over the next five years, and what specific actions would you prioritize during your first 100 days?

Organizational Collaboration: How would you foster a positive working relationship among City administration, the City Council, the volunteer fire board, career firefighters, and volunteer members while maintaining an effective chain of command?

Emergency Readiness: What measures would you implement to improve response times, training, firefighter safety, staffing readiness, and the overall quality of fire protection?

Financial Stewardship: How would you prioritize departmental expenditures, equipment replacement, maintenance, and long-term capital needs while demonstrating responsible management of taxpayer resources?

Section 7 — Professional References

Provide three professional references familiar with your leadership and fire service experience.

Reference 1

Name: _____

Position: _____

Organization: _____

Phone/Email: _____

Reference 2

Name: _____

Position: _____

Organization: _____

Phone/Email: _____

Reference 3

Name: _____

Position: _____

Organization: _____

Phone/Email: _____

Section 8 — Applicant Certification

I certify that the information provided in this application and all accompanying documents is true, complete, and accurate to the best of my knowledge.

I understand that providing materially false or misleading information may result in disqualification from consideration or other appropriate employment action.

I further acknowledge that appointment to the position of Municipal Fire Chief is subject to applicable laws of the State of Louisiana, the ordinances of the City of Scott, and the established municipal appointment and approval process.

I understand that submission of this application does not guarantee an interview, appointment, or employment.

Applicant Signature: _____

Date: _____

For Official City Use Only

Date Application Received: _____

Application Complete (☐ Yes ☐ No): _____

Minimum Qualifications Verified (☐ Yes ☐ No):

_____

Eligible for Interview (☐ Yes ☐ No): _____

Interview Date: _____

Selection Committee Evaluation: _____

Recommendation Forwarded (☐ Yes ☐ No): _____