

**FIRE CAPTAIN**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of firefighting personnel and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by a District Fire Chief. Fire Captains rank directly below the class of District 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.

Manages the operation of one fire station or all department operations on one shift. Answers fire alarms from dispatcher, recording all pertinent information. Communicates with dispatcher from the fire scene and directs emergency scene operations until relieved by a superior officer. Serves as fire safety officer. Performs size-up of an emergency scene, and supervises subordinate employees in search and rescue, emergency medical procedures, forcible entry, ventilation, protection of exposures, ladder operations, use of water supplies, sprinkler and standpipe systems, nozzle and hose handling, hazardous materials, and salvage and overhaul. Secures the fire scene to prevent removal or damage of evidence of suspected arson.

Inspects the appearance of assigned equipment and personnel. Supervises subordinate employees by issuing orders and assigning duty areas. Oversees and evaluates the work performance of subordinates and conducts performance evaluations. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Provides assistance to subordinates in technical areas of work. Conducts drills and evolutions, classroom training, and "on-the-job" training.

Provides for the maintenance of department records. Compiles data, writes reports, and completes assigned forms and records, such as maintenance records, NFIRS reports, incident reports, and preliminary investigation reports.

Maintains an inventory of supplies and equipment, and orders and distributes items as needed. Provides for the repair and maintenance of property and equipment. Conducts required tests of fire department apparatus and equipment, including daily radio checks. Inspects station house, building, and facilities to insure compliance with departmental maintenance standards.

Performs pre-fire planning and conducts inspections of businesses, schools, and places of public assembly. Conducts fire drills. Ensures compliance with local fire codes and ordinances, and recommends corrections for unsafe practices and conditions. Reports fire hazards or safety violations to the appropriate authority.

Coordinates the work of the department with related agencies. Makes presentations and demonstrations related to fire prevention and safety. Conducts tours of departmental facilities for school or civic groups and participates in special community projects designed to improve public relations or the image of the fire department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by 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 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 possess a valid Louisiana driver's License.

Must be a regular and permanent employee in the class of Firefighter/Operator.

BN	04-23-02
REV	07-22-08
	10-17-13
	05-23-16