

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions in fire department operations, the primary duty of which is managing the activities of the department on an assigned shift. Fire Captains respond to all fire alarms received on the assigned shift and direct emergency scene activities until relieved by a superior officer. Employees of this class have the responsibility of supervising a company of Firefighter/Operators on their assigned shift, for assisting the Fire Chief in providing for the care and maintenance of department equipment, vehicles and property, and providing for the maintenance of department records. Fire Captains work independently in most areas, receiving only general instructions for special tasks. This class reports to and ranks directly below that of 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.

Manages all department operations on an assigned shift. Makes recommendations for consideration by the Fire Chief regarding policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations that will help the fire district improve insurance ratings. Evaluates the efficiency of response units following emergency incidents. Assists in investigating all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Answers fire alarms from dispatcher and directs emergency scene operations until relieved by superior officer. Performs size-up and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Serves as fire safety officer at the scene of an emergency until relieved of command. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Personally trains personnel by conducting training in the classroom

or by conducting drills and evolutions. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting when required.

Supervises subordinate fire department personnel. Assigns duty areas. Oversees and evaluates the work performance of subordinates and conducts employee performance evaluations. Provides informal or "on-the-job" training for new employees. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Assists in maintaining discipline among subordinates by conducting corrective interviews and/or recommending disciplinary action to the appointing authority through the chain of command.

Responds to questions and complaints from the public about operations of the fire department or any related areas of emergency services. Serves as department representative to the news media. Coordinates the work of the department with related agencies, releasing information and giving assistance when needed. Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs pre-fire planning inspections. Inspects schools and other educational facilities for fire protection purposes, including conducting fire drills. Secures the fire scene and collects and labels evidence of suspected arson. Questions witnesses to a fire incident in order to collect information. Investigates the causes, origins, and circumstances of fire occurring within the jurisdiction. Testifies in court when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Personally completes any forms, records, or reports required, including payroll records and NFIRS reports.

Conducts tests or directs the testing of fire department apparatus and equipment. Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Provides for the repair and maintenance of apparatus and equipment. Makes recommendations on major purchases for the department. Assists in writing specifications for new fire department equipment and assists in the bidding process. Meets with sales representatives to review products. Signs vouchers or purchase requisitions and sees that these are sent to the designated person or department for payment. Maintains inventory of supplies and equipment, and orders and disburses supplies and equipment to personnel as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below 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 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 driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least four (4) years in that class by the closing date for application to the board.

Must possess certification as Firefighter I, Firefighter II, Fire Service Instructor I, Hazardous Materials/WMD-Awareness and Hazardous Material/WMD-Operations, and Fire Officer I immediately preceding closing date for application to the board.

The above certifications must be from the Louisiana Firefighter Certification Program or another agency accredited by the International Fire Service Accreditation Congress (IFSAC).

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REV	03-14-07
	07-14-10
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