

## **FIRE CAPTAIN**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position, the primary duties of which include assisting the Fire Chief in the management of all department operations on one shift, responding to emergency calls, keeping all fire department equipment in good working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of Volunteer Fire Fighters. This employee receives only general instructions from the Assistant Fire Chief, who directs and reviews the work of this class.

### **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.

Assists the Fire Chief in the planning and directing of department operations. Evaluates the efficiency of response units following emergency incidents. Recommends management policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Recommends changes in department operations that will help the city to obtain favorable ISO ratings.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from fire scene. Assumes command until relieved by a superior officer. Oversees emergency scene operations in size-up, rescue, forcible entry, nozzle and hose handling, salvage and overhaul, and the identification of hazardous materials.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects schools and other educational facilities for fire protection purposes, including conducting fire drills.

Investigates the causes, origins, and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; collects and labels evidence of suspected arson; assists arson investigation personnel; and testifies in court when required.

Provides training to Volunteer Fire Fighters by conducting classroom and on-the-job training. 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 efforts when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any other records which may be required. Completes assigned forms and records, such as maintenance records, incident reports, and preliminary investigation reports. Prepares NFIRS records. Reviews reports written by subordinate personnel.

Provides for the repair and upkeep of property and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus, portable fire extinguishers, and hand tools. Conducts daily radio checks. Maintains inventory of supplies and equipment; orders and disburses supplies and equipment to personnel as required.

Releases information and answers questions for the news media. Responds to questions and complaints from the public about operations of the fire department or any related areas of emergency services. Makes presentations and demonstrations related to fire prevention and fire safety. Writes letters in answer to written or oral requests addressed to the fire department.

Supervises Volunteer Fire Fighters by assigning work or duty areas.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before 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 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 have a valid Louisiana Driver's License.

Must be a regular and permanent employee in the class of

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Firefighter/Operator for at least one (1) year immediately preceding closing date for application to the board