

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is entry level communications work in receiving and dispatching calls for fire protection and rescue services. These employees, on an assigned tour of duty, test communications lines and equipment, maintain records of calls for service, and operate radio and telephone communication equipment. They also maintain running and response records and dispatch additional equipment as required by standard departmental policies and procedures. Following initial training, these employees are expected to work with some independence in most aspects of their work. Although a higher ranking officer may provide guidance and training in their day-to-day activities, employees of this class report to and are supervised and evaluated by the Fire Communications 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.

Tests all equipment to assure proper functioning; makes minor adjustments; calls for repair and maintenance services as required.

Receives, by telephone or radio, calls for services; dispatches equipment in keeping with established procedures of the department; receives and responds to calls for additional equipment or for additional and specialized services as needed.

Maintains records of calls received and dispatched; compiles and maintains records of companies responding and/or times of receipt, dispatch, and response to calls for service; maintains records of incidents; maintains and updates maps for the city and parish; maintains lists of other agencies and of media for notification purposes.

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 test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must have no felony convictions.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's 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.

Must, before employment, demonstrate the ability to type 25 correct words per minute.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

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