

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible entrance-level positions in the Fire Communications Division. Employees of this class answer fire telephones, dispatch fire fighting equipment, and keep records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications Officers report to and have work reviewed by the Supervisor of Communications.

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.

Answers telephone and secures essential information from the caller. Enters all information into computer database. Transmits information regarding fire by telephone and radio. Dispatches correct unit(s) following departmental procedures.

Takes requests for assistance from units and provides for requested assistance using proper departmental procedures. Sounds fire alarms. Receives and transmits messages to and from the fire scene, and to and from related department personnel. Keeps track of the location and condition of firefighting equipment, apparatus, and personnel. Replies to requests for information which come in by radio from emergency units.

Operates office paging or intercom system to relay messages and information to department personnel. Notifies all specified officers and/or special units (including volunteer and paid personnel) of all working fires. Notifies special units or agencies designated by department procedures in special or emergency situations. Receives acknowledgements from the firefighting unit by radio.

Contacts the owner of a building where a fire is in progress. Sends companies to serve as back-up for stations from which all equipment is gone. Notifies all designated groups or agencies of all working fires, such as law enforcement agencies, and news media. Dispatches additional companies to serve as back-up. Receives alarms on private alarm systems and follows procedure for dispatching personnel. Receives emergency calls of non-fire nature and responds appropriately.

Personally completes forms and records required by the Communications Division. Insures that accurate division records are maintained. Tests and inspects communications equipment and back-up power system for readiness for service. Receives calls of a non-emergency nature and provides information as requested.

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 being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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 high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type forty-five (45) net words per minute.