

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 work with a high degree of independence, and report to and have work reviewed by the District Fire Chief. This class ranks 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 a fire station on one shift. Answers fire alarms from dispatcher, records necessary information, and supervises driving of fire apparatus to emergency scene. Communicates with dispatcher from fire scene. Assumes command until relieved by a superior officer. Supervises emergency scene operations in size-up, rescue, emergency medical procedures, forcible entry, ventilation, fire suppression, use of water supplies, nozzle and hose handling, and salvage and overhaul.

Supervises subordinate fire department personnel. Inspects the appearance of assigned equipment and personnel. Issues orders and assigns duty areas. Supervises and evaluates the work performance of subordinates. Counsels employees who experience work problems. Resolves employee complaints and grievances. Maintains discipline. Trains subordinates in basic firefighting by personally conducting training in the classroom, drills and evolutions, and by "on-the-job" training.

Investigates the causes, origins, and circumstances of fires; secures the fire scene to prevent removal or damage of evidence of suspected arson; searches for, protects, and preserves evidence; reports and maintains the chain of custody of evidence of suspected arson. Assists arson investigation personnel.

Supervises the maintenance of department records. Completes assigned forms and records, such as maintenance records, incident reports, records of activity, inventory records, prefire plan and inspection reports, and preliminary investigation reports.

Supervises the repair and maintenance of property and equipment. Conducts required tests of fire department apparatus and equipment. Inspects station house, building, and facilities to insure compliance with departmental maintenance standards. Reports 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. Supervises daily radio checks.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects public occupancies to ensure compliance with fire codes and local ordinances. Reports fire hazards or safety violations to the appropriate authority.

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.

After offer of promotion, but before beginning work in this class, must pass a medical examination and fitness evaluation 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 reasonable accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Lieutenant preceding closing date for application to the board.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, Fire Inspector I, and Fire Officer I, according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Captain.

Prior to the closing date for application to the board, must have attained an associate degree in Fire Science or related fire management curriculum.

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