

FIRE CAPTAIN

(Promotional class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which includes the management of operations, personnel and equipment of one fire station on an assigned shift. Fire Captains respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide emergency medical services, assure that all fire equipment is in working condition, and assist in the training of subordinate employees. Employees of this class have the authority to work independently in most areas and discuss work assignments in a general way with superiors. Fire Captains report to and have work reviewed by the District Fire Chief. This class ranks directly below that 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.

Responds to all emergency calls, supervises driving of fire apparatus and fire medic unit to and from the emergency, and the positioning and operation of the apparatus and equipment at the emergency scene. Directs the operation of a fire company when responding to emergencies by gathering and assessing pertinent data provided by dispatcher, performing size-up at the fire scene, including the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, the sources of water supply, and any other pertinent factors. Sets up the fireground perimeter and assumes command of fire ground operations until relieved by a superior officer. Directs attack and assists in confining and extinguishing the fire. Serves as safety officer, provides for the needs of firefighters and other emergency personnel at the scene of an emergency until relieved of command. Maintains communications between the fire scene and other authorized personnel and calls for assistance when needed.

Performs and supervises duties of fire suppression personnel as part of the emergency medical response unit when responding to calls such as heart attacks, births, poison ingestion, drug overdose, drownings, and other emergencies. Examines victims for signs of injury or medical alert tag and obtains a comprehensive drug history on the patient to determine the nature and extent of the injury and if special treatment is necessary. Administers first aid, treats minor injuries, and

administers medication to victims of fire and accidents either on the scene of an emergency or en route to the hospital. Provides advanced life support services to patients such as conducting and interpreting electrocardiograms, administering endotracheal intubations in airway, administering appropriate intravenous fluids, using defibrillators, and splinting. Observes and documents the effects of the medication administered to the individuals. Operates and interprets monitors and other equipment used to provide emergency medical care. Notifies dispatcher to call for additional emergency medical help when needed.

Supervises the activities of a group of fire suppression personnel by performing duties such as inspecting appearance of subordinate personnel, assigning work areas and schedules, approving leave, reviewing written reports, providing technical assistance, evaluating and discussing the work performance of subordinates. Resolves employee complaints and counsels employees who are experiencing work problems. Investigates complaints against department personnel and formulates a recommendation. Briefs incoming Fire Captain on all pertinent activities that occurred or those that may occur on the upcoming shift.

Conducts fire extinguishment operations with primary regard for the protection of life and property, performing duties such as performing search and rescue operations, directing firefighting personnel in laying of hose lines, ventilation, fire attack, and overseeing salvage and overhaul operations. Identifies hazardous materials and directs or assists handling hazardous materials incidents.

Assists arson investigation personnel by securing the fire scene to prevent removal or damage of evidence. Searches for, protects, preserves, reports and maintains the chain of custody of any evidence of arson. Assists in investigations of causes, origins, and circumstances of fires. Questions witnesses to a fire incident in order to collect information. Coordinates activities of fire fighting and law enforcement personnel at the emergency scene. Testifies in court when required.

Participates in employee training by assisting in the development and implementation of a training program for the department, providing informal "on-the-job" training, conducting drills and evolutions, and providing class room training. Plans, manages, instructs and participates in company training and coordinates in regularly scheduled EMS CEU's as per the annual schedule set forth by the Training Officer.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly to ensure that exits are clearly marked and operational and for fire protection purposes. Inspects commercial businesses, recommends corrections for

unsafe practices and conditions, and reports safety violations to the appropriate authority. Monitors and evaluates local conditions which may become fire or safety hazards and reports on same.

Inspects fire apparatus, equipment, and fire department facilities to insure compliance with departmental maintenance standards such as the proper placement and maintenance of tools, equipment, and appliances. Investigates all accidents involving department equipment. Insures that all required tests of fire department apparatus and equipment are conducted such as daily radio checks. Receives reports for department property or equipment in need of maintenance or repair and reports to superior officer. Assists with the maintenance and repair of apparatus and equipment. Maintains inventory of supplies and equipment, orders and disburses such, and signs vouchers or purchase requisitions.

Assist in the management of the maintenance of department records such as records of activity, inventory records, incident reports, and emergency medical records and reports. Compiles data and completes assigned records, reports, or forms. Writes letters responding to requests about the operations of the department or any related areas of emergency services as directed. Prepares NFIRS reports.

Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Responds to questions and complaints from the public about the operations of the fire department. Conducts tours of department facilities for school or civic groups.

Performs any related duties as 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 Louisiana driver's license.

Must possess certification as Fire Service Instructor I as per NFPA Standards.

Must possess certification as Fire Officer I as per NFPA Standards.

Must possess certification as Fire Investigator I as Per NFPA Standards.

Must possess certification as Emergency Medical Technician.

Must be a regular and permanent employee in the class of Fire Equipment Operator for at least two (2) years immediately preceding closing date for application to the board.

STTAM#4	10-24-77	07-08-97
Rev	11-02-78	01-27-98
	05-12-88	09-22-99
	06-23-88	12-06-99
	02-09-89	10-19-00
	04-03-90	11-19-03
	01-31-94	10-05-05
	12-08-94	06-13-06
		06-12-07