

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the management of the operations of the fire station on an assigned shift, including the supervision of firefighting personnel and the management of fire apparatus and department equipment. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank directly below the class of 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 on an assigned shift and directs the operation of a fire company by gathering and assessing pertinent data provided by dispatcher and performing size-up of an emergency scene. Supervises the driving and positioning of the fire apparatus and sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations and serves as the fire safety officer until relieved by a superior officer. Supervises subordinate employees in fire fighting, handling hazardous materials, search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains communications and coordinates activities between the fire scene and other authorized personnel.

Supervises subordinate fire department personnel by assigning work and duty areas, reviewing reports, inspecting the appearance and assigned equipment of subordinates, and approving leave. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance with subordinates. Resolves employee complaints and grievances. Counsels employees, conducts corrective interviews, and assists in maintaining discipline among subordinates by recommending disciplinary action to the

appointing authority. Briefs incoming captain on activities that occurred or those that may occur on the upcoming shift.

Assist in developing a training program for the department. Personally trains personnel by conducting training in the classroom and providing informal or on-the-job training for new employees. Provides technical assistance to subordinates as needed. Conducts drills and evolutions. 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.

Oversees the testing of fire department apparatus and equipment. Inspects fire apparatus and equipment, station house, buildings, and facilities to ensure compliance with departmental standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Investigates all accidents involving department equipment or personnel and recommends new procedures to avoid future accidents. Provides for the repair and maintenance of apparatus and equipment. Maintains inventory of supplies and equipment, and orders and distributes supplies and equipment to personnel as required. Makes recommendations on major purchases for the department.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects public assemblies to ensure that exits are clearly marked and operate properly, and that exits and aisles are kept clear of spectators and obstructions. Inspects schools and other educational facilities for fire protection purposes, including conducting fire drills. Reports fire hazards or safety violations to the appropriate authority. Inspects public assemblies, schools, and other educational facilities for fire protection services

Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports, and maintains the chain of custody of any evidence of suspected arson. Assists arson investigation personnel in the investigation of the causes, origins, and circumstances of fires occurring within the jurisdiction. Questions witnesses of a fire incident. Testifies in court when required.

Participates in the research and planning for programs and activities of the department. Makes recommendations to superior officers regarding management policies, goals, and objectives for the department. Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Personally completes any forms, records, or reports required, including NFIRS reports. Compiles data and writes reports.

Coordinates the work of the department with related agencies, releasing information and giving assistance when needed. Participates in special community projects designed to improve public relations. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups.

Performs related duties as assigned.

QUALIFICATIONS 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 and of legal age.

Must have a valid Louisiana Driver's License.

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 be a regular and permanent employee in the class of Firefighter/Operator for at least one (1) year immediately preceding closing date for application to the board.