

## **FIRE CAPTAIN**

(Promotional Class)

### **GENERAL STATEMENT OF DUTIES**

This class comprises responsible supervisory positions in fire suppression. Employees of this class are responsible for overseeing the work of all lower ranking employees both at the fire scene and at the station, and are in charge of overseeing any volunteer personnel reporting to assist in fire suppression. They may perform duties such as driving vehicles to and from the scene of a fire, checking equipment, completing records and reports, and inspecting public buildings. The fire captain normally receives general instructions only from the assistant fire chief with authority to work independently in most areas. This class ranks directly below that of Assistant Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Supervise all employees on a shift by reviewing work performance and correcting errors or offering suggestions; relay information from subordinate officers to superiors; call roll or check personnel at station at beginning of shift; may review records of previous shift activity; issue orders or assign work for the day.

Fill in personnel records (sick leave, annual leave, etc.) for all employees on a shift; write employee evaluation reports; recommend discipline of employees to department head.

Assume command of fire scene operations and direct all firefighting and rescue operations; supervise overhaul operations after fire; release information about working fires to news media.

Provide for the repair and upkeep of station and equipment by reporting all repair or replacement needs to superior; draw up specifications for firefighting equipment.

Fill out records and write reports such as fuel reports, supply requests, hose reports, fire incident reports, hydrant reports.

Formally train personnel by conducting training in the classroom, drills, evolutions; provides informal station or "on-the-job" training.

Perform a check of the following systems on assigned vehicles: radio, battery, brakes, coolant, electrical, fuel, lubrication, oil levels, tires, hydraulic; fill out fire truck maintenance report;

may clean assigned vehicles after use or otherwise as required; replace oil and/or water in vehicles as indicated by regular checks.

Drive or tiller assigned vehicle to and from scene of fire or emergency; at fire scene operate booster tank, operate pump to draft or to supply water, operate aerial ladder, operate elevating platform, operate emergency medical vehicle, distribute tools and equipment, assist in donning breathing apparatus, relay radio messages between headquarters and firefighting personnel, hook up any additional hoses that are required, keep track of all tools and equipment taken from truck.

Routinely and after fires, check all hand tools and equipment on the fire truck to make sure that they are in the accustomed place and in proper working order; pick up all hoses, ladders, tools, and equipment and replace on the fire truck before leaving fire scene; reload fire truck after returning to the station (put on new hose, fill water tank, check air packs, etc.); report any missing equipment or equipment out of order to designated superior; perform regular check of equipment such as fire pump, aerial ladders, tillers elevating platforms, emergency medical equipment, to make sure they are in proper working order.

Personally performs firefighting, rescue, first aid, salvage, and overhaul duties assigned to lower ranking employees at scene of fire or emergency.

Look for, report, protect and preserve any evidence of arson.

Inspect public assemblies (theaters, civic centers, etc.), to ensure that exits are clearly marked and operate properly, and that exits and aisles are kept clear of spectators and obstructions; collect information for pre-fire planning; prepare, draw, or sketch plot plans; operate Geiger counters when needed to detect any possible radiation hazard; inspect homes or commercial buildings for fire hazards such as faulty wiring, overloading circuits, etc. and recommend corrections for unsafe practices and conditions.

Perform as dispatcher to receive telephone or still box alarm from public, and inform appropriate companies of location and nature of emergency.

Flush hydrants periodically or when requested; perform routine checks and maintenance on fire hydrants, (for example, grease threads, open hydrant to see if there is water, paint color codes on top of hydrant, etc.); fill out reports on hydrants after routine or emergency checks; check for location of gas leaks and notify utility company.

Check auxiliary power generator (fuse, oil, etc.) and run it for a while to insure working order.

Read and study firefighting training materials, procedures, and regulations on an individual basis; participate in training and/or drills on ladders, hoses, connections, aerial ladders, etc.; attend special training courses and schools such as LSU fire training school, EMT and CPR courses, etc.

May also show films and give talks to school groups, etc.; participate in community projects and charity drives; conduct tours of the fire station for children, clubs, etc.; clean fire station (dust, mop, clean bathrooms, kitchen, make beds, wash down driveway) and perform routine maintenance and upkeep of station (cuts grass, rakes, minor repairs.)

### **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 be a regular and permanent employee in the class of Firefighter/Operator for at least one (2) years immediately preceding closing date for application to the board.

Must possess a valid driver's license.

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