

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class ranks directly below that of Deputy Fire Chief and may be called upon to perform the duties of Deputy Fire Chief in the absence of the Deputy Fire Chief. Assigned duties include supervising all subordinate fire fighting personnel and volunteer firefighters, commanding fire scene operations until the arrival of a higher ranking officer, directing the daily operations of his/her shift coordination of daily training, completion of all necessary record keeping and related duties assigned by the Chief or Deputy 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.

Supervises subordinate firefighters and volunteer firefighters by reviewing work performance and correcting errors or offering suggestions; reviews records of previous shift activity; issues orders or assigns work for the day; makes certain that all firefighting and rescue post are manned; investigates employees complaints and takes action or refers the matter to the Deputy Fire Chief.

Completes records and writes reports such as fuel reports, supply requests, hose reports, fire incident reports, hydrant reports, etc.

Assumes command of emergency scene operations and directs all fire fighting and rescue operations until relieved by a chief officer; relays messages between fire communications and fire/rescue personnel; supervises overall operations after a fire and performs other command function at emergency scenes as the situation dictates.

Directs or personally performs fire company inspections and surveys; inspects homes for fire hazards such as faulty wiring overloading circuits, etc.; inspects commercial businesses, public assemblies and reports unsafe practices to the Deputy

Fire Chief.

Coordinates daily training for both career and volunteer Fire/Rescue personnel.

Collects information for pre-fire planning, visits businesses, schools, etc., in order to become familiar with the lay out of the buildings, location of gas/electric meters, location of closest hydrant, types of connections, dead-end streets, fire hazards, types of chemicals, standpipes, etc., prepares, draws, or sketches plot plans; identifies and takes necessary precautions when around hazardous materials.

Attends special training courses and schools.

Performs 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 & Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for that position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by an authorized Doctor 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 reasonable accommodation.

Must have a valid Louisiana driver's license.

Must be a permanent and regular employee in good standing in the class of Firefighter/Operator with the City of Zachary Fire Department for not less than three (3) years of service in that class. One (1) year of required service can be exchanged for an Associate Degree in the Fire Service, Fire Administration or a Bachelor's Degree in an unrelated curriculum.

Must be State of Louisiana Certified up to and including Fire Officer I, as per NFPA Professional Certification.

Before being confirmed as permanent, must obtain Fire Instructor I certification.