

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel on an assigned shift. Employees of this class respond to emergency calls and assume command at the scene of an emergency in the absence of a superior officer. The incumbents assist in the departmental training program, records and reports system, and the maintenance of apparatus and equipment. 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 District Fire Chief. Fire Captains rank 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.

Supervises the operations of one fire station on an assigned shift under the management of the District Fire Chief, recommending and implementing management policies, goals and objectives for the department. Participates in the research and planning for programs and activities of the department. Studies new laws, regulations ordinances and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed. Recommends changes in department operations that will help the city improve insurance ratings. Monitors and evaluates potential fire or safety hazards. Evaluates the efficiency of response units following emergency incidents. Reviews previous shift activities, and briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Directs the response to all fire alarms by assessing and recording pertinent information provided by a dispatcher, and proceeding directly to an emergency scene for size-up. Supervises driving of fire apparatus en route, performs size-up, and directs the positioning at the fireground. Sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations, serving as fire safety officer when necessary. Participates in and supervises a fire company in search and rescue, forcible entry, self-contained breathing apparatus, ladder operations, ventilation, nozzle and hose handling, protection of exposures, pumper operations, sprinkler and standpipe systems, water supplies, salvage and overhaul, and emergency medical services. Observes and

responds to changes in the fireground conditions during firefighting operations. Provides for the needs of the firefighters and other emergency personnel at the scene of an emergency. Maintains communications between the fire scene and other authorized personnel and relays necessary information by operating communication equipment. Handles emergencies involving hazardous materials.

Performs and assists with fire inspections and fire investigations for the department. Conducts inspections by visiting businesses, schools, and places of public assembly. Reports fire hazards or safety violations to the appropriate authority. Assists in investigations for causes, origins and circumstances of fires, providing such information to arson investigative personnel as necessary. 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. Testifies in court when required.

Supervises subordinate fire department personnel by assigning work schedules, issuing orders and assigning work or duty areas. Inspects the appearance of subordinate personnel and their assigned equipment on a shift. Assists with the delegation of authority to subordinates. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances. Oversees and evaluates the work performance of subordinates, conducts employee performance evaluations, and discusses work performance with subordinates and superiors. Conducts corrective interviews and counsels employees who are experiencing work problems. Investigates all accidents and complaints involving department personnel and assigned equipment, determines cause and recommends appropriate action, such as disciplinary action to the appointing authority through the chain of command.

Assists in the development of a training program for the department. Supervises the training of fire personnel by conducting classroom training, drills and evolutions, and by providing informal or on-the-job training for new employees. 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.

Supervises, and 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. Reviews reports written by subordinates. Writes letters in response to written or oral requests and to address problems or other needs of the fire department.

Conducts tests or directs the testing of fire department apparatus and equipment. Supervises inspections to fire apparatus, station house, buildings, and facilities to ensure proper operating order, necessary accessories and compliance with departmental standards.

Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Provides for the repair and maintenance of apparatus and equipment. Directs subordinates to perform daily radio checks. Assists superiors by making recommendations on major purchases and writing specifications for new fire department equipment. Meets with sales representatives to review products as directed. Maintains inventory of supplies and equipment. Orders and distributes supplies and equipment to personnel as required. Signs vouchers or purchase requisitions and sends documentation to the appropriate personnel for payment.

Participates in or supervises over 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 or the image of the department as directed. Coordinates the work of the department with related agencies, maintaining good relations, releasing information and giving assistance when needed. Conducts tours of department facilities for school or civic groups.

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 and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Prior to closing date for application to the examination must have obtained NFPA Fire Officer I and NFPA Fire Instructor I Certifications (IFSAC or Pro-Board.)

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.

Prior to confirmation in this class, must establish and maintain residency within a fifty (50) mile radius (air miles) of the City of Gonzales limits at all times while employed with the City of Gonzales Fire Department.

Must possess a valid Louisiana driver's license.

Must possess a National Registration certification as an Emergency Medical Technician - Basic or higher.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least five (5) years immediately preceding closing date for application to the board.