

## **FIRE CAPTAIN**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duties of which include assisting superior officers in the management of all department operations on one shift, responding to emergency calls, keeping all fire equipment in working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinate employees. Employees of this class work with a high degree of independence, and 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.

Manages the operation of one fire station for one shift. Evaluates the efficiency of response units following emergency incidents. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene.

Performs size-up at the fire scene, determines the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, sources of water supply, and any other pertinent factors. Directs attack and assists in confining and extinguishing the fire. Maintains communications between the fire scene and other authorized personnel and calls for assistance when needed.

Conducts fire extinguishment operations with primary regard for the protection of life and property, performing duties such as positioning equipment, search and rescue operations, directing firefighting personnel in laying of hose lines, ventilation, fire attack, administering first aid, and overseeing salvage and overhaul operations. Serves as safety officer at the scene of an emergency until relieved of command.

Investigates the causes, origins, and circumstances of fires, especially those suspected to be the result of carelessness or the act of an arsonist. Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for,

protects, preserves, reports and maintains the chain of custody of any evidence of arson. Questions witnesses to a fire incident in order to collect information.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses and recommends corrections for unsafe practices and conditions.

Supervises the activities of a group of subordinate firefighters by performing duties such as inspecting equipment and personnel, giving work assignments, reviewing written reports, providing technical assistance, and overseeing and evaluating work performance of subordinates.

Provides informal or on-the-job training for new employees. Conducts drills and evolutions.

Provides for the maintenance of department records and reports, such as records of activity, inventory records, and NFIRS reports. Completes assigned records or reports necessary to document the activity of the department.

Inspects fire apparatus, equipment, and facilities to insure compliance with departmental maintenance standards. Directs Fire Driver to perform daily radio checks.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application 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 being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered 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 be a regular and permanent employee in the class of Fire Equipment Operator for at least one (1) year immediately preceding the closing date for application to the board.

Must have a Louisiana driver's license valid for the class which would qualify applicant to operate all required department equipment.

Must have completed department approved training in First Aid and C.P.R.

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