

FIRE COMMUNICATIONS OFFICER I

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the fire department. They answer fire telephones, dispatch fire fighting equipment, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. This class ranks directly below that of Fire Communications Officer II.

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.

1. Answers telephones or electronic communication device and secures the most accurate information possible for any incident from caller or call taker; locates street address on map or in street file; determines the correct unit(s) to be dispatched and any other pertinent information by checking address in a cross-reference file, log, or computer file; transmits information on incident by telephone, or electronic communications, and dispatches unit
2. Keeps track of location and condition of each unit at all times; receives and transmits messages to and from the fire scene and to and from related department personnel; notifies all specified officers or special units of all working fires
3. Contacts EMS, law enforcement, utility companies, etc., for assistance at the fire scene or in emergencies, when necessary. Receives emergency calls of a non-fire nature and responds appropriately.
4. Tests equipment such as fire radios, fire telephones, alert tones, or recording equipment as prescribed by department policy
5. Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and updating information
6. Files reports forms, cards, logs, tapes, or other items for future reference; compiles permanent records, either written or taped, of all working fires
7. Notifies repair crew or supervisor of any malfunctioning equipment
8. Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period

9. Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment
10. Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

The applicant 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.

The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or high school equivalency certificate or G.E.D. certificate.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Adopted 12-15-80

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