

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CALCASIEU PARISH WARD 6 DISTRICT #1 (DEQUINCY)**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CALCASIEU PARISH WARD 6 DISTRICT #1 (DEQUINCY)

#### FIRE SERVICE

##### LINE CLASSES

FIREFIGHTER/OPERATOR\*

DISTRICT FIRE CAPTAIN \*\*

\*Competitive class

\*\*Promotional class

UF Original Adoption:	11-27-17
Revision Dates:	10-13-21

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire apparatus and equipment. Firefighter/Operators provide emergency medical care to the sick or injured at an emergency scene. Employees of this class receive specific instructions for most duties, but have the authority to work independently in certain designated areas. This class is supervised by and ranks immediately below the class of District Fire Captain.

## **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.

Responds to all accident, medical emergency and fire calls/alarms received by the department. Safely drives apparatus to and from emergency scene, evaluates navigational problems, and selects shortest available route. Observes fireground to locate victims, water supplies and fire exposures. Observes burning structure and determines where source of fire is located. Follows directions from officer in charge regarding location of apparatus at the fire scene. Positions the pumper to supply hose lines from water tank on the apparatus, a hydrant or a static source. Stabilizes apparatus. Examines fire structures for signs of fire extension. Evaluates the stability of supporting surfaces to determine if a position is safe for firefighting crews.

Estimates lengths of hose needed and determines the number of hose lines that may be added at any point during pump operations. Makes hydrant and hose connections, drafts water, controls water flow and carries charged/uncharged hose lines at the scene. Connects/disconnects hose to intake and discharge valves of pumper. Primes and operates pumper from self-contained water source, draft, or static water supply and operates fire hydrant. Regulates water to hose lines and operates pump to supply adequate pressure at the nozzle. Calculates gpm, water flow, and friction loss. Applies appropriate fire streams and agents for the most effective fire extinguishment. Uses correct attack procedures depending on type of fire and extinguishes fire source first. Gains control of uncontrolled hose line and assists other firefighters in controlling hose lines. Operates various types of nozzles. Operates master stream appliance and protects potential exposures by using direct streams or water curtains. Uses hose bridges or ramps to protect hose line from vehicle damage. Inspects and secures charged hose lines; repairs burst hose sections. Observes and responds to changes in fireground conditions. Listens for,

follows and relays orders from officer in charge. Maintains awareness of other firefighter's efforts. Notifies superior officer of changes in conditions, suspected arson, injured department members and any other pertinent information. Notifies occupants or neighbors to vacate premises when needed.

Performs forcible entry and ventilation operations, avoiding conditions that may lead to backdraft. Performs ventilation operations to remove heat and smoke through natural or breached openings or by forcibly opening windows or doors. Operates self-contained breathing apparatus for protection from hazardous environments. Selects, maneuvers, ascends and descends ladders with or without tools during fireground operations. Carries and operates portable generator to produce electrical power and protects from possible overload. Carries and operates emergency lighting equipment to provide for performance of duties at night.

Participates in search and rescue operations. Searches smoke-filled rooms by crawling on floor and feeling for trapped victims, obstructions, holes, and areas of excessive heat. Carries or assists conscious, unconscious, or deceased victims down ladders or stairs, away from the emergency scene. Moves heavy objects and cuts or pries open vehicles, machinery, etc., to free persons trapped or pinned. Assesses victim to determine nature and extent of injury or illness. Examines injured person for medical alert tag to determine if special treatment is necessary. Provides emergency medical care such as basic first aid, CPR, and first responder services. Communicates with dispatcher using two-way radio and notifies of the need for additional emergency help, the call status and of return to service. Maintains limited crowd and traffic control until police arrive.

Performs salvage and overhaul operations. Uses appropriate tools to locate hidden fires or hot spots. Removes burning mattresses, furniture, charred waste and debris from building to reduce fire and smoke damage. Constructs a catch-all and water chute to catch, drain and remove water and debris. Cleans up water after fire is extinguished. Protects salvaged property from theft or further damage. Recognizes HAZMAT symbols and contains hazardous material spills. Removes containers of flammable or hazardous materials at the fire scene under direction of officer. Locates and operates shut-off valves for utilities. Controls or extinguishes grass or shrub fires using hand operated pump or hand tools. Resets alarms and sprinkler systems. Shuts down pumper using correct procedures. Drains, rolls, or folds hose sections for carrying and properly loads on apparatus after fire is extinguished. Secures windows and doors to protect building and contents from weather, theft, and vandalism. Guards premises which contain evidence of arson and observes spectators at the scene for suspicious behavior.

Performs regular maintenance of all firefighting equipment, tools, and supplies. Locates, removes, cleans, dries, inspects, tests and properly secures any assigned firefighting tools or equipment. Inspects all tools on fire apparatus to ensure proper working order, makes minor repairs and determines if any tools are missing. Maintains inventory of tools and equipment. Documents any equipment or apparatus missing or in need of repair or replacement and reports damaged/missing tools or equipment to superior officer. Maintains adequate quantities of station maintenance and office supplies. Inspects fire apparatus for proper operation by

regularly checking items such as battery, brakes, audible warning signals, fluid levels and tire pressure. Inspects, tests and cleans emergency lighting and electrical equipment. Performs periodic tests of apparatus pumping capacity and pressure; refills tank or replaces water as needed. Fills air cylinders. Inspects and cleans Air Pak to ensure proper operation. Conducts periodic tests of functioning of self-contained breathing apparatus (SCBA) and replaces if necessary. Inspects and places turnout gear, clothing and firefighting equipment in readiness. Completes daily station duties as assigned to ensure the cleanliness of fire buildings and facilities. Transports spare apparatus to other stations, as needed.

Learns and maintains proficiency in the operation of department equipment, apparatus and tools. Reads and studies firefighting training materials, basic laws and regulations. Participates in critical evaluations of each fire after return to station. Studies information regarding direct routes, location of streets, water main/hydrant locations, exposures, types of occupancy, and areas of high life or monetary loss risk. Updates hydrant maps and vital building book. Compiles data, writes shift reports, and records entries in daily log. Documents activity in the district to prepare for future emergency calls. Completes assigned forms and records. Trains for and completes training certification courses as required by departmental policy.

Interacts with the public in a courteous manner whether at the fire scene or in day to day contact. Comforts emotionally distraught persons at the emergency scene. Provides assistance to families of injured firefighters. Educates the public by demonstrating and explaining firefighting equipment and techniques. Conducts fire station tours for schools and civic groups.

Performs related duties as assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements 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.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a 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 equivalency certificate.

Must have a valid driver's license.

Must not be less than eighteen (18) years of age.

After offer of employment, 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.

Firefighter/Operator UF Original Adoption: 10-13-21

Revision Dates:

# DISTRICT CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and administrative support position, the primary duties of which involve assisting chief officers of the department with day-to-day administrative and operational functions. The District Captain provides supervision and oversight of volunteer and full-time classified firefighting personnel, oversees maintenance and use of apparatus and equipment; completes required records and reports; provides personnel training; and conducts pre-fire planning inspections. The District Captain responds to emergency calls, assuming command until relieved by a superior officer. The employee of this class works independently under the general supervision and authority of the Fire Board of Commissioners.

## **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.

Responds to fire alarms, records pertinent information and proceeds with en-route size-up. Drives fire apparatus to the emergency scene. Positions apparatus at the fire ground. Sets up a safety perimeter at the scene for crowd and traffic control. Maintains communications between the fire scene and other authorized personnel. Directs emergency scene operations until relieved by a superior officer. Works with firefighting personnel to size up the fire scene with respect to the nature and extent of the fire, sources of water supply, condition of the structure/building and danger to exposures, and rescue assessment. Oversees truck, pumper, hose and ladder operations and provides for proper hose lays and the application of appropriate fire streams and wetting agents. Observes and responds to changes in fire ground conditions while performing firefighting duties. Coordinates the activities of firefighting and law enforcement agencies at the scene of an incident. Serves as fire ground safety officer. Supervises subordinate personnel at the scene of an emergency involving fire suppression, medical emergencies, and hazardous materials control and containment. Practices and supervises forcible entry techniques, ventilation operations, search and rescue procedures, and techniques involving salvage and overhaul. Searches for evidence of possible arson and secures the fire scene to protect evidence and to preserve chain of custody.

Provides emergency medical care such as basic first aid, CPR, and first responder services. Administers advanced life support services to patients using defibrillators. Notifies dispatcher to call for additional medical help if needed.

Issues orders and assigns work or duty areas to assigned personnel. Maintains discipline within the department, recommending corrective action when necessary. Participates in the

development of a training program for the department and assures that it is equipped and supplied with proper resources. Conducts drills, evolutions and classroom training. Offers assistance to subordinates in technical areas of work, as needed. Serves as a consultant for volunteer fire personnel and provides on-the-job training for new members. Meets with fire personnel to evaluate the efficiency of response units following emergency incidents. Provides for the maintenance of department records and reviews records and reports completed by fire department personnel. Completes assigned forms, compiles data and writes reports, including NFIRS reports, run reports, attendance and payroll records, maintenance reports, training records, and membership rosters. Coordinates the processing of invoices in a timely manner. Processes incoming and outgoing departmental mail.

Participates in and supervises pre-fire planning and fire prevention inspections to document local area features that might be important in a fire or emergency. Directs required tests of hydrants, hoses and any assigned fire department apparatus or equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Oversees the regular inspection of the district buildings, facilities, and properties to ensure compliance with departmental maintenance standards. Inspects the appearance and operational condition of equipment and apparatus. Reports and receives reports about any problems with fire department property and equipment. Provides for the repair and maintenance of apparatus and equipment. Orders, disburses and maintains an adequate inventory of supplies and equipment for the department.

Writes letters necessary to address the needs of the fire service and assists the chief officers in responding to written or verbal questions or complaints about the operations of the department. Conducts tours of fire facilities and participates in special community projects designed to improve the public image of the department. Makes public presentations and demonstrations related to fire prevention and fire safety. Monitors and evaluates local conditions which may become fire or safety hazards, and recommends changes in department operations that will help the district obtain favorable PIAL ratings. Assists chief officers in developing plans related to firefighting, training programs, emergency preparedness and hazardous materials incident response. Studies new laws, regulations, ordinances, and court rulings relating to fire operations to determine if changes in department policies are needed. Proposes departmental policies and standard operating procedures (SOP's), and assists with establishing departmental goals and objectives. Coordinates the work of the department with related agencies.

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.



Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a 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 equivalency certificate.

Must possess a valid driver's license.

Must be not less than twenty-one (21) years of age.

Must have served as a regular and permanent employee in the class of Firefighter/Operator for a minimum of two (2) consecutive years from the date of confirmation, immediately preceding the closing date for exam applications.

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.

District Captain UF Original Adoption:	11-27-17
Revision Dates:	06-12-19, 10-13-21