

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CADDO PARISH FIRE PROTECTION DISTRICT #5 (SHREVEPORT)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CADDO PARISH FIRE PROTECTION DISTRICT #5 (SHREVEPORT)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

*Competitive class

**Promotional class

CE Original Adoption:	05-04-88
Revision Dates:	07-30-90, 07-26-94, 12-20-99, 10-05-15

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting division of fire department operations. Employees of this class receive training for and, after training, perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class are supervised by a Fire Captain and this class ranks directly below that of 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.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance of work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines, ventilating buildings, and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Administers first aid to victims of fire and accident, either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers, studying the district to become familiar with the location of fire plugs or water lines, interpreting or enforcing fire laws, ordinances, and regulations, and related duties.

Drives fire equipment to and from fire. Operates fire equipment at fire scene.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

No applicant for entry-level employment in the classified service shall be required to be a qualified elector of the state in order to be admitted to the competitive employment test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, 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 accommodation.

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.

Prior to beginning work in this class, must obtain and maintain a valid driver's license.

Minimum age of eighteen (18) shall be required.

Prior to confirmation in the class of Firefighter/Operator, must become Louisiana State Certified and Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Firefighter/Operator.

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FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which include manning the fire station on an assigned shift in order to respond to emergency calls, keeping all fire department equipment in good working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of members of the department. Employees of this class receive only general instructions from the Fire Chief (unclassified) who directs and reviews work of this class.

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.

Answers fire alarms from dispatcher, records all information, and drives fire equipment to emergency scene.

When first arriving at the fire scene, determines the nature and extent of fire, the condition of buildings, danger to adjacent buildings, sources of water supply, and any other pertinent factors. Assumes command of fire ground operations until relieved by a superior officer. Directs attack and assists in procedures to confine and extinguish fire. Administers basic first aid, including CPR;

Sees that fire apparatus is returned to service after fire or other emergency.

Provides for the repair and upkeep of station and equipment by reporting all repair and replacement needs. Inspects fire apparatus for proper placement and maintenance of tools and equipment, such as protective breathing apparatus and portable fire extinguishers. Conducts fire hose tests.

Trains personnel in fire fighting, rescue, and fire driving techniques.

Fills out records and writes reports such as fuel report, supply requests, hydrant reports, hose records, monthly run report, and fire incident and casualty report.

Inspects station house, buildings, and facilities and examines fire apparatus and equipment such as hoses and ladders, to insure compliance with departmental maintenance standards.

Collects information for pre-fire planning. Visits businesses, schools, and other public buildings in order to become familiar with the layout of the building, location of gas/electric meters, location of closest hydrant, and all other factors necessary for handling emergency situations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and 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 the position.

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 accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of Firefighter/Operator.

Must possess and maintain a valid driver's license.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Fire Captain.

Prior to the closing date for application to the board, must have obtained certifications as Firefighter II, Fire Service Instructor I, and Fire Officer I, according to the National Fire Protection Association (NFPA) Standards.

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