

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CADDO PARISH FIRE PROTECTION DISTRICT #6 (KEITHVILLE)

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OCCUPATIONAL INDEX TO CLASSES

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CADDO PARISH FIRE PROTECTION DISTRICT #6 (KEITHVILLE)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

*Competitive class

**Promotional class

CF Original Adoption:	07-12-89
Revision Dates:	09-09-91, 08-28-91

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level position in the classified firefighting division of the fire department operations. Employees of this class receive training in order to perform task as controlling and extinguishing fires, performing emergency medical service, rescue work, driving, operating and maintaining department vehicles. Employees of this class are supervised by the 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 the 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 materials related to the 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 remove fire and accident victims to safety.

Administers emergency medical care, per protocols, 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 department vehicles and equipment.

Performs task necessary for the proper maintenance of the 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. Provides information to the public concerning the work of the fire department, and conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection task such as inspection of fire hydrants, sprinklers systems, portable fire extinguishers, studying the district to become more familiar with the location of fire plugs and water sources.

Drives fire and emergency apparatus to and from dispatched calls, and operates fire and emergency medical equipment at a fire and emergency medical scenes.

Operates radio equipment, transmitting and receiving communications pertaining to emergency calls and non-emergency traffic during tour of duty.

Maintains fire and emergency medical and related equipment at all times while on duty or call.

Performs all related duties as 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 and being a qualified elector of the State of Louisiana.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Before appointment, must pass a medical examination designed to demonstrate good health and physical abilities sufficient for the performance of the required duties.

Before appointment, must possess a valid Louisiana drivers license and must maintain it throughout employment.

Within one year of appointment, must acquire, and must thereafter maintain, certification as an Emergency Medical Technician in accordance with national standards.

Within one year of appointment, must acquire certification as a Firefighter I.

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FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions in fire suppression. Employees of this class perform firefighting duties, assisting subordinates and volunteer firefighting personnel and also assisting a superior officer in the direction of fireground operations. Fire Captains are responsible for the supervision of subordinate personnel at the station, performing duties such as providing technical assistance to, and training subordinates. Employees of this class work with a high degree of independence and report to and have work reviewed by the Fire Chief. This class ranks directly below that of 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 subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire, or related duties.

Conducts fire extinguishment operations with primary regard for the protection of life and property, performing duties such as positioning equipment, directing firefighting personnel in laying of hose lines, ventilation, or fire attack, administering first aid to victims of fire or other emergency situations, personally acting as part of the fire attack team, overseeing salvage and overhaul operations; takes charge of all safety procedures at the scene of a fire or emergency.

Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment.

Personally trains personnel by conducting training in the classroom, drills, or evolutions; provides informal station or "on-the-job" training for new employees.

Supervises the general care and maintenance of departmental alarm and signaling systems, firefighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property; maintains department inventory of supplies and equipment.

Supervises department employees by discussing performance of subordinates with superiors and providing assistance to subordinates in technical areas of work.

Assists in the research and planning for programs and activities of the department; delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law; monitors and evaluates local conditions which may become fire or safety hazards; recommends changes in department operations that will help the jurisdiction to obtain favorable ISO ratings; works with boards and agencies (such as retirement boards, supplemental pay boards, firefighter training agencies, etc.) whose rules and operations affect the careers of fire department employees or the work of the fire department; studies new laws, regulations, ordinances, and court rulings to fire department operations to determine if changes in department policies and procedures are needed.

Recommends the purchase of equipment and supplies.

Assists in determining what information should be included in department records and determines in what form this information should be kept; provides for and insures that accurate department records such as financial records, personnel records, records of activity, or inventory records are maintained; supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such; personally completes all forms and records required.

Answers telephone inquiries about operation of fire department or any related areas of emergency services; conducts tours of department facilities for school or civic groups.

Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Drives fire and emergency medical equipment to and from dispatched calls.

Operates fire and emergency medical equipment at fires and EMS scenes.

Maintains fire and emergency medical and related equipment at all times while on duty or call.

Performs 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.

Before appointment, must pass a medical examination designed to demonstrate good health and physical abilities sufficient for the performance of the required duties.

Must maintain a valid Louisiana Driver's License.

Must be a regular and permanent employee in good standing in the class of Firefighter/Operator for a period of not less than five (5) years.

Must possess and maintain the certification of National Certified E.M.T., and Louisiana State certified Firefighter Two.

Fire Captain CF Original Adoption: 07-12-89

Revision Dates:
