

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF DERIDDER ---- PARISH OF BEAUREGARD

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF DERIDDER ---- PARISH OF BEAUREGARD

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *
FIRE LIEUTENANT**
FIRE CAPTAIN **
DEPUTY FIRE CHIEF*
FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE TRAINING AND SAFETY OFFICER *
FIRE PREVENTION OFFICER *
SECRETARY TO THE FIRE CHIEF *

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE CORPORAL**
POLICE SERGEANT **
POLICE LIEUTENANT **
DEPUTY CHIEF OF POLICE *
POLICE CHIEF *

LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER *
SECRETARY TO THE POLICE CHIEF *
POLICE RECORDS CLERK *

*Competitive class

**Promotional class

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FIRE SERVICE

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 and operating fire department vehicles. Employees of this class are also responsible for the maintenance of fire apparatus, fire department equipment, the fire station, and for completing records as assigned. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Lieutenant. This class reports to and ranks immediately below that of Fire Lieutenant.

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.

Operates or rides in fire apparatus to and from fire or emergency scene. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the emergency scene by taking shortest route available. Maneuvers and climbs ladders at the scene and stabilizes apparatus. Evaluates the potential effects of environmental conditions on the fire and locates and extinguishes fire source and hidden hot spots. Observes and responds to changes in fireground conditions and listens for, relays, and follows orders from officers at the scene. Informally monitors activities of less experienced firefighters at the scene to ensure safe operation. Recognizes HAZMAT symbols, determines if a position is safe for firefighting crews, and contains hazardous materials spills.

Operates pumper from water source and calculates friction loss and water flow. Makes hydrant and hose connections, using hoses and open bodies of water as needed. Assists other firefighters in controlling hose line. Protects from potential exposures using direct streams or water curtains, and uses the appropriate class of portable fire extinguisher. Protects hose line from damage, inspects charged hose line for defects, and repairs any burst hose line using available materials. Operates automatic sprinkler system and performs standpipe system operations.

Performs forcible entry operations, ventilation operations, recognizes conditions that may lead to back draft, and enters smoke filled building using portable air breathing apparatus. Locates and operates shut off valves for utilities to reduce hazard. Maintains crowd and traffic control until law enforcement arrives.

Operates portable generator to produce power and operates emergency lighting at night. Performs search and rescue operations. Performs emergency medical services, drives emergency vehicle, notifies dispatcher to call for help when needed, and notifies occupants or neighbors to vacate premises for safety. Treats injuries at the scene, provides advanced life support to patients, and administers medication. Comforts emotionally distraught persons at the emergency scene. Performs salvage and overhaul operations. Constructs a catch-all and water chutes to drain water, and secures windows and doors. Protects salvaged property from theft and carries waste or debris from building. Informs officer in charge of suspected arson, guards premises, and observes spectators for suspicious behavior.

Participates in training and drills in order to learn and maintain proficiency in fireground operations, firefighting equipment, principles of fire behavior, and alarm signals. Participates in training regarding the structural components of buildings, safety procedures, and special emergencies. Studies basic laws and regulations, maps, navigational areas in vicinity, and layout of water sources in service area. Participates in critical evaluations of each fire and provides informal training for new employees. Plans and makes training presentations with the department, participates in physical development workouts, and practices with equipment.

Places firefighting gear in readiness. Plans for fires in service area by studying locations of hydrants and stand pipes, building layouts, hazardous materials storage, occupancy patterns, and structural information. Participates in pre-fire planning inspections, draws preplanning maps and diagrams, and updates hydrant maps and vital information book. Speaks with firefighters on other shifts regarding previous day's activities, listens to radio for important information, and monitors information on conditions affecting station zone of response.

Performs routine maintenance on fire equipment and fills air cylinders. Inspects and cleans Air Pak, electrical equipment, emergency power generator, fire apparatus, and personal turn-out equipment. Maintains inventory of tools and equipment and makes minor repairs to equipment. Tests communication equipment, self-contained breathing apparatus, and hose line fittings and nozzles.

Maintains adequate quantities of station supplies and secures station grounds from theft. Buys food and prepares meals for firefighters at station. Provides for the maintenance and upkeep of stations and grounds, cleans fire apparatus, maintains landscaping, and determines if repairs are needed on department facilities. Presents oneself in proper attire during a tour of duty, and is prepared for work. Consults with supervisor regarding performance problems and maintains satisfactory relationships with other members on shift.

Completes any assigned forms or reports. Compiles data, provides for the maintenance of department records, and records entries in a daily log. Records equipment missing or in need of repairs and records results of equipment tests.

Notifies officer of any V.I.P. visiting station. Receives telephone calls and refers caller to the appropriate personnel, takes messages, and adapts to routine at another station. Assists visitors who seek help, conducts fire station tours, and demonstrates fire equipment and firefighting techniques to public. Works with local youth groups and participates in flood control efforts.

