

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**NATCHITOCHEs FIRE PROTECTION DISTRICT NO. 6**

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# OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

NATCHITOCHEs FIRE PROTECTION DISTRICT NO. 6

## FIRE SERVICE

### LINE CLASSES

FIREFIGHTER/OPERATOR \*

\*Competitive class

\*\*Promotional class

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Original Adoption: 11-19-18

Revised Dates:

# FIREFIGHTER/OPERATOR

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter/Operator encompasses the fire department's entrance level positions within the fire suppression division. Employees of this class obtain training in and execute firefighting duties, along with other related tasks such as controlling and extinguishing fires, operating fire equipment, performing rescue efforts, driving fire apparatus, and maintaining fire department equipment and vehicles. Firefighter/Operators respond to all emergency calls and administer first aid and emergency medical services to the sick or injured at the scene. Employees of this class can perform special tasks assigned with general supervision. This class reports to and ranks immediately 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.

Responds to all fire and medical related emergency calls received by the department. Trains for, performs and maintains proficiency in firefighting and rescue tasks such as: connecting, carrying, and operating hose lines; performing pump operations; connecting nozzles and directing fire streams; performing ventilation operations; selecting, maneuvering and climbing ladders; and operating any other equipment to aid in fighting fires or removing fire and accident victims to safety. Wears special issue protective gear and travels to fire or emergency scenes via fire apparatus. Determines and relays quickest, most easily accessible route to site and locations of nearest hydrants to driver, to ensure timely response. Monitors daily local activity that could affect the stations zone of response. Communicates with dispatch and fire vehicles using two-way radios. Takes direction and maintains focus and awareness under high pressure conditions. Relays orders from officers to other firefighters and apparatus operator. In their absence, assumes role of acting officers or operators and assists fellow firefighters at scene. Dismounts apparatus with tools in hand; directs or assists in positioning apparatus and raising or lowering aerial equipment, booms and ladders on site. Stabilizes apparatus through set up of wheel chocks, stabilizing pads, truck jacks and outriggers. Operates engine booster pumps. Raises or lowers objects using hoisting or lifting tools. Removes coiled rope, electric extension cords, and other tools from engine or truck and takes where needed. Ties ropes to deluge guns, hose line, tools, and equipment using various knots. Utilizes portable generator and emergency lighting equipment. Supplies standpipe or sprinkler system and performs system support operations. Evaluates aspects of fire scene such as smell and color of smoke to determine source of fire to decipher which extinguishing agent to use. Assesses environmental conditions and effects they could have on fire. Examines site to determine source of fire, potential hot spots, and hazards or extensions to better extinguish and prevent acceleration and intensification of fire. Communicates imminent information and harmful condition changes to officer in charge.

Notifies occupants or neighbors to vacate premises due to safety concerns. Maintains limited

crowd and traffic control at the scene until police arrive. Surveys fire and accident sites for trapped or injured persons. Utilizes extractors, K-12 saw, pry bars or pneumatic cutting tools to cut open vehicles and machinery to free victims. Locates and digs free individuals found trapped or unconscious, using hand tools such as shovels or picks, and moves heavy objects to gain access to trapped victims or bodies. Moves or aids conscious, unconscious, or deceased victims down ladders, stairs, or across other surfaces. Extracts trapped victims using aerial ladder or elevating platform apparatus. Conducts search and rescue missions to locate and free trapped victims. Examines victims for medical bracelets and signs of injury, consciousness, and breathing to determine nature and extent of injury or illness. Inspects the accident scene for any clues into the cause of the injury or illness. Issues emergency medical services such as basic first aid, CPR, and first responder services as required. Notifies dispatch when emergency medical help or transportation to emergency medical center is necessary. Advises superiors of injuries, assists visitors who seek help, and calms or comforts emotionally distraught victims, relatives, and spectators at emergency scenes.

Clears away excess debris from immediate areas; using catchalls, water chutes and other physical means to reduce fire and smoke damage. Conducts salvage efforts in an attempt to protect both fire department and civilian property from damage. Locates and disables shut-off valves for gas, electricity, oil and water throughout premises. Removes any flammable and hazardous materials from area and acts to contain and control spread of any such materials. Wedges or clamps sprinkler heads after fire is extinguished to suspend water flow. Tears down weak and dangerous structural components to prevent any additional unforeseen accidents. Cleans up excess water left behind after extinguishing fire and drains water from floors or ceilings using stair or water chutes, or bores and drilling tools. Drains, rolls, or folds hose sections and loads on apparatus after fire is extinguished. Once clean-up efforts are complete, secures windows and doors, and covers openings to protect building and content from weather, theft and vandalism. Monitors spectators in the area for questionable behavior of individuals who may have initiated the fire and to prevent possible theft of personal property at the fire scene. Interviews witnesses about fire to determine how the fire started and if arson may have been a possible factor. Assesses site location to determine cause of fire and to identify signs of suspected arson. Guards suspected areas to preserve potential evidence. Notifies officer in charge of suspected arson so an investigator can be brought in to further investigate. Testifies in court regarding evidence discovered at the fire scene.

Partakes in training exercises and classroom sessions. Reads and studies assigned literature to include firefighter training material, technical manuals, and basic laws, regulations or updates related to performance of work to better maintain proficiency in the principles of fire behavior and safety procedures for special emergencies. Participates in evaluations of the department regarding response to each fire. Under direct supervision, practices on apparatus, equipment and tool to maintain and increase proficiency in the operations and procedures of each. Trains to be able to determine when an alarm has been sounded falsely. Familiarizes self with direct routes, location of streets, water mains and hydrants in response area; takes proficiency tests. Performs pre-fire planning inspections for both public and private locations.

Completes routine inventory checks, inspections and maintenance of tools and equipment to safeguard against loss, damage and malfunctions. Cleans, dries, tests, inspects, replenishes and properly secures equipment; to include fire apparatus, communications equipment, hoses, turnout gear, tools, portable breathing apparatus and ladders. Performs regular assessments of apparatus pumping capacity and pressure. Locates, removes, replaces and maintains inventory of tools and equipment on apparatus. Transports spare apparatus to other stations as needed.

Inspects hydrants for deficiencies and performs standard maintenance, flushing contents as needed. Maintains adequate quantities of office supplies as well as first aid, cleaning products, fuel, and maintenance equipment supplies. Contributes to orderly preservation and functionality of station and grounds by emptying trash cans, changing bed linens, sanitizing floors and windows, cutting grass, conducting regular inspections and maintenance of the facilities and fire apparatus and performing other minor maintenance duties. Assists in preparing meals for firefighters at station and cleans kitchen. Provides for security of station by locking doors and securing valuable items.

Monitors activities and maintains preparedness during public events. Participates in flood control efforts. Performs escort duty of funerals of department personnel. Provides comfort and assistance to family of injured firefighters. Provides non-emergency services (e.g., frees children locked in rooms, etc.). Receives and responds to complaints from the public. Completes daily maintenance checklist and any other forms, records, or reports as required. Answers telephone calls, assists visitors and conducts tours at the fire station.

Performs other 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.

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.

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.

Firefighter NF Original Adoption: 11-19-2018 Revised Dates:
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