

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

RED RIVER PARISH FIRE PROTECTION DISTRICT (COUSHATTA)

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FIRE SERVICE

LINE CLASSES

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Original Adoption: 05-05-16

Revision Dates: 04-19-21

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, providing emergency medical care, 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 Captain. This class reports to and ranks immediately 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.

Responds to all fire and emergency calls received by the department. Drives or rides in fire apparatus to and from the emergency scene. Selects shortest available route to the scene and removes any obstacles in the roadways. Communicates with dispatcher and fire vehicles using two-way radio. Dismounts apparatus with the tools necessary for the emergency scene. Listens for orders from superior officer and relays information to other firefighters. Assumes duties of acting officer at the fire scene in his absence. Responds to changes in fireground conditions. Observes and examines burning structure, looks for signs of fire extension, and assists in locating and extinguishing fire source. Recognizes internal and external fire exposures and operates appropriate class of fire extinguisher. Locates hot spots in structures.

Performs forcible entry and ventilation operations for the purpose of localizing a fire. Enters buildings using portable air breathing apparatus. Climbs and descends ladders carrying tools or equipment. Operates portable, hand operated pump when needed. Makes hose connection to hydrants or other water supply source and controls water flow. Primes and operates pumper to supply adequate pressure to the nozzle. Inspects charged hose line for kinks and repairs or replaces burst hose sections. Assists other firefighters by taking back-up position on the hose line. Operates portable generator and emergency lighting equipment. Contains hazardous material spills. Observes spectators for suspicious behavior of individuals who may have started the fire. Recognizes, notes, and preserves evidence of arson. Testifies in court when necessary. Inspects buildings for fire hazards and compliance to fire codes.

Responds to emergency medical calls and performs medical services such as basic first aid, CPR, and first responder services. Drives emergency medical vehicles to and from the emergency scene. Informs dispatcher to call for medical help when needed. Examines injured person and treats a range of injuries at the emergency scene. Removes trapped victims and rescues drowning persons using appropriate means. Notifies occupants to vacate premises of an emergency scene to ensure safety.

Performs regular maintenance of fire equipment and apparatus. Cleans and stores equipment upon return to station. Conducts required safety tests to ensure compliance with departmental

operating standards. Maintains inventory of tools and equipment. Tests communication equipment and performs daily radio checks. Performs tasks necessary for the proper maintenance of the station house and grounds including daily housekeeping duties. Inspects fire station and notifies officer in charge of needed repairs. Assists in shopping for food and preparing meals for firefighters at the station. Provides for the security of the station by locking station doors, securing valuable items, and standing watch for the department.

Learns and maintains proficiency in department equipment, tools, and special emergencies such as HAZMAT incidents. Keeps up-to-date on pertinent information related to firefighting. Studies direct routes, street locations, water mains, and hydrants in station areas. Participates in department training, takes notes, and observes procedures demonstrated by instructor. Monitors less experienced firefighters at the fire scene, provides informal or "on-the-job" training for new employees, and trains volunteer fire departments. Maintains satisfactory interpersonal relationships with other department members. Reports to work well-groomed, on-time, and in proper attire.

Writes reports and completes assigned forms and records. Records entries in daily log. Answers the telephone and refers caller to appropriate person or agency. Conducts fire station tours and works with local community groups in teaching fire safety and prevention. Handles complaints from the public.

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.

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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

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

Firefighter RR

Original Adoption: 05-05-16

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FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which include the management of the operation of a fire station, and the supervision of a company of Firefighter/Operators and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, provide for the maintenance of all equipment and apparatus, and participate in the training of subordinate employees. Fire Captains work with a high degree of supervision, receiving specific instructions for most duties, but have the authority to work independently in certain designated areas. Employees of this class report to and have work reviewed by the Deputy Fire Chief. This class ranks directly below the class of Deputy 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 Firefighter/Operators at the fire scene, answers fire alarms, and records pertinent information. Performs size-up of emergency scene, directs positioning of apparatus, maintains communication between the fire scene and other personnel, and directs emergency scene operations until relieved by a superior officer. Supervises subordinates handling hazardous materials, rescuing persons, providing emergency medical services, and during salvage or overhaul work. Performs and supervises search and rescue operations, forcible entry operations, and ladder and ventilation operations. Operates self-contained breathing apparatus for protection from hazardous environments. Observes and responds to changes in fireground conditions while directing firefighting operations. Recognizes fire exposures and protects from fire extension. Performs hose operations, uses portable fire extinguishers, and applies fire streams for fire extinguishment. Directs truck and pumper operations. Oversees the utilization of water supplies from public water systems and static sources and performs automatic sprinkler system support operations. Performs standpipe system support operations. Provides for the needs of emergency personnel at the scene of an incident, coordinating activities of firefighting personnel and law enforcement. Supervises emergency medical vehicles transport to and from the emergency scene and notifies dispatcher to call for additional medical help if needed. Provides emergency medical care at the scene or in transport to the hospital.

Assists superior officer with managing all department operations on one shift. Aids superiors with evaluating the efficiency of response units during an emergency, and recommends new policies, goals, and objectives for the department. Participates in the research and planning for the department and assists with coordinating the work of the department with other agencies. Monitors local conditions which may become safety hazards and investigates any incidents involving fire department personnel or equipment. Aids superior officers with conducting tours of the department for groups.

Delegates authority to subordinates for the more effective operation of the department. Issues orders, assigns duty areas, and assigns work schedules. Evaluates work performance of subordinates and assists in technical areas of work. Assists superior officer with inspecting the

appearance of assigned equipment and personnel. Reviews reports written by subordinates, approves leave, and conducts employee performance evaluations. Resolves employee grievances, counsels employees experiencing work problems, conducts corrective interviews and recommends disciplinary action to the appointing authority.

Performs pre-fire planning inspections, inspects homes and businesses for fire hazards, and recommends corrections for unsafe practices and conditions. Oversees inspection of public assemblies and reports fire hazards or safety violations to the appropriate authority. Investigates the causes of fires, questions witnesses, and maintains the chain of custody for any evidence. Assists arson investigation personnel and testifies in court when required.

Develops a training program for the department and provides informal training for new employees. Conducts drills, evolutions, and classroom training. Serves as a consultant for volunteers within the department, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts.

Maintains department records and completes assigned forms. Supervises the preparation of payroll records and NFIRS reports. Conducts required tests of fire department equipment, inspects fire apparatus for proper care, and inspects station house to ensure compliance with departmental maintenance standards. Assists superior officer by receiving reports regarding problems with fire department property or equipment. Supervises the repair and maintenance of equipment and makes recommendations on major departmental purchases. Writes specifications for new fire department equipment, participates in meetings with sales representatives, and supervises supply inventory.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the 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 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.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least one (1) year immediately preceding closing date for application to the board.

Fire Captain RR Original Adoption: 05-05-16 Revision Dates:
