

St. Tammany Fire District #8

208.01 JOB DESCRIPTIONS (Continued)

Fire Captain (Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the major duties of which include managing department operations on an assigned shift, assuming command at the scene of an emergency until relieved by a superior officer, supervising and training subordinate personnel, and providing for the repair and maintenance of fire apparatus and equipment. Employees of this class provide for the preparation and maintenance of department records and reports, completing assigned forms and records as required. The Fire Captain works under the supervision and has work reviewed by the District Fire Chief. This class ranks directly below that of District Fire Chief.

EXAMPLES OF WORK (Revised 2/7/13)

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 and records all information.
- Supervises driving of fire apparatus and communicates with radio dispatcher reporting arrival time, requests for additional equipment or personnel, departure time, return to service, and type of fire.
- Performs size-up of an emergency scene, including determining the nature and extent of fire, the condition of the building, danger to adjacent buildings, and source of water supply. Assumes command of fire ground operations and fire safety until relieved by a superior officer. Directs attack and assists in procedures to confine and extinguish fire. Administers basic first aid, including CPR, when necessary. Participates in handling emergencies involving hazardous materials.
- Compiles necessary data to be used in writing reports such as LFIRS reports or any other report needed by the department to document activities. Provides for the maintenance of department records.
- Promotes public relations by making presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities, and participates in special community projects designed to improve the public image of the department.
- Supervises subordinate personnel, issuing orders and assigning work or duty areas, and providing assistance in technical areas of work. Conducts employee performance evaluations, resolves complaints and grievances, counsels employees experiencing work problems and
- Conducts corrective interviews.
- Personally trains personnel by conducting drills and evolutions and informal or on-the-job training and maintains written and computer entered records of such training
- Collects information for pre-fire planning by visiting businesses,
- schools, and places of public assembly located in an assigned area in order to become familiar with all area factors which may be necessary in handling emergency situations. Reports fire hazards or safety violations to the appropriate authority.

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208.01 JOB DESCRIPTIONS (Continued)

Fire Captain (Promotional Class) (Continued)

EXAMPLES OF WORK (Continued)

- Secures the fire scene to prevent removal or damage of evidence of suspected arson. ~~Investigates the causes and origins of fires occurring in the jurisdiction.~~ Looks for, protects, preserves, and reports any evidence of arson. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.
- Inspects fire apparatus for proper placement and maintenance of tools and equipment. Conducts required tests of fire department apparatus and equipment, and performs or directs Fire Driver to perform a daily radio check. Provides for the repair and maintenance of apparatus and equipment. Sees that fire apparatus is returned to service after fire or other emergency.
- Performs any related duties assigned.
- Maintains the daily log book and ensures completion of entries prior to shift end.

QUALIFICATION REQUIREMENTS (Revised 2/7/13)

- 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.
- 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.
- Must be a regular and permanent Firefighter/Operator for at least three (3) years immediately preceding the closing date for application to board.

During the working test period must achieve IFSAC certifications of Instructor I and Officer.

Within the first year after confirmation must achieve IFSAC certifications of Inspector I and Vehicle Rescue.

~~January 1, 2013 must have achieved IFSAC certifications of Firefighter I&II, Driver/Operator Pumper and Instructor I.~~

~~July 1, 2014 must have achieved IFSAC certifications of Instructor II, Officer I and Fire Investigator.~~

~~January 1, 2015 must have achieved IFSAC certifications of Inspector I, Officer II, Vehicle rescue*, Incident Safety Officer*.~~

* If an IFSAC certification is unavailable or not offered an equivalent certificate of completion is required.