

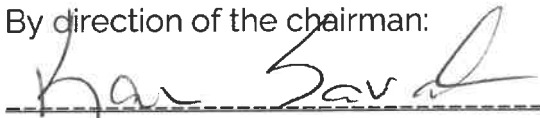
**NOTICE OF A PUBLIC HEARING  
(NEW CLASSIFICATION)**

The Carencro Fire and Police Civil Service Board will hold a public hearing to consider adoption of a new classification Fire Captain. Unless cause is shown at this time why this new class should not be adopted, the board will proceed to approve the adoption of the class in the proposed or revised form.

This public hearing will be held on June 10, 2025 at 2:30 p.m. at the Carencro City Hall located on 210 E St Peter St.

**SEE ATTACHED NEW CLASSIFICATION PLAN**  
**(attach the entire new classification description behind the public hearing notice)**

By direction of the chairman:

  
\_\_\_\_\_  
Karen Savant, Secretary

Post at the Carencro Fire Department from May 7, through June 10<sup>th</sup>  
(must be at least 30 calendar days)

**DO NOT REMOVE BY ORDER OF  
THE CARENCRO FIRE AND POLICE CIVIL SERVICE BOARD**

# FIRE CAPTAIN

(Promotional Class)

## DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duty of which involves responding to emergency calls. Fire Captains perform emergency size-up and supervise firefighting personnel on an assigned shift. Employees of this class complete fire reports and participate in pre-fire planning. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Fire Chief. Fire Captains rank directly below the class 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.

Manages the operations of the department. Recommends management policies, goals, objectives, and procedures. Researches and plans programs and activities and evaluates and improves problem areas of the department. Investigates complaints against personnel and recommends a reply or action to be taken. Investigates all accidents in the department, determines cause, and makes recommendations on procedure to avoid future accidents. Prepares accident and injury reports for review by administrative personnel and evaluates potential extent of injuries resulting from accidents. Recommends changes in department operations that will help the city obtain favorable ISO ratings. Studies direct routes, location of streets, water mains, and hydrants in the area. Monitors or gathers information on conditions affecting the station zone of response.

Answers fire alarms, records pertinent information, and proceeds with en-route size-up. Oversees the selection and navigation of the most direct route to the emergency scene or fire. Removes obstacles from roadways and positions apparatus at the scene. Performs size-up of the emergency scene. Takes charge of all safety procedures at the scene of a fire or emergency. Sets up the fireground perimeter for crowd and traffic control. Directs emergency scene operations until relieved by a superior. Observes and responds to changes in fireground conditions. Performs and oversees various fireground operations including forcible entry, ventilation, nozzle and hose handling, exposure protection, fire extinguishment, pump operations, sprinkler use and standpipe systems, salvage, overhaul, first aid, CPR, emergency medical services, ladders, search and rescue, self-contained breathing apparatus, and use of ropes and knots. Directs pumper

operations and makes decisions regarding the selection of nozzles, hoses, and water supplies. Applies appropriate fire streams and agents for the most effective fire extinguishment including foam applications and wetting agents. Participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel. Coordinates activities of firefighting personnel and law enforcement personnel at the scene of an emergency. Notifies dispatchers to call for emergency medical help when needed. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Reports fire hazards or safety violations to the appropriate authority. Investigates the causes, origins, and circumstances of fires. Secures the fire scene to keep unauthorized persons away and to prevent removal, damage, or contamination of evidence. Testifies in court when required.

Inspects the appearance of equipment and personnel. Assigns work schedules and duty areas to subordinates. Reviews reports written by subordinates. Holds meetings for the purpose of receiving reports and distributing information. Reviews work to be done and delegates assignments to subordinates. Provides assistance to subordinates in technical areas of work. Oversees and evaluates work performance of subordinates. Writes employee evaluation reports and discusses work performance with subordinates and superiors. Resolves employee complaints and grievances and counsels employees experiencing work problems. Maintains discipline through corrective interviews, recommending and administering disciplinary action, and notifying employees of disciplinary action to be taken.

Develops, or assists in developing, a training program for the department and sees that such program is properly staffed and supplied with training resources. Conducts drills and evolutions and provides "on-the-job" training to personnel. Directs training in all areas of basic firefighting, safety, use of equipment, tools and apparatus, hazardous materials, and other areas which effect the fire department and public safety. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Inspects equipment and supplies and makes recommendations for major purchases. Maintains an inventory of and distributes supplies and equipment to personnel. Inspects station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Conducts required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Locates, removes, and replaces equipment on the apparatus. Performs periodic tests of apparatus pumping capacity and pressure. Supervises daily radio checks of the apparatus by subordinates. Oversees the cleaning of apparatus, tools, equipment, and hoses.

Promotes a positive public image of the department in day to day work, answers inquiries or handles complaints from the public, and conducts tours of department facilities. Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly to record any area features which might become important in a fire or emergency situation. Reviews records and reports completed by subordinates and by periodically inspecting systems and

facilities for keeping the records. Provides for and ensures that accurate department records are completed and maintained. Personally completes all forms and records required. Gathers and compiles information for reports and/or departmental planning by reviewing and analyzing data. Writes reports requiring the ability to compose complete sentences. Prepares LFIRS and/or NFIRS reports.

Performs any 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 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 three (3) years immediately preceding closing date for application to the board.

Must be at least twenty-one (21) years of age.

Must have attained Fire Officer I certification immediately preceding closing date for application to the board.

## **NOTICE OF A PUBLIC HEARING**

### **(PROPOSED REVISIONS TO A CLASS IN THE CLASSIFICATION PLAN)**

The Carencro Fire and Police Civil Service Board will hold a public hearing to consider adoption of amendments to the classification plan of firefighter/operator. Unless cause is shown at this time why these amendments should not be adopted, the board will proceed to approve the adoption of the amendments in their proposed or revised form.

This public hearing will be held on June 10, 2025 at 2:30 p.m. at the Carencro City Hall located on 210 E St Peter St.

**Current qualification requirement reads:** **FIRE SERVICE FIREFIGHTER/OPERATOR (Competitive Class) DISTINGUISHING FEATURES OF THE CLASS** The class of Firefighter/Operator comprises entrance level positions in the classified firefighting 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 the fire station and for completing records as assigned. Duties are performed with some independence in accordance with defined instructions and procedures. This class reports to, has work reviewed by, and is supervised by company officers designated by the 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. Trains for, performs, and maintains proficiency in firefighting and rescue tasks such as connecting, carrying, and operating hose lines, directing fire streams, ventilating buildings, and using ladders, lines and other equipment to aid in fighting fires or removing fire and accident victims to safety. Drives fire apparatus to and from fire calls. Positions apparatus and connects to an adequate water supply to supply adequate pressure and volume as required. Calculates required water flow, friction loss, intake and discharge pressures necessary for fire suppression. Observes and responds to changes in fireground conditions. Performs salvage tasks necessary to protect property using covers, tarps, or other materials. Constructs catchalls and chutes to trap and dispose water. Performs overhaul operations by locating and extinguishing hidden fires and hot spots, and by removing debris and charred waste. Participates in fire investigation and fire cause determination as directed. Observes witnesses at fire scene and informs officer in charge of suspected arson. Testifies in court as required. Cleans, dries, inspects, and properly secures any assigned firefighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, and related equipment. Cleans fire vehicles and performs periodic tests on apparatus and equipment as required. Inspects fire hydrants, conducts flow tests, and periodically flushes hydrants to remove rust and sediment. Performs proper maintenance of facilities and grounds such as cleaning floors, windows, emptying trash cans, mowing grass, and notifying officer in charge of needed repairs. Participates in assigned training drills individually or as a member of a group, and attends special schools or courses as assigned. Reads and studies assigned material related to performance of work. Performs public relations duties such as calming citizens at a fire scene, and receiving and forwarding complaints from the public to designated supervisor. Participates in fire inspections. Completes all forms, records, and reports 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. 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 18 years of age.

Proposed amendment: FIREFIGHTER/OPERATOR

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

The class of Firefighter/Operator comprises entrance level positions in the classified firefighting 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 the fire station and for completing records as assigned. Duties are performed with some independence in accordance with defined instructions and procedures. This class reports to, has work reviewed by, and is supervised by ~~company officers designated by the Fire Chief~~ the class of Fire Captain or company officers designated by the 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.

Drives the fire apparatus, operates the radio, and evaluates navigational problems. Positions the apparatus at the fire scene. Performs size-up of the emergency scene and directs water supply operations. Directs emergency scene operations until relieved by a superior officer. Observes and responds to changes in fireground conditions. Evaluates the stability of supporting surfaces, locates and operates shut-off valves for utilities, and recognizes potentially hazardous conditions. Notifies occupants or neighbors to vacate the premises at the scene of a fire. Responsible for forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, sprinkler and standpipe systems, salvage, overhaul, first aid, CPR, emergency medical services, ladders, search and rescue, self-contained breathing apparatus, and ropes and knots at the scene of an emergency. Cuts or pries open vehicles, machinery, etc., to free persons trapped or pined using various tools. Operates large-caliber water streams. Utilizes the proper fire extinguisher. Handles emergencies involving hazardous materials. Maintains communications between the fire scene and other personnel. Notifies dispatcher to call for medical help when needed. Reports injuries and performs emergency medical services. Operates portable equipment. Secures the fire scene to protect evidence. Assists arson investigation personnel. Testifies in court when required. Provides non-emergency services.

Collects information for pre-fire plans by visiting businesses, schools, and places of public assembly. Studies information regarding hydrant and standpipe locations, building layout, hazardous material storage, occupancy patterns, and structural information to plan for fires in buildings. Educates the public about fire hazards and the conditions which may increase the possibility of the occurrence of a fire. Provides information to the public about human behavior, defenses against injury, and firefighter equipment, gear, tools, and apparatus.

Maintains an inventory of and distributes supplies and equipment as needed. Cares for, maintains, and uses department vehicles, stations, grounds, and communications equipment. Inspects, maintains, tests, and repairs nozzles, fire hoses, emergency lighting and

electrical equipment, ground ladders, turn-out equipment and all pieces of self-contained breathing apparatus. Locates, removes, and replaces equipment on apparatus. Inspects tools for damage and determines if any tools are missing. Inspects the station house, buildings, and facilities to ensure compliance with departmental maintenance standards. Conducts tests of fire apparatus, performs radio checks, tests pumping capacity, and cleans the apparatus. Maintains proficiency in the use of department equipment through practice. Operates fire station doors.

Trains personnel by conducting drills and evolutions. Serves as a consultant for volunteers within the department, providing technical expertise, assistance, and cooperation in training and fire-fighting efforts. Reads training materials, studies basic laws and regulations regarding firefighting and takes notes during training.

Promotes a positive public image of the work of the department. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Conducts tours of department facilities.

Performs related duties as required.

#### 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.

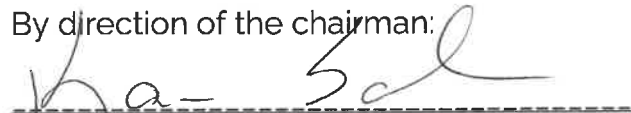
After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, 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. 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 18 years of age.

By direction of the chairman:



Karen Savant, Secretary

Post at the Carencro Fire Department May 7th through June 10th  
(must be at least 30 calendar days)

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THE CARENCRO FIRE AND POLICE CIVIL SERVICE BOARD**