

FIRE BATTALION CHIEF, 2152  
FIRE ASSISTANT CHIEF, 2166

Summary of Duties : Supervises and directs fire suppression and rescue, fire prevention, and pre-fire planning and training activities in a battalion on one platoon; directs the activities of a section of the Fire Prevention Bureau or a specialized activity such as training, planning, or employee relations; or directs and coordinates fire suppression and rescue, fire prevention, and pre-fire planning and training activities within a division on one platoon; directs the activities of a specialized division; may serve as the Staff Assistant Chief as a member of the Fire Department's General Staff; and does related work.

Distinguishing Features : A Fire Battalion Chief assigned as a battalion commander in the Bureau of Fire Suppression and Rescue is responsible on one platoon for the fire fighting, training, safety, discipline, rescue, fire prevention, pre-fire planning, and related activities in the battalion. A battalion commander responds to emergencies which include fires, rescues, multi-casualty or hazardous materials incidents, and other incidents and is in command unless relieved by an officer of higher rank.

A Fire Battalion Chief in the Bureau of Fire Prevention supervises and directs a section responsible for Fire Code enforcement, arson investigation, or research. In other bureaus, a Fire Battalion Chief may be responsible for training, planning, dispatching, employee relations, internal discipline, or community liaison.

A Fire Assistant Chief, when assigned as a division commander in the Bureau of Fire Suppression and Rescue, is in charge of training, discipline, fire suppression, rescue, fire prevention, pre-fire planning, and related activities in a geographical division. As a division commander, an employee of this class works platoon duty under the direction of a Fire Deputy Chief who commands the Bureau of Fire Suppression and Rescue.

A Fire Assistant Chief may also command the activities of the Operations Control Division or the Supply and Maintenance Division, or serve as the Assistant Bureau Commander in the Bureau of Fire Suppression and Rescue or as the Staff Assistant Chief. In these assignments, incumbents normally work days only.

In all assignments, the duties of a Fire Battalion Chief are broader and normally less specialized than those of a Fire Captain, but are more specialized and narrower than those of a Fire Assistant Chief.

Examples of Duties : Fire Battalion Chief : Responds to emergencies within a battalion and to such other emergencies as directed; assumes

command upon arrival at an emergency and directs all fire fighting and lifesaving operations as Incident Commander until relieved by a superior officer; determines and directs the proper deployment of companies at the scene of an emergency; determines the necessity for additional fire fighting companies and notifies Operations Control Division; orders apparatus and equipment not needed at an emergency to return to the station; supervises overhaul operations after an incident is abated; directs the preservation of evidence when a fire is considered to be of a suspicious nature; determines the cause of fires; fills positions when the Incident Command System is activated at major emergencies;

Directs Fire Captains in the development and maintenance of a high level of public relations, efficiency, and discipline within a battalion; transmits orders of superior officers to Fire Captains and assumes responsibility for seeing that such orders are carried out; coordinates and maintains overall supervision of the company fire prevention program, building inventory program and Brush Clearance Program within the battalion;

Maintains direct supervision with each company within the battalion and inspects personnel, equipment, apparatus, and quarters; keeps a daily journal and makes regular and special reports on the activities of the battalion; supervises the training of each company and gives instructions on proper fire fighting techniques; transfers and details fire fighting personnel to develop effective company operations among the several companies; maintains a roster of all employees in the battalion; approves compensatory time off, and requests for supplies, repairs, and alterations and improvements to apparatus or fire stations; develops budget requests and certifies time records;

Inspects buildings in the battalion to become familiar with their construction, potential hazards, and accessibility in case of emergency; studies conditions within the battalion with regard to the location of hydrants, mains, reservoirs, and streets; coordinates the pre-fire planning of occupancies which represent above-average fire or life hazards;

Directs specialized fire/life safety inspection units or units that make fire prevention engineering and research studies and investigations; interprets, applies, and enforces existing, and develops new, fire prevention and life safety regulations and laws; develops and supervises technical fire prevention training programs for fire inspectors; investigates and reports upon disasters, unusual hazards, and technical matters; maintains records and prepares correspondence; responds to hazardous material incidents, when on call;

Directs background investigations for all entry-level firefighters and paramedics, recruit training for firefighters and paramedics, and specialized advanced training for Department members and officers; supervises Fire Captains and other Department employees who assist

with instructional duties; plans special courses in fire and arson prevention, Emergency Medical Services training, driving, and other phases of Fire Department activities;

Commands the Photo-Video Section; coordinates and schedules production and distribution of video-tape, motion picture, and slide-packet presentations used for training, public education and intradepartmental information; supervises scheduling of still, video, and motion picture photography required for evidence, public education, or other purposes; coordinates program production requirements with Department and other sources of personnel and equipment;

Serves as Assistant Division Commander, Operations Control Division; supervises personnel engaged in dispatching fire fighting apparatus and personnel; deploys fire fighting and ambulance personnel and apparatus not committed to actual emergencies when necessary; manages and coordinates deployment of mutual aid/automatic aid resources with other agencies;

Supervises Fire Department planning activities; reviews and analyzes completed plans and staff studies; assists in formulating short and long-range goals and objectives and establishes necessary controls for their achievement; performs special projects when directed; supervises the revising and updating of Fire Department manuals; responds to large-scale and major emergencies when on-call as the Emergency Staff Battalion Chief;

Serves as Staff Officer to the Operations Commander; supervises the Medical Liaison Unit; researches and develops special projects as assigned; initiates and coordinates disciplinary investigations and processes;

Serves as Community Liaison Officer; maintains channels for communication between citizens and the Department; supervises the dissemination of fire prevention, life safety, and educational information to the public and news media; supervises programs to assist managers of industrial, governmental, high-rise, and other complex occupancies to develop emergency plans and capabilities; speaks for the Chief Engineer to community, business, and governmental groups; assists an Incident Commander in determining the impact of a major emergency on the community;

Serves as Department Employee Relations Officer; represents the Department at meet-and-confer sessions with recognized employee representatives; confers with the staff of the City Administrative Officer and other City Departments on employee relations matters; and coordinates the processing of grievances;

Advises Department management of affirmative action responsibilities and progress in meeting those responsibilities; meets with the Personnel Department's Affirmative Action staff to discuss and ensure

compliance with the City's affirmative action standards and the Fire Department's progress toward numerical and quantitative goals; investigates and resolves discrimination complaints; supervises a program for advising employees of career opportunities and assisting them in their career planning;

Directs investigations of fires of suspicious origin to determine any criminal activity; coordinates investigative activities with local, state, and Federal law enforcement and prosecution agencies and prosecutors; develops and carries out Department policies relating to weapons training and fire scene field investigations; represents the Department to the media regarding arson fires and prosecutions; maintains Department records of fire activities; and may occasionally be assigned to other duties for training purposes or to meet technological change or emergencies.

Fire Assistant Chief : Commands one of the divisions of the Bureau of Fire Suppression and Rescue; transfers and details members among the several battalions; supervises drills; evaluates alarm assignments and hydrant distribution; directs the company fire prevention program and coordinates it with the Fire Prevention Bureau; reviews company inspection schedules; supervises difficult inspections; evaluates battalion and company efficiency and results; responds to greater alarm incidents within a division and to all other fires and emergencies as conditions warrant; relieves officers of lower rank of command of fire fighting operations upon arrival at a fire; coordinates the command post operation as Incident Commander; assumes direction of all fire fighting and life-saving operations until relieved by a superior officer;

Assists the Commander, Bureau of Fire Suppression and Rescue as Executive Assistant by conducting annual inspections of facilities, apparatus, personnel and records of the Bureau; represents the Bureau at meetings with persons inside and outside the Fire Department; reviews reports forwarded to the Bureau and recommends disposition or takes direct action under established policies; investigates and makes recommendations on other Bureau matters as directed;

Commands the Operations Control Division; conducts research into and implements more efficient communications and more effective dispatching and control of personnel, apparatus, and equipment and assistance from outside the Department; maintains liaison with local telephone companies, and other City agencies; assigns subordinates to study alarm systems, response patterns and trends; directs the administration of contracts for installation of new or enhanced computer-assisted dispatching procedures;

Commands the Supply and Maintenance Division; supervises the preparation of specifications for apparatus and equipment; conducts business with private vendors regarding the purchase of equipment and supplies; directs the receiving, testing, and checking of apparatus and equipment for conformance with specifications; directs the testing

of apparatus and equipment, including annual pump and aerial ladder tests, to insure conformance with Department standards; maintains a master assignment record of all Department apparatus; recommends the assignment of new apparatus and the salvaging of old apparatus and equipment; prepares the annual budget request for the Supply and Maintenance Division; responds to major and large-scale emergencies when on-call to function as the supply and maintenance division;

Serves as Executive Assistant to the Chief Engineer Fire Department; directs and coordinates the work of the Planning Section, the Employee Relations Office, and the Management Information Systems Section as part of the preparation of technical inter-bureau projects and staff studies; participates as a member of the Chief Engineer Fire Department's staff at command conferences for purposes of determining and evaluating facts, exchanging information on actions, solving problems, and formulating procedures; develops procedures and directives issued by the Administrative Office; prepares reports and correspondence concerning Department operations and procedures; coordinates studies and research to assist the Chief Engineer Fire Department in planning and achieving Department goals; reviews and approves routine reports; establishes and maintains channels of communication for the Chief Engineer to the Mayor's Office, Council Offices, and local, state, and federal agencies; responds to large-scale and major emergencies when on-call to function as operations control division;

Commands the Management Information Systems Division; coordinates the collection of emergency operational data; directs data studies to assist managers to plan and achieve goals in deploying and dispatching emergency resources; directs studies of existing data collection, evaluation, and reporting procedures and the installation of new procedures and equipment; directs the evaluation and acquisition of information processing technology and the training of affected users and supervisors; represents the Department before the integrated System Policy Board, the Mayor and Council, and other agencies concerning Department data collection, analysis, and equipment or the installation of new information handling capabilities; and may occasionally be assigned to other duties for training purposes and to meet technological changes on emergencies.

Qualifications :

<u>Knowledges :</u>	<u>Fire Bat-</u> <u>talion Chief</u>	<u>Fire Assist-</u> <u>ant Chief</u>
Fire suppression and rescue operations;	Good	Good
<u>Knowledges (Cont) :</u>	<u>Fire Bat-</u> <u>talion Chief</u>	<u>Fire Assist-</u> <u>ant Chief</u>

Characteristics and behavior of fire, fire prevention, extinguishing agents, fire hazards of materials, hazards of occupancies, and fire safety in building design and construction;	Good	Good
Fire Department rules, regulations, policies and procedures;	Good	Good
Department safety procedures and practices;	Good	Good
Principles and practices of management, supervision, and training;	Good	Good
Memoranda of understanding affecting subordinate personnel;	Good	Good
Department budget procedures;	Working	Good
Laws and regulations related to equal employment opportunity and affirmative action;	Good	Good
Applicable City Charter provisions, Civil Service Commission Rules, and Administrative Code provisions and Board of Rights procedures;	Working	Good
Emergency medical techniques and activities;	Working	Good
<u>Abilities</u> :		
Direct, plan, and coordinate the activities of a large group of employees under normal and emergency conditions;	X	X
Analyze specialized fire problems and develop appropriate solutions;	X	X
Prepare technical and administrative reports; and	X	X

Fire Bat- Fire Assist-  
Abilities (Cont) : talion Chief ant Chief

Represent the Fire Department  
before other agencies, organiza-  
tions, and officials. X X

Four years of experience as a Fire Captain in the Los Angeles Fire Department is  
required for Fire Battalion Chief.

Two years of experience as a Fire Battalion Chief in the Los Angeles Fire Department  
is required for Fire Assistant Chief.

Appointments to positions in both classes are subject to a one-year probationary  
period under the provisions of Charter Section 109.

Physical Standards : Candidates for both classes must meet such medical and physical  
standards as the Board of Civil Service Commissioners may prescribe.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the  
Administrative Code, this specification is descriptive, explanatory and not  
restrictive. It is not intended to declare what the duties and  
responsibilities of any position shall be.