

Summary of Duties : Serves as a member of the general staff of the Chief Engineer Fire Department in planning and directing the functions and operations of the Department; serves as Operations Commander or commands a bureau; may act for the Chief Engineer Fire Department; and does related work.

Distinguishing Features : A Fire Deputy Chief serves as a member of the general staff of the Chief Engineer Fire Department. An employee of this class assists in the formulation and administration of policies and practices for all Department operations and may act as Chief Engineer Fire Department in the latter's absence. A Fire Deputy Chief may serve as Operations Commander or command the Bureau of Fire Suppression and Rescue, the Bureau of Fire Prevention or the Bureau of Support Services. An employee of this class has wide latitude for independent action within the scope of established policies, procedures, and regulations.

Examples of Duties : Serves as a member of the general staff to assist the Chief Engineer Fire Department in establishing the policies, procedures, and regulations of the Fire Department; prepares or evaluates records and reports on matters relating to departmental administration; assists in planning and preparing the annual budget and report; may act as Chief Engineer.

Serves as commander of operations; directs, coordinates, and controls the line functions of the Fire Department, which include the Bureaus of Fire Suppression and Rescue, Fire Prevention, and Support Services; represents the Chief Engineer Fire Department at City Council, Council committees, and other governmental agency meetings; assigns and reviews the work of the operations adjutant and occupational safety officer; acts as liaison between the Fire Department and management of other City departments.

Directs the Bureau of Fire Suppression and Rescue; coordinates and directs the life saving, fire fighting, and company fire prevention activities in the City; transfers and details members between platoons, battalions, and divisions; assigns new and relief apparatus and evaluates replacement needs; recommends changes in water supply and in hydrant locations; determines boundaries of battalions.

Directs the Bureau of Fire Prevention; formulates, establishes and directs the enforcement of fire prevention regulations, standards, and procedures; analyzes, evaluates, and reports on fire causes and trends and changes in industrial technology; serves as Fire Marshall for the City of Los Angeles; develops and directs fire prevention campaigns and educational programs; recommends fire prevention legislation; supervises the investigation of causes of fires and the preparation and presentation of arson cases in court; coordinates the activities of the Fire Prevention Bureau with other agencies, organizations, and City departments; represents the Fire Department on national and state

committees on fire prevention and related laws and regulations.

Directs the Bureau of Support Services; coordinates and directs the dispatching of fire fighting personnel and equipment and rescue ambulances to the scene of emergencies; directs the preparation of specifications for apparatus and equipment, the preparation of new apparatus for service, and the maintenance and repair of fire apparatus; directs the obtaining, warehousing, and distributing of supplies; provides staff services for Department training activities, including firefighter training, paramedic trainee training and emergency medical technician training; coordinates radio master planning.

Enforces all policies, rules, regulations, practices and procedures of the Fire Department; designates Fire Department members to act in the absence of Chief Officers; responds to alarms and special calls when dispatched and assumes command of operations; and may occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the organization, functions, policies, rules, regulations, and procedures of the Fire Department; a good knowledge of fire suppression and rescue principles, practices, apparatus and equipment; a good knowledge of fire prevention and investigation objectives, principles, trends, and practices; a good knowledge of the methods of obtaining active public interest and cooperation in accomplishing Fire Department objectives; a good knowledge of the City Charter provisions relating to the Fire Department; a good knowledge of fire administration and management principles, problems, trends, and practices; a working knowledge of the functions and activities of other departments, agencies, organizations, and associations as related to Fire Department operations; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of local, state, and federal laws governing the functions and activities of the Fire Department; a working knowledge of public personnel, financial, and budgetary administration principles, problems, and methods; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding that affect subordinate personnel; the ability to plan, direct, coordinate, and control the functions of a bureau or major office of the Los Angeles Fire Department; the ability to assist in planning and directing the operations of the Department as a member of the general staff; the ability to develop innovative solutions to complex problems; the ability to make critical decisions on complex or highly sensitive matters; the ability to speak logically and convincingly; and the ability to provide leadership.

One year of experience as a Fire Assistant Chief in the Los Angeles City Fire Department is required.

Appointment to a position in this class is subject to a one-year

probationary period as provided by Section 109 of the City Charter.

Physical Requirements : Candidates 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.