

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**3/27/08****FIRE HELICOPTER PILOT, 3563**

Summary of Duties: Operates Los Angeles Fire Department helicopters and performs various high-risk emergency, rescue and firefighting missions; transports fire medical personnel; transports injured persons or patients to medical facilities; supervises, coordinates, and directs all activities in and around Fire Department helicopters; determines aircraft mission suitability; maintains flight safety standards; ensures maintenance and timely repairs of helicopters; may serve as a lead or supervise other pilots and staff; may conduct pilot training and evaluate pilot proficiency; may plan, schedule and direct aircraft flight activities; and does related work.

Distinguishing Features: A Fire Helicopter Pilot is assigned to the Air Operations Section of the Los Angeles Fire Department. The pilot is responsible for operating Los Angeles Fire Department helicopters and performs various emergency, rescue and firefighting missions such as fire suppression, river rescues, hoist rescues, night sun operations, reconnaissance and air ambulance. The class of Fire Helicopter Pilot is distinguished from other fire suppression classes in that incumbents are responsible for all activities in and around Fire Department helicopters and/or provides direction and oversees the day-to-day flight operations of the Air Operations Unit.

Employees initially employed as Fire Helicopter Pilots function as trainees and positions at this level are five-year temporary training positions under Civil Service Rule 5.30. Employment is limited to five years, and during that time, a trainee must successfully complete the 200-hour helicopter training program which is designed to develop and enhance skills in aircraft operations, emergency procedures, maintenance requirements, navigational systems, aeronautical principles, use of aircraft and Department radios, mechanical systems and Air Operations evolutions. Upon successful completion, incumbents automatically move to the Pilot II level and begin probation.

Examples of Duties: A Fire Helicopter Pilot:

- Operates Department rotary-wing aircraft as a pilot-in-command or co-pilot in accordance with Federal Aviation Administration rules and department rules and regulations;
- Uses water drop capabilities of the aircraft to hold or extinguish grass/brush fires;
- Protects exposures as well as personnel and equipment during fires;
- Utilizes the night sun for search purposes;
- Transports victims from incident sites to designated locations;
- Performs hoist rescue operations;
- Observes, reports conditions, and provides aerial reconnaissance during grass/brush fires as well as various other emergency incidents as directed by the incident commander;

- Makes daily preflight checks as appropriate;
- Maintains flight logs;
- Reports mechanical and other defects to helicopter repair personnel;
- Tracks Air Operations flight hours accumulation and schedules Air Operations fleet assignments to ensure proper maintenance and inspection requirements and other aircraft documents as set forth by the Federal Aviation Administration;
- Maintains Air Operations equipment and quarters;
- Provides emergency flight operations training to Helitac crewmembers;
- Serves as Air Operations Helitac Training Coordinator;
- Plans, schedules and directs the training of helicopter personnel including conducting Pilot Training check rides and conducts annual Pilot Standardization Training;
- Monitors and manages the Air Operations aviation safety program;
- Conducts facilities safety inspections, tracks and orders necessary supplies, ensures proper inventory levels are maintained, and requests needed facilities repairs;
- Staffs/monitors Air Operations Radio room when flight operations are in progress;
- Supervises and evaluates the work of lower-level pilots;
- Assists the Section Commander in planning, assigning, and directing the work of the Air Operations Section;
- Assists with the preparation of budgets and forecasts of the Air Operations Section;
- Assists in the operation of the High Definition Video Downlinking equipment to include video and data acquisition/transmission as well as fire mapping support;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledge and abilities:

Knowledge of:

- Fire Department Rules and Regulations, Manual of Operations, Aircraft Flight Manuals and supplements, Air Operations Policies and Procedures, and local inter-agency rules, agreements, and memorandums as they pertain to Fire Department Air Operations;
- Department Bulletins, Training Bulletins, Helitac Training Manual, and the Los Angeles County Department of Health Services Air Ambulance Procedures;
- Appropriate Federal Aviation Regulations (FARs);
- Air Operations evolutions including helicopter emergency procedures;
- Safe use and operations of helicopter support equipment;
- Helicopter crew duties both on the ground and in flight;
- Fire Department Air Operations operational strategy and tactics;
- Firefighting techniques, practices and methods;
- Aeronautical principals;
- Helicopter maintenance requirements, record keeping, and scheduling procedures;
- Required Federal Aviation reporting forms and completion and forwarding procedures;
- Fire Department company activity reporting procedures, timekeeping, and record keeping procedures and station journal completion;
- Supervisory principals and practices including planning, delegating and controlling the work of subordinates;

- Supervisory responsibilities as related to equal employment opportunities;
- Techniques for training, instructing and evaluating subordinates work performance; and
- Techniques for counseling, disciplining and motivating personnel.

Ability to:

- Fly as pilot-in-command or assist in the operation of rotary-wing aircraft during firefighting and rescue missions, in adverse weather conditions, at night and in off-site locations;
- Operate aircraft adhering to visual flight rules (VFR) and aircraft adhering to instrument flight rules (IFR) - when properly trained and certified to do so;
- Manage helicopter ground activities safely, and direct others in the safe operations around helicopters;
- Make decisions, take instructions and perform under stressful and adverse conditions;
- Multi-task while as pilot-in-command or as co-pilot in the operation of the aircraft;
- Respond quickly and correctly in emergency situations both in-flight and while the aircraft is on the ground;
- Perform mechanical skills necessary to complete pilot daily inspections and request appropriate action to correct problems;
- Properly use Helicopter and Fire Department radios sometimes with multiple channels and personnel operating radios simultaneously;
- Interact tactfully and effectively with peers, supervisors, members of other agencies, law enforcement personnel and the public during helicopter operations, inter-agency and community relation's activities;
- Supervise and assign duties to Air Operations personnel, and/or direct the flight operations at the scene of emergency and non-emergency helicopter operations;
- Communicate both written and verbally sufficient to accurately report and maintain required records and documents related to the operation of Air Operations Section and its flight operations;
- Work closely with others to accomplish a common task;
- Prioritize assignments while meeting multiple deadlines; and
- Perform administrative assignments and staff work.

Minimum Requirements:

1. Completion of four years of full-time paid fire suppression certified experience in the City of Los Angeles Fire Department by _____. Under the policy of rounding experience to the nearest full month, continuous service beginning on or before _____ meets the requirement; **and**
2. Completion of 500 hours of pilot-in-command flying time as a licensed commercial or military pilot.
3. Completion of 15 semester or 24 quarter units in Fire Science/Fire Protection Administration and/or General Aviation units, at a recognized college or university may be substituted for a maximum of six months of the required experience.

Licenses:

A current Federal Aviation Administration Commercial pilot certificate with rotorcraft category and helicopter class rating, and a current Federal Aviation Administration Class I or Class II medical certificate are required.

Physical Requirements:

Candidates must meet such medical and physical standards as the Board of Civil Service Commissioners may prescribe.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

Because this class has been designated as Safety Sensitive in accordance with City Policy, a drug and alcohol screening test may be required prior to appointment.

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 all of the duties, responsibilities, and required qualifications of any position shall be.