

## JOB DESCRIPTION FORM

(Approved by JEWG on 9 December 2002)

### SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
Municipality	
Post Title	Deputy Chief Fire Officer
Number of Posts	
Job Grade	
Date Grade Authorised	
Post Identification No/s.:	
Name of Incumbent(s) and Service Numbers:	

A.2 LOCATION OF POST (The departments or service units and sub divisions within which the post or posts are located. Use the terminology used in your municipality)	
Directorate	
Department	Fire Services
Division	Office of the Chief Fire Officer
Section	Management

A.3 SURROUNDING POSTS	
<b>Immediate Superior</b>	
Job Title	Post Identification No.
Chief Fire Officer	FD 01
<b>Immediate Subordinates</b>	
Job Title(s):	Post Identification No (s).
Regional Commanders	
District /Division Commanders	
Station Commanders	

Attach a copy of the approved organogram.

### SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1 JOB PURPOSE
To be responsible for the leadership and management of the Fire Service Operations Division of the Fire & Rescue Service so as to ensure the delivery of emergency services in the area of jurisdiction are met in an effective, efficient, equitable, timely and professional manner; and to provide highly technical and professional staff assistance to the Chief Fire Officer

<b>B.2 DUTIES OF THE POST</b>		
<b>NO.</b>	<b>DUTIES/TASKS (What, How and Why)</b>	<b>FREQUENCY</b>
1.	<b>OPERATIONS MANAGEMENT</b> To be responsible for the management, direction and performance of the Fire Service Operations Division by performing the following and related functions:	Daily/Ongoing
1.1	Actively promoting the Service vision, aims and values in the community	
1.2	Take responsibility and accountability for the performance and achievement of corporate and service objectives through the effective leadership of functional teams	Daily
1.3	Constantly monitor and manage and audit the performance of all service delivery aspects of the Division and will ensure that all strategic and departmental objectives within Fire Service Operations are delivered.	
1.4	Champion and promote continuous improvement and efficiency achieving improved value for money and high quality outcomes for the Division	Daily
1.5	Manage review and report the Divisional business plan, budget, expenditure and performance indicators	Ongoing
1.6	Continually monitor and maintain the operational readiness index for operational emergency response by ensuring adequate weight and speed of response	Daily
1.7	Coordinate the activities of Operational Companies and Platoons as per Departmental Procedures and Schedules	Ongoing
1.8	Represent the Fire Authority at key events at local, regional and national level that enhance and support the reputation of the Fire Authority as a progressive organization and raise civic awareness of the wider role of the Fire and Rescue Service	Ongoing
1.9	Direct, administer, coordinate and supervise crews and other response agencies as part of the Incident Command Structure by responding to major alarm incidents, disasters and other humanitarian services and make technical decisions on methods of fire suppression and other emergency responses.	Ongoing
1.10	Ensure that Division maintains alignment to the Integrated Fire Prevention and Risk Management Plan and meets its targets for pre-fire planning, operational risk visits and related programme outcomes	Ongoing
1.11	Develop, implement and review policies, standard operating procedures, and behavioural guidelines and strategies for the division	Ongoing
1.12	Research, develop and recommend specifications for tools, apparatus and equipment for the Division	Ongoing
1.13	Review operational incidents, inter-service and joint operational responses to ensure effective emergency services responses to operational incidents and provide inputs on improvements and adjustments where necessary	Ongoing
1.14	Coordinate special studies on operational matters and report thereon to the Chief Fire Officer	Ongoing
	In order to ensure the effective and efficient execution of Fire Service operations functional responsibilities	

2.	<b>PERSONNEL &amp; PERFORMANCE MANAGEMENT</b> To manage personnel under command so that they are able to meet their objectives as stated in their job descriptions, duty schedules and performance plans, by performing the following and related functions;	Daily/Ongoing
2.1	Manage and be responsible for the performance of all subordinates by leading and guiding staff in the achievement of departmental objectives and ensure that they are kept abreast of all technological and administrative developments affecting job knowledge requirements	Ongoing
2.2	Monitoring, measuring and reporting on the implementation Departmental Occupational Health & Safety Programme and providing inputs into the review of the OHS programme.	Ongoing
2.3	Direct the continual evaluation and suitability of operational personnel through the occupational medical surveillance programme, the operational physical fitness programme and in-service training programmes.	Ongoing
2.4	Recommend the leave of staff and ensure monitoring mechanisms for the control of leave are properly managed and executed	Ongoing
2.5	Ensure the appropriate delegation of duties to subordinate staff	Ongoing
2.6	Evaluate performance of employees by conducting performance appraisals and other evaluations as needed; holding subordinates accountable for performance requirements and taking progressive corrective action as required.	Ongoing
2.7	Supply guidance and procedural guidance to personnel and make arrangements for relevant training where necessary in order to maintain operational effectiveness and efficiency	Ongoing
2.8	Perform regular skills assessments in relation to changing environment and technology and provide inputs into the Departmental Skills Development Plan	Annually
2.9	Implement, direct and provide inputs to procedures that are designed to improve service delivery, customer satisfaction and efficiency at levels of the Division	Ongoing
2.10	Manage all labour relations matters relating to Division, including disciplinary processes, dispute and conflict resolution in terms of Council policies and Collective Agreements	Ongoing
2.11	Deputize in the absence of the Chief Fire Officer to ensure continuity of management in the Department	Ongoing
	In order that consistent personnel management practices contribute to higher levels of productivity and service delivery so as to conform to prescriptive legislation and Council's Policies on Human Resources management and Service Delivery	
3.	<b>RESOURCE MANAGEMENT</b> Assuming overall control and responsibility for the efficient management of all assets and resources allocated to the Division by:	Daily /Ongoing
3.1	Ensuring that the division's asset register is maintained and monitored as per Council and Departmental policies and ensuring that regular asset verification of all property, plant and equipment assets are carried out by division	Ongoing
3.2	Manage, maintain and monitor planned preventative maintenance programmes for operational fleet and equipment in conjunction with the Support Services section	Ongoing
	In order to maintain the integrity of assets and ensure that equipment and vehicles are safe, available and sound working order for operational efficiency at emergency incident	

4.	<b>ADMINISTRATIVE MANAGEMENT</b> Maintain effective administrative systems and process for the Operations Division by:	Daily/Ongoing
4.1	Preparing/drafting/signing submissions, reports, memorandums including letters to the public, external organizations/bodies on all activities in the entire branch and dealing/resolving serious complaints/queries at this level of responsibility	Ongoing
4.2	Attending/Chairing a wide variety of meetings/discussions with subordinates, departmental management meetings, other Council departments, external organizations/institutions/bodies and providing the required input/guidance at such meetings/discussions. Represent the Chief, the Department and the municipality in relationships with the public, community groups, and professional organizations and outside agencies.	Ongoing
4.3	Collating , analyzing and reporting on operational data to the Chief Fire Officer	Monthly
	In order to ensure that proper and timeous administrative management systems contribute to good corporate governance and image of the Department and the Municipality.	
5.	<b>PLANNING</b> Maintains sustainability and adequacy of function by:	Ongoing
5.1	Planning, directing, analyzing, evaluating and identification of Fire Service Operations needs and recommending to the Chief Fire Officer the necessary policy/standards and implementation thereof to meet needs productively, applying both existing legislations/codes of practice as well as the latest technologies and thoughts available internationally	Ongoing
5.2	Continually analyze and provide inputs into strategic management and risk planning objectives that will ensure that the Fire Service Operations Division strives to meet and maintains the requirement of a Category 1 Fire Brigade in terms of SANS 10090.	Ongoing
5.3	Identify, promote and lead the delivery of innovative solutions designed to deliver community safety strategic priorities.	Ongoing
5.4	Assisting the Chief Fire Officer with the formulation and implementing of budget/ programs for the acquisition and maintenance of assets and equipment	Ongoing
5.5	Participating in operational committees, sets objectives and targets for service objectives as per departmental strategic plan	Ongoing
5.6	Providing assistance to the Chief Fire Officer in the annual review of the Fire Service Strategic Master Plan	Annually
	In order to ensure that through proper planning, research and development that the Fire Services operational performance meets the needs of changing environments and future impact on performance	

<b>B.3 AUTHORITY OF THE POST</b>	
This outlines the authority the job holder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to...)	
1	Authorized to take/make independent action/decisions which do not require specific policy approvals or directives from higher level of authority, as per delegated authority, on all functional responsibilities as well as general administrative and personnel related operations
2	Appointed as Peace Officer under the Criminal Procedures Act and authorized to make decisions and take independent action under the inherent powers thereto
3	Appointed as a Fire Official to undertake and perform duties under the Fire Safety Bylaw

**SECTION C: JOB SPECIFICATION**

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

<b>C.1 ESSENTIAL REQUIREMENTS OF THE POST</b>	
State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	<ul style="list-style-type: none"> <li>• SAESI Higher (Associate) Diploma or National Diploma in Fire Service Technology or an equivalent service related NQF 6 qualification</li> <li>• Safety Management (SAMTRAC) or similar</li> <li>• Valid C1 Drivers Licence</li> </ul>
Reasons for essential qualification	Inherent requirement to perform the functions associated with the post.
Experience	Ten years of broad and extensive experience in a Fire Brigade Services Department, of which minimum five years must have been in a middle management capacity
Essential Skills	<ul style="list-style-type: none"> <li>• Computer Literate and proficient in MS Word/Excel/PowerPoint.</li> <li>• Excellent written and communication skills in at least two of three regional languages one of which must be</li> <li>• Management functions related to planning, organizing, leading and controlling.</li> <li>• Attention to detail and good organizational skills</li> <li>• Clear and concise report writing and written communication skills</li> <li>• Good presentation and project management skills</li> <li>• Good understanding and interpretation of relevant legislation, policies, procedures and regulations and knowledge of advanced methods, practices, and techniques of modern firefighting, fire inspection, fire prevention, fire apparatus and equipment purchasing, hazardous material mitigation, and emergency management services.</li> <li>• Budgetary and financial acumen</li> <li>• Good decision making abilities to prevent serious impacts on lives and property.</li> <li>• Priority and goal setting</li> <li>• Tact and diplomacy in dealing with other department directors, elected officials, outside agencies, citizens, and the press.</li> </ul>

<b>C.2 PREFERRED REQUIREMENTS OF THE POST</b>	
Qualification	
Reasons for preferred qualification	
Experience	



<b>C.3 PHYSICAL/MENTAL REQUIREMENTS OF THE POST</b> (Only where directly relevant to the performance of the job)	
1.	<b>PHYSICAL:</b> Specific physical attributes, which can become essential for the execution of tasks/ duties inherent in the job design, necessitates that the incumbent be physically fit and able bodied
2.	<b>MENTAL/PSYCHOLOGICAL</b> The employee may be subjected many psychological stressors such as emotional conflicts, incident trauma, labour disputes , conflicting schedules and deadlines, political and social pressures and must be able to manage and deal with trauma and work related stress. No fear of heights, confined spaces, water or any other phobia that could impact on nature and inherent functional requirements of the job.
3	<b>MEDICAL</b> Good sight, hearing and speech ability with no extreme cardiac or respiratory anomalies
4	<b>WORK ENVIRONMENT</b> Work is primarily conducted in an indoor office setting where the incumbent is – <ul style="list-style-type: none"> <li>• Communicate orally face-to-face, in a group setting, or on the telephone</li> <li>• Enter data into a terminal, personal computer or keyboard device and operate office equipment requiring repetitive arm/hand movements and sit for extended periods of time with the ability to change positions.</li> <li>• Produce written documents using proper grammar, punctuation, and spelling;</li> <li>• Use graphic instructions, blueprints and layouts as part of the plan review process when checking for code compliance;</li> </ul> <p>When in outdoor settings during large emergency incidents or multi-disciplinary incidents , the post incumbent will be required to operate as Incident Commander in:-</p> <ul style="list-style-type: none"> <li>• All weather conditions, including temperature extremes, during incidents.</li> <li>• Hazardous environments associated with fighting fires and rendering emergency management assistance, including exposure to smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.</li> <li>• In high, precarious places greater than 3 metres and climb ladders up to 30 metres</li> <li>• High noise environments at an emergency scene.</li> <li>• Working in rough, uneven or rocky surfaces; in buildings and underground storage tanks</li> <li>• Collapsed structures, swift water, high and low angle rope rescues.</li> <li>• Occasionally required to climb or balance; stoop, kneel, crouch, or crawl, sometimes in confined spaces;</li> <li>• Occasionally lift heavy equipment weighing in excess of 30 kilograms</li> </ul>

<b>C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)</b>	
1.	Required to be on standby on a rota basis to attend to and take charge of major incidents if and when required.
2.	Required to work overtime with little or no notice
3	Required to travel on official duties and to respond to emergencies and/or disasters outside municipal area as part of mutual aid agreements with national, provincial and local authorities
3	Required to act as Chief Fire Officer in absence of incumbent

## SECTION D : APPROVAL OF JOB DESCRIPTION

### D.1 CERTIFIED CORRECT

We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content.

TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Municipal Manager				
Immediate Superior				
IMATU Representative				
SAMWU Representative				
Incumbent				