

# JOB DESCRIPTION FORM

(Approved by JEWG on 9 December 2002)

## SECTION A: JOB TITLE AND INFORMATION SECTION

<b>A.1 POST IDENTIFICATION</b>	
Municipality	
Post Title	Firefighter
Number of Posts	
Job Grade	
Date Grade Authorised	
Post Identification No/s.:	
Name of Incumbent(s) and Service Numbers:	

<b>A.2 LOCATION OF POST</b> (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	Operations
Section	Firefighting and Rescue

<b>A.3 SURROUNDING POSTS</b>	
<b>Immediate Superior</b>	
Job Title	Post Identification No.
Senior Firefighter	Various
<b>Immediate Subordinates</b>	
Job Title(s):	Post Identification No (s).
Junior Firefighters Learner Firefighters	Supervision as result of rank structure

Attach a copy of the approved organogram.

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

<b>B.1 JOB PURPOSE</b>
Performs a variety of tasks associated with responding to and dealing with firefighting, emergency rescue services, rendering basic medical care, fire prevention and training activities, operating and maintaining firefighting equipment and apparatus, maintaining fire station facilities and related work as required in order to protect the lives and property of the citizens of the municipality in accordance with the Fire Brigade Services Act (Act 99 of 1987)

<b>B.2 DUTIES OF THE POST</b>		
<b>NO.</b>	<b>DUTIES/TASKS (What, How and Why)</b>	<b>FREQUENCY</b>
1	<b>FIREFIGHTING ACTIVITIES</b> Carries out firefighting activities and emergency operations by:	Daily/Ongoing
1.1	Responding to fires, rescues and related emergency and non-emergency humanitarian incidents.	Continuous
1.2	Responding to incidents involving hazardous substances	Continuous
1.3	Extricating and/or releasing casualties and carrying out emergency operations as directed by the level of authority	Continuous
1.4	Operating a range of equipment to control and extinguish fires.	Continuous
1.5	Resuscitating and treating injured persons and carrying out emergency operations as directed by next level of authority	Continuous
	Operating mobile and fixed breathing air compressors to maintain continuous supply of breathing quality air for injured person	Continuous
1.6	Undertaking fire protection duties in situations that potentially threaten lives or property and having available appropriate equipment as directed by supervisors.	Continuous
	In order to minimize the risk to life and property as well as save lives and property of the communities of the municipality	
2	<b>FIRE AND LIFE SAFETY TRAINING AND PREPARATION</b> Preparing for emergency incidents and protection duties by:-	Daily/Ongoing
2.1	Participating in training drills, simulation exercises and physical fitness training as directed.	Continuous
2.2	Participating in fire and life safety and preplanning visits to the community at large as directed.	Continuous
2.3	Participating in public fire and life safety education training by carrying out public demonstrations and visiting communities as directed.	Continuous
2.4	Conducting health and safety inspections in order to maintain a safe work environment in the workplace.	Continuous
	In order to educate the public and maintain a high standard of safety and operational efficiency at emergency incidents as well as reducing the incidents and severity of fires, providing a safer environment for fire-fighters and communities.	
3	<b>MAINTENANCE FUNCTIONS: VEHICLES, EQUIPMENT AND FIRE STATION</b> Preparing for emergency incidents by:	Daily/Ongoing
3.1	Performing basic level maintenance on equipment to ensure operational readiness.	Continuous
3.2	Participating in the cleaning and maintenance of fire stations and grounds.	Continuous
3.3	Checking, cleaning, testing and maintaining vehicles and equipment.	Continuous
	Performing regular asset verification of all property, plant and equipment assets assigned to the Company / Squad or station	Continuous
	In order to ensure that equipment and vehicles are safe, available and sound working order for operational efficiency at emergency incidents as well as to maintain a safe and hygienic working environment	
4	<b>ADMINISTRATIVE FUNCTIONS</b> Performs basic administrative functions by:	Daily/Ongoing
4.1	Completing pro forma documentation.	Continuous

4.2	Completes computerized occurrence log in order to maintain proper records of daily occurrences	Continuous
4.3	Maintaining and updating of relevant and applicable records such as shift roster, logbooks. etc.	Continuous
4.4	Participating in Departmental Health and Safety Committee meetings	Periodically
	In order to ensure that relevant and adequate records where applicable are maintained.	
5	<b>APPARATUS and MACHINERY OPERATION</b> Operates a variety of vehicles, light and heavy driven machinery up to level of certification by:	Daily/ongoing
5.1	Driving and operating a range of heavy and extra heavy specialized vehicles/appliances to or at emergency incidents as directed by the next level of authority	Continuous
5.2	Operating a range of machinery to hoist lower, gain access to buildings and/or extricate victims, equipment and any other persons at emergency incidents.	Continuous
	In order to ensure that the fire apparatus and associated emergency equipment can be safely and effectively operated and utilized to save lives and property	

### B.3 AUTHORITY OF THE POST

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.	This post is not permitted to deviate from laid down instructions and/or departmental guidelines and procedures except in instances where the incumbent is deputizing in the absence of the next level of authority.  Independent action is only authorised in the absence of a higher level of authority where situations arise where the incumbent has to exercise independent judgement to make decisions in order to save a life and/or effect an immediate reaction in a situation in order to cause a reduction in the risk that if left unabated; would cause loss of life and/or property
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## SECTION C: JOB SPECIFICATION

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

### C.1 ESSENTIAL REQUIREMENTS OF THE POST

State the minimum educational, qualifications and experience that are required to perform the job competently.

Qualification	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• IFSAC Accredited NFPA 1001 Firefighter II Certification</li> <li>• Valid Code C1 Drivers Licence with PrDP</li> </ul>
Reasons for essential qualification	Inherent Job requirement
Experience	Two (2) years Fire Service experience as Junior Firefighter having successfully completed and passed Junior Firefighter Proficiency Assessment and Evaluation

### C.2 PREFERRED REQUIREMENTS OF THE POST

Qualification	Grade 12 with Mathematics and Science
Reasons	Career progression beyond recruit qualification requires higher level of technical education and understanding and application of mathematical and scientific formulae.
Experience	

### C.3 PHYSICAL/MENTAL REQUIREMENTS OF THE POST

(Only where directly relevant to the performance of the job)

1.	<p><b>PHYSICAL:</b> The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates that the incumbent be physically fit and able bodied with no cardiac and respiratory anomalies as job performance will include:</p> <ul style="list-style-type: none"> <li>• Performing fire-fighting tasks, rescue operations, and other emergency response actions under stressful conditions while wearing personal protective ensembles (PPE) and self-contained breathing apparatus (SCBA), including working in extremely hot or cold environments for prolonged time periods.</li> <li>• Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases despite the use of PPE including SCBA.</li> <li>• Climbing six or more flights of stairs while wearing PPE weighing at least 25kg or more and carrying equipment/tools weighing an additional 10 to 20kg.</li> <li>• Wearing fire protection ensemble that is encapsulating and insulated. Wearing this clothing will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 39°C.</li> <li>• Searching, finding and rescue-dragging or carrying victims ranging from newborns up to adults weighing over 200kg to safety despite hazardous conditions and low visibility.</li> <li>• Climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.</li> <li>• Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication or hydration.</li> <li>• Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments (including hot, dark tightly enclosed spaces), further aggravated by fatigue, flashing lights, sirens and other distractions.</li> <li>• Ability to communicate (give and comprehend verbal orders) while wearing PPE and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).</li> <li>• Functioning as an integral component of a team where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.</li> <li>• Stand, sit or walk for extended periods of time, unable to rest at will;</li> <li>• Use explosive strength, as in sprinting or jumping;</li> <li>• Walk over rough, uneven or rocky surfaces; use arms above shoulder level;</li> <li>• Bend or stoop repeatedly or continually over time;</li> <li>• Incumbents are required to have the ability to hear a variety of warning devices and alarms, gas leaks, and/or calls for help.</li> <li>• Operate mechanical rescue equipment and the monitoring of proper safety techniques in the use of such equipment;</li> <li>• Work in small, cramped crawl spaces, areas where vision is limited, and/or at heights, including on roof tops and/or ladders; collapsed structures, swift water, high and low angle rope rescues.</li> <li>• Rely on their senses of sight, hearing, smell and touch to help determine the nature of an emergency, to maintain personal safety, and to make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of an operation.</li> <li>• Stand or walk for extended periods of time with the inability to rest at will; and use arms above shoulder level.</li> <li>• The employee must frequently lift and/or move up to 25 kilograms and occasionally lift and/or move up to 75 kilograms</li> </ul>
2	<p><b>PHYSICAL FITNESS TESTING:</b>  The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates that the incumbent must pass Departmental Physical Ability Test based on inherent job requirements in prescribed times and outcomes upon entry and annually thereafter as per Departmental Policy</p>

3	<b>MEDICAL TESTING &amp; SURVEILLANCE:</b> <b>A. Pre-Placement/Post Offer/Baseline (annually or bi-annually as per policy)</b> <ul style="list-style-type: none"> <li>• Medical Examination based on inherent requirements of the job as per NFPA 1582</li> <li>• Testing for banned substances</li> </ul>
4	<b>MENTAL/PSYCHOLOGICAL (TESTED)</b> Have no mental phobias related to claustrophobia (confined spaces), acrophobia (heights), bathophobia (depths), aquaphobia (water), hemophobia (blood), Achluophobia (darkness), Autophobia (isolation) and necrophobia (corpses).
<b>C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)</b>	
1	Required to work shifts and overtime with little or no notice
2	Required to work at any Fire Station, Fire Service facility or section within the Area of Jurisdiction as determined by the Chief Fire Officer

**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				
Incumbents				