

# JOB DESCRIPTION FORM

(Approved by JEWG on 9 December 2002)

## SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
Municipality	
Post Title	Firefighter Specialist Operations Technician
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	
Section	

A.3 SURROUNDING POSTS	
<b>Immediate Superior</b>	
Job Title	Post Identification No.
Platoon Commander	Various
<b>Immediate Subordinates</b>	
Job Title(s):	Post Identification No (s).
Firefighters (if incumbent is Senior Firefighter ) Junior Firefighters (if incumbent is Firefighter)	Various

Attach a copy of the approved organogram.

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

<b>B.1 JOB PURPOSE</b>		
Performs highly specialized and advanced technical tasks associated with responding to emergency incidents as part of a highly trained Special Operations Squad using specific and advanced training and specialized tools and equipment over and above that required for normal firefighting tasks, supervision of junior ranks where appropriate, rendering emergency medical care and participating in fire safety work and training exercises as well as upholding station and equipment maintenance in order to ensure the delivery of effective and efficient emergency services in order to save lives and property as far as possible in terms of the Fire Brigade Services 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>TECHNICAL RESCUE ACTIVITIES</b> Carries out a variety of advanced technical rescue response activities as a certified rescue technician by:	Daily/Ongoing
1.1	Applying appropriate size up tactics and operational technician techniques in the fields of rope rescue operations, confined space rescue, shoring and stabilization, trench collapse rescue, surface and below surface (dive) water rescue and structural collapse rescue.	Continuous
1.2	Penetrating emergency situations from air, land or water	Continuous
1.3	Implementing technical skills and operating equipment necessary for victim packaging and extrication	Continuous
1.4	Adhering to all safety procedures and safe working practices of each technical rescue field as per NFPA and Departmental Policy and Orders	Continuous
1.5	Completing all necessary paperwork as required during any technical rescue intervention including confined space permits, air monitoring logs and rescue team monitoring sheets.	Continuous
1.6	Providing on-site life-saving and sustaining medical care	Continuous
1.7	Maintaining accountability, maintenance and the safe/effective operation of highly specialized rescue tools and equipment.	Continuous
	In order to provide an effective, efficient and highly Specialised Fire and Rescue Service	
2	<b>CHEMICAL, BIOLOGICAL AND RADIOLOGICAL ACTIVITES</b> Carries out a variety of advanced chemical, biological and radiological response activities as a certified hazardous materials technician by:	Daily/Ongoing
2.1	Providing an initial and ongoing survey (detection, monitoring and sampling) for and identification of the presence of hazardous materials at emergency incidents that have known or unknown hazardous materials involved.	Continuous
2.2	Providing ongoing monitoring of local environmental conditions during firefighting and rescue or special operations	Continuous
2.3	Adhering to all safety procedures and safe working practices of each technical rescue field as per NFPA and Departmental Policy and Orders	Continuous
2.4	Implementing defensive mitigation practices when indicated.	Continuous
2.5	Directing emergency decontamination procedures for any fire department member, victim, canine or response personnel from other agencies.	Continuous
2.6	Providing assistance to medical personnel for information regarding chemical exposure and injuries.	Continuous

2.7	Performing mitigation operations within the scope of the Hazmat Concept of Operations (CONOPS)	Continuous
2.8	Completing all necessary paperwork as required during any hazardous materials response including team monitoring sheets, decontamination logs and environmental logs as required by departmental policy and as per legislative requirements.	Continuous
2.9	Assisting the incident or sector commander in providing information to personnel regarding chemical data and Personal Protective Equipment (PPE) compatibility and capability for tactical operations	Continuous
	In order to provide an effective, efficient and highly Specialised Fire and Rescue Service	
3	<b>FIREFIGHTING ACTIVITIES</b> Carries out firefighting activities and emergency operations by:	Daily/Ongoing
3.1	Responding to fires, rescues and related emergency and non-emergency humanitarian incidents.	Continuous
3.2	Operating a range of equipment to control and extinguish fires.	Continuous
3.3	Extricating and/or releasing casualties and carrying out emergency operations as directed by the level of authority	Continuous
3.4	Resuscitating and treating injured persons and carrying out emergency operations as directed by next level of authority	Continuous
3.5	Taking charge of smaller scale incidents (if Senior Firefighter) and completing pro-forma documentation in respect of such incidents	Continuous
3.6	Undertaking fire protection duties in situations that potentially threaten lives or property	Continuous
	In order to minimize the risk to loss of life and to save lives and property of the communities of the Breede Valley Municipality	
4	<b>URBAN SEARCH &amp; RESCUE ACTIVITIES</b> Locate and rescue trapped and missing persons through systematic urban search and rescue (USAR) techniques by:	Daily/Ongoing
4.1	Searching structures in USAR environments or other locations indicated in the mission assignment, utilizing appropriate technical search equipment and techniques	Continuous
4.2	Documenting and marking locations of victims, potential victims and hazards as per FEMA marking system	Continuous
4.3	Making assessments through the use of technical search equipment	Continuous
4.4	Land navigation and site mapping	Continuous
	In order to save lives of persons trapped or missing in unconventional and complex incidents.	
5	<b>SPECIAL OPERATIONS RESPONSE TEAM ACTIVITIES</b> As a member of the SORT Task Force Unit, carry out activities related to all aspects of mission deployment from time of deployment through to return to home jurisdiction by:	Daily/Ongoing
5.1	Carrying out all Task Force tactical objectives as directed	Continuous
5.2	Reporting directly to the Task Force Unit Leader during mobilization, deployment and demobilisation phases	Continuous
5.3	Assisting with implementation of all organisational and logistics of the unit	Continuous
5.4	Ensuring the completion and submission of all assigned reporting responsibilities	Continuous
	In order to meet the requirements of Provincial and National SORT Policy	

6	<b>TRAINING &amp; PUBLIC SAFETY</b> Preparing for fire, rescue, hazardous materials and related emergency incidents in order to provide a safe environment for firefighters and communities by:	Daily/Ongoing
6.1	Participating in training drills, simulation exercises, class room lectures, physical fitness training and other in-service training programmes as directed by the next level of authority.	Continuous
6.2	Attending and completing various continuous professional development courses and modules as programmed.	Periodically
6.3	Participating in various evaluation and assessment schedules designed to assess and/or test related knowledge, skills and competencies.	Continuous
6.4	Participating in fire safety and preplanning visits to the community at large as directed by the next level of authority	Continuous
6.5	Participating in public fire and life safety education and awareness training by carrying out public demonstrations and visiting communities as directed by the next level of authority	Continuous
	In order to educate the public and maintain a high standard of safety and operational efficiency t emergency incidents and the station/section	
7	<b>MAINTENANCE: VEHICLES, EQUIPMENT AND FIRE STATION</b> Undertakes resource management activities of property, plant and equipment to ensure full readiness emergency response by:	Ongoing/Daily
7.1	Performing regular asset verification of all property, plant and equipment assets assigned to the Company / Squad or station	Continuous
7.2	Carrying out preventative maintenance schedules for assigned operational equipment	Continuous
7.3	Ensure that all assets under control, including facilities are maintained in a fit for use and state of cleanliness and proper hygiene as per departmental policy and orders	Continuous
7.4	Maintaining accountability, maintenance and the safe/effective operation of tools and equipment.	Continuous
	In order to ensure that equipment and vehicles are safe, available and in sound working g order for operational efficiency at emergency incidents as well as to maintain a safe and hygienic working environment	
8	<b>APPARATUS and MACHINERY OPERATION</b> Operates a variety of vehicles, light and heavy driven machinery up to level of certification by:	Daily/Ongoing
8.1	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
8.2	Operating a range of machinery to hoist lower, gain access to or extricate victims, equipment and any other persons at emergency incidents.	Continuous
	In order to ensure that specialised apparatus are able to be safely, effectively and efficiently driven and operated for the benefit of saving lives and protecting property.	
9	<b>ADMINISTRATIVE AND SUPERVISORY FUNCTIONS</b> Perform basic administrative and supervisory functions up to the level of rank authority by:	Daily/Ongoing
9.1	Completing pro forma documentation in respect of incidents and activities of the station or section	Continuous
9.2	Completing computerised incident reports, rosters, records and occurrence log in order to maintain proper records.	Continuous
9.3	Maintaining and updating records such as shift roster, logbooks, etc.	Continuous
9.4	Participating in departmental Health and Safety Committee meetings.	Continuous
9.5	Assisting the Platoon Commander with the supervision of operational and station/section staff in terms of daily operational and administrative duties.	Continuous
	In order to ensure that activities involving the station and/or section and its resources are conducted in accordance with departmental policies and orders.	

**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.	<p>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.</p> <p>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.</p>
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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>• IFSAC Accredited NFPA 1001 Firefighter II Qualification</li> <li>• IFSAC Accredited NFPA 472 Hazardous Materials Technician;</li> <li>• Rescue Technician Level II (Rope, Confined Space, Trench Collapse</li> <li>• Swift Water Rescue Technician and/or Class IV Emergency Diver</li> <li>• Current registration as a Basic Ambulance Attendant (BAA)</li> <li>• Valid C1 Drivers Licence</li> </ul>
Reasons for essential qualification	Inherent requirement to perform the functions associated with the post.
Experience	Ranking Junior Firefighter, Firefighter or Senior Firefighter with continuous service in a recognized Fire Services environment

**C.2 PREFERRED REQUIREMENTS OF THE POST**

Qualification	
Reasons	
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>CANDIDATE PHYSICAL ABILITY TEST(CPAT):</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	<p><b>MEDICAL TESTING &amp; SURVEILLANCE:</b></p> <p><b>A. Pre-Placement/Post Offer/Baseline (annually or bi-annually as per policy)</b></p> <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> <p><b>B. Special Operations Deployment Medical</b></p> <ul style="list-style-type: none"> <li>• Polio / Tetanus / Td Adult tetanus &amp; diphtheria / Td IPV Td &amp; inactivated polio Typhoid / Meningitis A &amp; C / Meningitis ACY W135 / Hepatitis A (1st) / Hepatitis A (2nd) / Hepatitis B (1st) / Hepatitis B (2nd) / Hepatitis B (3rd)/ Rabies 1 (Pre-exposure) / Rabies 2 / Rabies 3 / Influenza / Pneumo/ Measles / Mumps / Rubella</li> </ul>
4	<p><b>MENTAL/PSYCHOLOGICAL (TESTED)</b></p> <p>Have no mental phobias related to claustrophobia (confined spaces), acrophobia (heights), bathophobia (depths), aquaphobia (water), hemophobia (blood), Achluophobia (darkness), Autophobia (isolation) and necrophobia (corpses).</p>
<p><b>C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)</b></p>	
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
3	Will be deployed to any geographic region within provincial and national boundaries as part of Western Cape Special Operations Response task Force and may be deployed to any other Country as part of South African Special Operations Task Force
4	Will be placed on SORT Task Force Standby Roster
	If incumbent is a Seniro Firefighter rank may be required to deputize and assumes responsibility of the post in the absence of a Platoon Commander and or next level of authority.

**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.

<b>TITLE</b>	<b>NAME</b>	<b>SERVICE NO</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Municipal Manager</b>				
<b>Immediate Superior</b>				
<b>IMATU Representative</b>				
<b>SAMWU Representative</b>				
<b>Incumbents</b>				