

JOB DESCRIPTION FORM

(Approved by JEWG on 9 December 2002)

SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
Municipality	
Post Title	Platoon Commander: Operations
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	
Immediate Superior	
Job Title	Post Identification No.
Station Commander	Various
Immediate Subordinates	
Job Title(s):	Post Identification No (s).
Senior Firefighters	Various

Attach a copy of the approved organogram.

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

B.1 JOB PURPOSE
To perform various supervisory, administrative and technical tasks associated with emergency service delivery, fire station management, operations and maintenance, fire and life safety and training to ensure the delivery of effective and efficient emergency services to save lives and property as far as possible in terms of the Fire Brigade Services Act (99 of 1987).

B.2 DUTIES OF THE POST		
NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.	OPERATIONAL Supervises, co-ordinates and controls Fire fighting tasks/duties by:	Daily/Ongoing
1.1	Dealing with emergency incidents including fires, rescues, chemical spillages and releases, emergency medical and other humanitarian services in accordance with the posts responsibility level, by responding as officer-in-command of a fire appliance, its crew and equipment as per protocol.	Daily
1.2	Assisting with the responsibility for commanding one of three Companies(shifts) based at a Municipal Fire Station, and being accountable to the Station Commander or next level of authority.	Daily
1.3	Assisting the Station Commander with tactical emergency planning and risk surveys scheduled for the Company by visiting occupancies with a crew gathering and recording pertinent information which could affect emergency operations.	Daily
1.4	Command major and /or multi-disciplinary incidents and affect the incident management system as well as relevant emergency incident mitigation	Daily
1.5	Attending firefighting displays and associated campaigns within the station area, to promote the services provided by the department and communicating information relative to fire safety	Daily
1.6	Ensuring completion of all shift related administrative routines specified in departmental policy and orders to ensure efficiency and maintenance of prescribed records/registers under the auspice of Station Commander on shift.	Daily
1.7	Ensuring compliance with prescribed equipment maintenance schedules and effecting repairs where possible at shift level in order to contribute to ensuring operational readiness and reduction of damage to equipment.	Daily
1.8	Ensuring compliance with Occupational Health and Safety Act in respect of the shift, by conducting the necessary safety inspections, ensuring subordinates are provided with, use and maintain prescribed protective clothing as well as ensuring adherence to all policies and orders made to promote personal safety and the prevention of loss	Daily
	In order to provide an effective and efficient emergency Fire and Rescue Service operational response	
2	FIRE and LIFE SAFETY Minimizing the risk of loss of life and property by:	Daily/Ongoing
2.1	Ensuring completion of fire safety inspections as per scheduled requirements and Station Commanders orders	Daily
2.2	Ensuring compliance with specific fire safety requirements for Occupancy approval.	Daily
2.3	Recording data formulation of hazardous materials/permits and high risk occupancies	Periodically
2.4	Conducting routine fire safety inspections, investigations and executing Law enforcement at the level of responsibility.	Daily
2.5	Inspecting, scrutinizing plans and certification of premises for the sale and storage of hazardous substances i.e. fireworks, burning permits, special events and reporting on this.	Periodically
2.6	Implementing and coordinating the fire hydrant maintenance programme and ensuring that all deliverables are reported	Daily
	In order to minimize the risk of the loss of life and property in terms of the Fire Safety By Law and Fire Brigade Services Act	
3	TRAINING Conducting fire/rescue drills and in task training sessions with teams by performing the following and related functions:	Daily/Ongoing

3.1	Directing drills in accordance with drill books, National Fire Protection Codes and departmental training manuals and procedures, departmental standard operational procedures and in-service training programmes;	Daily
3.2	Presentation of various continuous professional development courses and modules as programmed.	Periodically
3.3	Evaluation, assessment and examination of trainees in related knowledge, skills and competencies.	Daily
3.4	Submission of reports of training activities and level of competence of staff.	Daily
3.5	Identification of training needs of staff and drafting of course material and programs for evaluation and implementation.	Daily
	In order to comply with policies, programmes and procedures so as to maintain firefighter operational readiness index and qualification profiles.	
4	SUPERVISION & ADMINISTRATION Undertakes supervisory and line functional personal related task/duties, by:	Ongoing /Daily
4.1	Assisting the Station Commander in preparation of fire station operational expenditure estimates.	Periodically
4.2	Compilation/preparation of reports, submissions, memorandums to Station Commander.	Daily
4.3	Ensuring that subordinates are capable of performing prescribed duties by supervising them, as well as recommending further training and development, where appropriate.	Daily
4.4	Attending to the attendance registers, application for leave/sick leave, overtime and other personnel related documentation and providing recommendations in this regard where necessary	Daily
4.5	Ensuring completion of all shift and section related administrative routines specified in departmental policies and orders	Daily
4.6	Attending to subordinates disciplinary and grievance matters at the level of responsibility	When Required
4.7	Supervising testing and maintenance operations of equipment in accordance with departmental operational guidelines and procedures	Daily
4.8	Performs the task/duties of Station Commander in his/her absence to ensure that activities involving the station/section and its resources are conducted in accordance with departmental policies.	When Required
	In order to ensure that efficient and timely supervision of subordinates are maintained and that departmental policies and orders are complied with	
5	RESOURCE MANAGEMENT Undertakes resource management activities of property, plant and equipment to ensure full readiness emergency response by:	Ongoing/Daily
5.1	Ensuring regular asset verification of all property, plant and equipment assets assigned to the Company / station	Continuous
5.2	Ensuring that preventative maintenance schedules for assigned operational equipment is managed and monitored	Continuous
5.3	Ensure that all assets under control, including facilities are maintained in a fit for use and state of cleanliness as per departmental policy and orders	Continuous

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.	Authorised to take general administrative and operational actions or decisions at the level of responsibility which do not require policy decisions or directives from higher level of authority on day to day functional operations and related functions to neutralise, minimise or mitigate operational emergency situations
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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"> • SAESI Higher Certificate in Fire Technology or recognized equivalent acceptable to authority • Valid C1 Drivers Licence
Reasons for essential qualification	Inherent requirement to perform the functions associated with the post.
Experience	Four years continuous service in a recognized Fire Services environment
Essential Skills	Computer Literate. • Excellent written and communication skills in at least two of three regional languages with excellent fluency in spoken and written English • Attention to detail and good organizational skills • good decision making abilities to prevent serious impacts on lives and property.

C.2 PREFERRED REQUIREMENTS OF THE POST

Qualification	
Reasons for preferred qualification	
Experience	

C.3 PHYSICAL/MENTAL REQUIREMENTS OF THE POST

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

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PHYSICAL: 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:

- 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.
- Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases despite the use of PPE including SCBA.
- 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.
- 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.
- 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.
- 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.
- Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication or hydration.
- 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.
- 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).
- 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.
- Stand, sit or walk for extended periods of time, unable to rest at will;
- Use explosive strength, as in sprinting or jumping;
- Walk over rough, uneven or rocky surfaces; use arms above shoulder level;
- Bend or stoop repeatedly or continually over time;
- Incumbents are required to have the ability to hear a variety of warning devices and alarms, gas leaks, and/or calls for help.
- Operate mechanical rescue equipment and the monitoring of proper safety techniques in the use of such equipment;
- 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.
- 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.
- Stand or walk for extended periods of time with the inability to rest at will; and use arms above shoulder level.
- The employee must frequently lift and/or move up to 25 kilograms and occasionally lift and/or move up to 75 kilograms

2	CANDIDATE PHYSICAL ABILITY TEST (CPAT): 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
3	MEDICAL TESTING & SURVEILLANCE: A. Pre-Placement/Post Offer/Baseline (annually or bi-annually as per policy) <ul style="list-style-type: none"> • Medical Examination based on inherent requirements of the job as per NFPA 1582 • Testing for banned substances B. Special Operations Deployment Medical (if applicable)
3	MENTAL/PSYCHOLOGICAL Have no mental phobias related to claustrophobia (confined spaces), acrophobia (heights), bathophobia (depths), aquaphobia (water), hemophobia (blood), Achluophobia (darkness), Autophobia (isolation) and necrophobia (corpses).
C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)	
1.	May be re-assigned to any other function i.e. Operations, Special Operations, Training, Fire Safety and Risk Management as and when required by the Chief Fire Officer
2	Required to work shifts and overtime with little or no notice
3	Required to work at any Fire Station, Fire Service Facility or section within the Area of Jurisdiction as determined by the Chief Fire Officer
4	Post is interchangeable with other Platoon Commander posts

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				