

JOB DESCRIPTION FORM

(Approved by JEWG on 9 December 2002)

SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
Municipality	
Post Title	Station 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	Operations
Section	Firefighting and Rescue

A.3 SURROUNDING POSTS	
Immediate Superior	
Job Title	Post Identification No.
Chief / Deputy Chief Officer / Assistant Chief / Regional Commander/ District or Division Commander	Will the reporting line make a difference in grading?
Immediate Subordinates	
Job Title(s):	Post Identification No (s).
Platoon Commanders	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 managerial, administrative and technical tasks associated with emergency service delivery, fire station operations and maintenance, fire & life safety, command and control and training on a shift/dayshift basis to ensure the delivery of effective and efficient emergency services to save lives and property of the community 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 MANAGEMENT Assuming full management responsibility and commanding a shift of firefighters across the jurisdictional / regional area.	Daily/Ongoing
1.1	Responding as officer-in-command of fire appliances, equipment and crews as per protocol by dealing with emergency incidents e.g. fires, rescues, chemical spillages and releases, emergency medical and other humanitarian services.	Continuous
1.2	Visiting occupancies with a crew, appliances for gathering and recording pertinent information which could affect emergency operations.	Continuous
	In order to provide an effective and efficient and highly specialized emergency Fire and Rescue Service	
2.	OPERATIONAL PLANNING & FIRE AND LIFE SAFETY Planning response mechanisms and fire safety activities to deal with fire and emergency incidents, by:-	Daily/Ongoing
2.1	Ensuring completion of tactical emergency planning surveys scheduled for the Company by visiting occupancies with a crew, appliances, gathering and recording pertinent information which could affect emergency operations.	Periodically
2.2	Organizing and attending fire-fighting displays and associated campaigns as scheduled within the station area, to promote the services provided by the department and communicating information relative to fire safety.	Daily
2.3	Ensuring compliance with prescribe equipment maintenance schedules and effecting repairs where possible at Company level in order to contribute to ensuring operational readiness and reduction of damage to equipment	Daily
2.4	Ensuring compliance with Occupational Health and Safety Act by conducting the necessary safety inspections, providing subordinates with prescribed protective clothing as well as ensuring adherence to all policies and orders made to promote personal safety and the prevention of loss	Daily
2.5	Scrutinizing complex and complicated building plans and recommending fire safety requirements in terms of the National Building Regulations	As Required
2.6	Performing operational and inspecting complex premises for compliance of fire safety requirements requiring a higher level of fire safety intervention	
	In order to ensure rapid and efficient response to fire and emergency incidents to minimize the risk to life and property	
3	STAFF SUPERVISION Exercises functional and staff management responsibilities by :	Daily/Ongoing
3.1	Ensuring that subordinates are capable of performing prescribed duties by managing them and presenting scheduled on the job training sessions.	Daily
3.2	Identifying and assessing instances where further training and development is required and making recommendations thereon	Continuous
	Attending to subordinates disciplinary and grievance matters at the level of responsibility	Periodically
3.3	Ensuring that all personnel under command maintain the standard of physical fitness by supervising fitness training and taking corrective actions where necessary.	Daily

3.4	Evaluating performance of personnel under command by conducting performance and other appraisals/evaluations needed and holding subordinates responsible for performance requirements and taking progressive corrective actions as required	Continuous
	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
3.5	Ensuring that the critical incident stress management programme is implemented whenever necessary as per departmental policy.	Periodically
3.6	Provides specific supervision and guidance to personnel in maintenance tasks relating to stations, grounds and equipment	Daily
3.7	In order to insure that subordinates are competent to carry out their duties and that departmental standards and policies are adhered to.	
4.	RESOURCE MANAGEMENT Undertakes resource management activities of property, plant and equipment assigned to section by:	Daily/Ongoing
4.1	Maintaining the section's Asset Register and ensuring regular asset verification of all property, plant and equipment assets assigned	Continuous
4.2	Ensuring adequacy of preventative maintenance schedules for assigned vehicles and equipment.	Continuous
5	ADMINISTRATIVE FUNCTIONS Undertakes related and general administrative tasks/duties by	Daily/Ongoing
5.1	Preparing , submitting reports detailing information about the all Company and related activities and levels of competencies of staff	Continuous
5.2	Attending to queries/ complaints from members of the public and resolving it as far as possible at this level of responsibility	Continuous
5.3	Ensuring that the pre-defined operational fire training programme is developed and implemented across the Operations Division	Continuous
5.4	Attending meetings internally and externally and providing input and guidance to internal sections, municipal stakeholders, provincial and national departments , and other stakeholders	Continuous
5.5	Ensuring completion of all shift and section related administrative reports and routines specified in departmental policies and orders	Continuous
5.6	Providing assistance in the preparation of section estimates for budgetary purposes	Periodically
	In order to ensure that efficient records are maintained, and that departmental policies and procedures are complied with	

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.	Authorized to take/make independent action/decisions which do not require specific policy approvals or directives from higher level of authority, per delegated authority, on all operational activities for the entire region as well as general administrative and personal related operations
2	Appointed as Peace Officer under the Criminal Procedures Act
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

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 Diploma in Fire Service Technology or IFE Diploma in Fire Engineering Science; or an equivalent service related qualification • Valid C1 Drivers Licence
Reasons for essential qualification	Inherent requirement to perform the functions associated with the post.
Experience	Six years continuous service in a recognized Fire Services environment
Essential Skills	Computer Literate and proficient in MS Word/Excel/PowerPoint. • 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 presentation and project management skills • good understanding and interpretation of relevant legislation, policies, procedures and regulations • 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)	

1.	<p>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:</p> <ul style="list-style-type: none"> • 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
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2.	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).
3	MEDICAL TESTING & SURVEILLANCE <p>A. Pre-Placement/Post Offer/Baseline (annually or bi-annually as per policy)</p> <ul style="list-style-type: none"> • Medical Examination based on inherent requirements of the job as per NFPA 1582 • Testing for banned substances <p>B. Special Operations Deployment Medical (if applicable)</p>
4	PHYSICAL FITNESS TESTING As per Departmental Policy based on inherent job requirements

C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)	
1.	Post is interchangeable with other Station Commander functions i.e. Special Operations, Training, Fire Safety, Support Services, Fire Protection 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	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

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				