

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: Risk Management
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.
Assistant Chief Fire Officer Division Commanders	
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 business continuity and disaster recovery planning and the coordination of interventions, actions and risk assessment activities related to disaster risk management and security risk management; to perform command and control management functions as the Disaster Risk Management Officer; assuming responsibility for security risk monitoring and methodology and assuming full management responsibility for fire station operations and maintenance.

B.2 DUTIES OF THE POST		
NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.	BUSINESS CONTINUITY PLANNING Coordinate, assess, develop & communicate recovery environment requirements and contingency plans associated with the Municipal Business Units to protect the municipality in the event that facilities or technology resources are unavailable due to an unforeseen disruption by:	
1.1	Assuming management responsibility for Business Contingency planning efforts with a major focus on assuring the adequacy of business unit contingency plans for critical business areas, functions and applications.	
1.2	Working with business unit management to enhance contingency plan by providing assistance with business impact analysis and mitigating the effect of application failure or problems.	
1.3	Assisting the Department in enhancing; formalizing, and standardizing the business planning process, including forecasting and tracking mechanisms, across all municipal departments and units, to facilitate timely accommodation of future municipal recovery requirements and opportunities.	
1.4	Developing and providing plans for the annual completion of risk/threat analyses and Business Impact Analyses (BIA) to be performed by each municipal department	
1.5	Assessing the Business Continuity implications of proposed technological or organizational changes, and coordinating any revisions to existing Business Continuity Plans and Procedures necessitated by such changes.	
1.6	Provide Business Continuity Planning documentation and training to all employees having a need to understand the Business Continuity Planning process	
1.7	Perform periodic reviews and tests and develop status reports of established Business Continuity Plans and procedures, reporting findings to management and making recommendations for improvements as needed	
1.8	Analyze and report on implications of regulatory requirements and industry guidance on BCP/DR program	
	In order to maintain continued operations, asset protection, and loss mitigation in the event of a disruption so as to satisfy regulatory obligations and maintain local government services.	
2.	HAZARD and VULNERABILITY ASSESSMENT Conduct hazard, vulnerability and quantitative risk and threat assessments on communities, identified sectors and municipal departments by:	Daily/ Ongoing
2.1	Identifying sources of risk and scoping of vulnerability of stakeholders	Ongoing
2.2	Coordinating and conducting risk analyses and risk evaluations of hazards that threaten identified communities and sectors.	Ongoing
2.3	Perform risk analyses for functional areas to identify points of vulnerability, single points of failure and identify disaster and security risk avoidance and mitigation strategies	Ongoing
2.4	Compile and maintain a priority based Municipal Indicative Risk Profile that informs disaster and security risk management	
2.5	Providing technical assistance to improving risk identification and early warning mechanisms	Ongoing
2.6	Produce reports on vulnerability and coping mechanisms that inform and input into disaster risk reduction planning and security mitigation actions	Periodically
2.7	Monitoring the effectiveness of campaign/ programmes and adjusts strategy to accommodate wider interest groups	Ongoing

2.8	Disseminating information and opinions to stakeholders/ role-players and management on specific resources and requirements necessary to maintain the efficiency and preparedness of institutional and community structures and systems to timeously respond to, and adequately deal with the disasters, major incidents and security threats.	Ongoing
	In order to ensure that adequate and informed risk assessments reduce vulnerability and risk impact through better risk preparedness planning, risk reduction and risk mitigation efforts.	
3.	SECURITY MANAGEMENT Coordinate physical security responsibilities that include asset protection, access control systems, CCTV and video surveillance systems by:	Daily/Ongoing
3.1	Identifying protection goals, objectives and metrics consistent with the corporate strategic plan.	Ongoing
3.2	Managing the development and implementation of municipal physical security policy, standards, guidelines and procedures to ensure ongoing maintenance of security.	Ongoing
3.3	Working with other municipal departments to prioritize security initiatives and spending based on appropriate risk management methodology	Ongoing
3.4	Overseeing a network of municipal security service users and security vendors in order to ensure that security service provision is consistent, measurable and performance based as per policies and contractual obligations.	Ongoing
3.5	Maintaining relationships with local, provincial and state law enforcement and other related government agencies.	Ongoing
3.6	Overseeing incident response planning as well as the investigation of security breaches, and assists with disciplinary and legal matters associated with such breaches as necessary.	Ongoing
3.7	Working with outside consultants as appropriate for independent security audits	Ongoing
	In order to ensure that proper identification, evaluation and method selection for security risk management programmes is sufficient to handle all risk exposures.	
4.	DISASTER RECOVERY & PREPAREDNESS PLANNING Assuming management responsibility for municipal and Emergency Support Functions (ESFs) planning efforts with a major focus on assuring adequacy of recovery environments and strategic recovery planning deliverables by:	Daily/Ongoing
4.1	Developing and providing plans for completing the periodic maintenance (including the creation, review and attestation) of localized Emergency Response (ER) procedures and Disaster Recovery (DR) Plans by each respective municipal department	Ongoing
4.2	Leading recovery capacity planning coordination with ESFs with a major focus on proactively assuring an adequate recovery environment and coordinating networks, as well as predictive response mechanisms	Ongoing
4.3	Performing periodic audits of existing Disaster Recovery Plans and report to management on any improvements that need to be made.	Ongoing
4.4	Ensuring that all technical components of the Business Continuity and Disaster Recovery Plans and are successfully tested at least annually, or whenever significant changes are made to those components.	Ongoing
	In order to ensure that recovery and preparedness planning provides for timely, effective and coordinated responses to impending critical situations, major incidents and disasters	Ongoing
5.	INFORMATION MANAGEMENT To guide the development of a comprehensive information management and communication system and establish integrated communication links with all disaster risk management role players by:	Ongoing
5.1	Identifying data needs and data sources for disaster and security risk management	Ongoing

5.2	Ensuring that the disaster risk information management and communication system supports the objectives of the key performance areas and enablers identified in the local/ provincial and national disaster management frameworks	Ongoing
5.3	Identifying , integrating and incorporating additional specialized functionalities in the design of the information management and communication system for disaster risk management in order to promote approach	Ongoing
5.4	Ensuring the that risk information data is adequately collated, analyzed and inputted into risk mapping systems	Ongoing
5.5	Maintaining the adequacy of information collection and information dissemination system and setup functionalities of the Emergency Management Centre and Emergency Operations Centre	Ongoing
5.6	Managing and controlling the distribution of information concerning disasters, impending disasters and disaster management in the municipal area to all stakeholders	Ongoing
5.7	Managing and maintaining media relationships for joint incident management and disaster management	Ongoing
	In order to ensure and maintain the integrity of disaster risk management information and communications systems	Ongoing
6.	DISASTER RISK MANAGEMENT OFFICER Assuming full disaster management coordination and communication responsibility at major and /or multi-disciplinary incidents by:	Daily/Ongoing
6.1	Implementation of Emergency Management, Emergency Action Plans and Critical infrastructure Contingency Plans for identified risks	Ongoing
6.2	Responding to emergencies and affecting the incident management system as well as relevant emergency incident mitigation and undertakes standby duties on a roster basis in order to provide operational oversight and direction of the disaster or emergency	Ongoing
6.3	Assuming control of the 'on site operations' and directing/ Implementing procedures and plans to facilitate recovery and rehabilitation as part of the incident management team	Ongoing
6.4	Coordinating the relationships amongst national, provincial and local personnel in concert with the incident commander	Ongoing
6.5	Reporting on the status of the disaster and/ or making recommendations to the incident management team regarding specific interventions or priorities necessary to control and manage the disaster.	Ongoing
6.6	Functioning as Emergency Operations Centre Officer and coordinates the staffing and functioning of relevant or all 15 Emergency Support Functions during a major incident	Ongoing
6.7	Managing the establishment, coordination and functioning of interagency and regionally based Incident Management Assistance Teams (IMAT)	Ongoing
6.8	Ensuring the state of readiness of the Emergency Management Support Centre to function as Disaster Relief Centre or Special Operations Reception/Departure Centre or alternate Emergency Operations Centre	Ongoing
	In order to ensure the coordination of response, relief and rehabilitation efforts	
7.	OPERATIONAL MANAGEMENT Assuming full management responsibility and commanding shifts at a fire station by:-	Regularly
7.1	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.	Regularly
7.2	Visiting occupancies with a crew, appliances for gathering and recording pertinent information which could affect emergency operations.	Regularly

	In order to provide an effective and efficient emergency Fire and Rescue Service	
8.	STAFF SUPERVISION Exercise full functional and staff management responsibilities of staff by:	Daily/Ongoing
8.1	Ensuring that all subordinates are appropriately managed in accordance with policy and orders	Continuous
8.2	Attending to the attendance registers, application for leave/sick leave, overtime and other personnel related documentation and providing recommendations in this regard where necessary	Continuous
8.3	Attending to subordinates disciplinary and grievance matters at the level of responsibility	Continuous
8.4	Ensuring that personnel maintain the prescribed standard of physical fitness by supervising fitness training and taking corrective action where necessary	Continuous
	In order to insure that subordinates are competent to carry out their duties and that departmental standards and policies are adhered to.	
9.	ADMINISTRATIVEFUNCTIONS Undertakes related and general administrative tasks/duties by	Daily/Ongoing
9.1	Preparing reports and maintaining records for section activities	Ongoing
9.2	Coordinating routine updates to the detailed information supporting the Business Continuity and Disaster Recovery Procedures	Ongoing
9.3	Coordinating electronic access to, and hard copy distribution of, the Business Continuity Plans and Procedures	
9.4	Overseeing contracts and service agreements with BCP, DR and security service providers.	
9.5	Attending meetings internally and externally and providing input and guidance to internal sections, municipal stakeholders, provincial and national departments , and other stakeholders	Ongoing
9.6	Maintaining administrative logs, records, status templates and files for the Emergency Operations Centre	Ongoing
9.7	Performing all administrative activities, status reporting, budgeting, strategic planning, and other activities, as assigned, in a timely fashion.	Periodically
	In order to ensure that efficient records are maintained, and that departmental policies and procedures are complied with	
10.	PLANNING Ensures sustainability and adequacy of function by:	Ongoing/Daily
10.1	Converting the Action Items of the Municipal Disaster Risk Management Plan into tactical plans and executing them	Ongoing
10.2	Planning, directing, analyzing, evaluating and identification of disaster risk management needs and prescribing the necessary policy/ standards and implementation thereof	Ongoing
10.3	Evaluating the municipal disaster risk management needs through discussions with municipal departments and other sector stakeholders	Ongoing
10.4	Ensuring that the requirements of Breede Valley Municipal Disaster Risk Management Plan are catered for in all municipal strategic and sector plans.	Ongoing
10.5	Providing assistance to the Chief Fire Officer in the review of the municipal disaster risk management framework and plan	Annually
	In order to ensure that through proper planning, research and development that disaster risk management meets the needs of changing environments and future impact on performance	

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, as per delegated authority, on all functional responsibilities as well as general administrative and personnel related operations
2	Appointed as Peace Officer authorized to issue summons and notices
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 NQF Level 6 Qualification in Disaster Management • 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 or Disaster Management 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.	PHYSICAL: 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.	MENTAL/PSYCHOLOGICAL 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	MEDICAL Good sight, hearing and speech ability with no extreme cardiac or respiratory anomalies
4	WORK ENVIRONMENT Work is primarily conducted in an indoor office setting where the incumbent is – <ul style="list-style-type: none"> • Communicate orally face-to-face, in a group setting, or on the telephone • 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. • Produce written documents using proper grammar, punctuation, and spelling; • Use graphic instructions, blueprints and layouts as part of the plan review process when checking for code compliance; <p>When in outdoor settings during large emergency incidents or multi-disciplinary incidents , the post incumbent will be required to operate as a member of the Incident Command Structure in:-.</p> <ul style="list-style-type: none"> • All weather conditions, including temperature extremes, during incidents. • Hazardous environments associated with fighting fires and rendering emergency management assistance, including exposure to smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils. • In high, precarious places greater than 3 metres and climb ladders up to 30 metres • High noise environments at an emergency scene. • Working in rough, uneven or rocky surfaces; in buildings and underground storage tanks • Collapsed structures, swift water, high and low angle rope rescues. • Occasionally required to climb or balance; stoop, kneel, crouch, or crawl, sometimes in confined spaces; • Occasionally lift heavy equipment weighing in excess of 30 kilograms

C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)	
1.	Interchangeable with other functions i.e. Operations, Training, Fire Safety, Support Services as and when required by the Chief Fire Officer
2.	Required to work shifts and overtime with little or no notice and be on standby
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

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				