

JOB DESCRIPTION FORM

(Approved by JEWG on 9 December 2002)

SECTION A: JOB TITLE AND INFORMATION SECTION

| A.1 POST IDENTIFICATION | |
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| Municipality | |
| Post Title | Station Commander: Special 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) | |
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| Directorate | |
| Department | Fire Services |
| Division | Special Operations & Tactical Command |
| Section | Special Operations |

| A.3 SURROUNDING POSTS | |
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| Immediate Superior | |
| Job Title | Post Identification No. |
| Chief Fire Officer | |
| 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 |
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| To perform various managerial, administrative and technical tasks associated with specialized and technical fire service response services ranging from complex technical rescue; chemical, biological and radiological response; and urban search and rescue, including incidents involving mass casualties by managing on a shift/dayshift basis the Special Operations Squads of the Fire & Rescue Service; assuming full management responsibility for fire station operations and maintenance so 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 | | |
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| NO. | DUTIES/TASKS (What, How and Why) | FREQUENCY |
| 1. | OPERATIONAL MANAGEMENT Manages the Technical Rescue, Hazardous Materials, Dive and Water Rescue and Urban Search and Rescue Responses in the area of jurisdiction with the following key accountabilities: | Daily/Ongoing |
| 1.1 | Assuming full management responsibility and commanding Special Operations Squads at a Fire Station | Continuous |
| 1.2 | Ensure that Special Operations squads are adequately staffed and resourced | Continuous |
| 1.3 | Ensure the immediacy of deployment of the National Government Special Operations Cache by ensuring that all apparatus, equipment and tactical support instruments are kept in a state of readiness for response. | Continuous |
| 1.4 | Command major and /or multi-disciplinary incidents by physically responding to the scene and affect the incident management system as well as relevant emergency incident mitigation and undertakes standby duties on a roster basis. | Continuous |
| | In order to provide an effective and efficient and highly specialized emergency Fire and Rescue Service | |
| 2. | STAFF SUPERVISION Exercises functional and staff management responsibilities by : | |
| 2.1 | Functioning as Station Commander in other Sections when required | Regularly |
| 2.2 | Provides specific supervision and guidance to Special Operations personnel in maintenance tasks relating to stations, grounds and equipment | Continuous |
| 2.3 | Ensuring that all Special Operations Technicians are physically and medically fit and up-to-date in terms of special medical surveillance programmes for Special Operations Personnel. | Continuous |
| 2.4 | Planning and directing the activities and training of the Special Operations Squads including providing instruction to personnel on various topics related to technical rescue, safety management and special operations | Continuous |
| 2.5 | Evaluating performance of Special Operations personnel by conducting performance and other appraisals/evaluations needed and holding subordinates responsible for performance requirements and taking progressive corrective actions as required | Continuous |
| 2.6 | 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 |
| 2.7 | Attending to subordinates disciplinary and grievance matters at the level of responsibility | Periodically |
| 2.8 | Ensuring incident stress management activities are planned and conducted | Continuous |
| | In order to insure that subordinates are competent to carry out their duties and that departmental standards and policies are adhered to. | |
| 3 | HAZARDOUS MATERIALS OFFICER As Hazardous Materials (hazmat) officer assume responsibility for managing the Hazmat functions of the Special Operations Unit by: | Daily/Ongoing |
| 3.1 | Developing and implementing the Hazmat component of the Special Operations Hazardous Materials Tactical Plan. | Continuous |
| 3.2 | Coordinating, managing, and supervising all Hazmat activities. | Continuous |
| 3.3 | Determining Hazmat organizational and logistical needs. | Continuous |

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| 3.4 | Receiving briefings and situation reports and ensuring that all Special Operations Squads are kept informed of mission objectives and status changes. | Continuous |
| 3.5 | Preparing deployment performance evaluations for assigned personnel. | Continuous |
| 3.6 | Ensure documentation of tasks completed in the Hazmat Specialist task book. | Continuous |
| 3.7 | Possessing knowledge of the practical application of available (detection, PPE and decontamination) technology used to support Hazmat Concept of Operations (CONOPS). | Continuous |
| 3.8 | Providing accountability, maintenance, and minor repairs for all issued equipment. | Continuous |
| 3.9 | Providing situation updates and maintaining records and reports. | Continuous |
| 3.10 | Establish and ensure regular communication and notification protocols with major road and rail transporters of dangerous goods and prepare and ensure proper preplanning for such conveyance. | Continuous |
| | In order to provide an effective and efficient and highly specialized emergency Fire and Rescue Service | |
| 4. | TECHNICAL RESCUE OFFICER As Technical Rescue Officer assume responsibility for managing and coordinating all operational functions of the Special Operation Unit by: | Daily/Ongoing |
| 4.1 | Assisting in the development and implementation of the Special Operations Technical Rescue Tactical Action Plan | Continuous |
| 4.2 | Coordinating, managing, and supervising all functional components of technical rescue activities | Continuous |
| 4.3 | Determining technical rescue organizational and logistical needs | Continuous |
| 4.4 | Receiving briefings and situation reports and ensuring that all Special Operations Squads are kept informed of mission objectives and status changes | Continuous |
| 4.5 | Providing situation updates and maintaining records and reports | Continuous |
| 4.6 | Ensuring accountability and maintenance for all issued equipment | Continuous |
| 4.7 | Provide a mission specific Rapid Intervention Plan including personnel & equipment needs | Continuous |
| 4.8 | Ensuring accountability of all assigned personnel | Continuous |
| | In order to provide an effective and efficient and highly specialized emergency Fire and Rescue Service | |
| 5 | URBAN SEARCH and RESCUE OFFICER As Urban Search and Rescue (USAR) Officer assume responsibility for managing the search function of the Special Operations Unit and supervising the Canine Search Specialists and Technical Search Specialists by : | Daily/Ongoing |
| 5.1 | Developing and implementing the search component of the Urban Search and Rescue (USAR) Tactical Action Plan | Continuous |
| 5.2 | Coordinating, managing, and supervising all search and reconnaissance activities | Continuous |
| 5.3 | Participating in the oversight, administrative and operational control of the development, implementation and operational aspects of search component training (Canine Search Specialists, Technical Search Specialists and Search Team Managers) | Continuous |
| 5.4 | Participating in the Canine Search Specialist evaluation process at the task force level | Continuous |

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| 5.5 | Providing research and development input at the task force level for the implementation and evaluation of new technologies, equipment, tactics and skills as they pertain to the search component | Continuous |
| 5.6 | Land navigation and site mapping | Continuous |
| 5.7 | Determining search and reconnaissance operational, organizational and logistical needs | Continuous |
| 5.8 | Ensuring that all assigned personnel are kept informed of mission objectives and status changes to include briefings and debriefings | Continuous |
| 5.9 | Providing oversight for accountability, maintenance, and minor repairs for all issued/assigned equipment | Continuous |
| 5.10 | Providing situation updates, documenting and maintaining records and reports | Continuous |
| | In order to provide an effective and efficient and highly specialized emergency Fire and Rescue Service | |
| 6. | SPECIAL OPERATIONS RESPONSE TEAM ACTIVITIES As Departmental SORT Task Force Unit leader assume responsibility for managing of all aspects of a mission including operational and administrative issues from the time of activation through return to the home jurisdiction by: | Daily/Ongoing |
| 6.1 | Overseeing and directly supervising the task force personnel under command. | Continuous |
| 6.2 | Maintaining accountability for the development and completion of all task force tactical objectives as well as the proper reporting, record keeping, and after-action requirements. | Continuous |
| 6.3 | Reporting directly to the SORT ICT during the mobilization and demobilization phases of the mission and the IST at a mission location | Continuous |
| 6.4 | Developing and implementing the Task Force Unit Tactical Action Plan | Continuous |
| 6.5 | Addressing the coordination, management, and supervision of all TF activities | Continuous |
| 6.6 | Supervising Task Force Sector positions below that of command level | Continuous |
| 6.7 | Ensuring the development of all Task Force Unit organizational and logistical needs | Continuous |
| 6.8 | Interacting with the IST Leader and/or his/her designee for coordination of all TF activities and support requirements | Continuous |
| 6.9 | Receiving briefings and ensuring that all Task Force Unit personnel are kept informed of mission objectives and status changes | Continuous |
| 6.10 | Providing regular situation reports to the SORT ICS and IST | Continuous |
| 6.11 | Providing regular reports to the Local Agency Chief | Continuous |
| 6.12 | Ensuring the completion of all the required reports and maintenance of records | Continuous |
| | In order to provide an effective and efficient special operations response task force | |
| 7 | RESOURCE MANAGEMENT Undertakes resource management activities of property, plant and equipment to ensure full readiness of Special Operations emergency response by: | Daily/Ongoing |
| 7.1 | Maintaining the Special Operations Asset Register and ensuring regular asset verification of all property, plant and equipment assets assigned to the Special Operations Unit | Continuous |
| 7.2 | Ensuring adequacy of preventative maintenance schedules for specialist equipment | Continuous |

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| 7.3 | Ensuring completion of all shift and section related administrative routines specified in departmental policies and orders | Continuous |
| 7.4 | Providing assistance In the preparation of section estimates for budgetary purposes | Periodically |
| | In order to maintain the integrity of assets and ensure that equipment and vehicles are safe, available and sound working order for operational efficiency at emergency incident | |
| 8 | ADMINISTRATIVEFUNCTIONS Undertakes related and general administrative tasks/duties by | |
| 8.1 | 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 |
| 8.2 | Attending to subordinates disciplinary and grievance matters at the level of responsibility | Periodically |
| 8.3 | Attending meetings internally and externally and providing input and guidance to internal sections, municipal stakeholders, provincial and national departments and other stakeholders | Continuous |
| 8.4 | Ensuring completion of all shift and section related administrative reports and routines specified in departmental policies and orders | Continuous |
| | In order to ensure that efficient records are maintained, and that departmental policies and procedures are complied with | |
| 9 | PLANNING | Ongoing |
| 9.1 | Planning, directing, analyzing, evaluating and identification of all special operations needs and recommending to the Chief Fire Officer the necessary policy/standards and implementation thereof to meet needs productively, applying both existing legislations/codes of practice as well as the latest technologies and thoughts available internationally | Ongoing |
| 9.2 | Developing behavioral objectives and strategies to enable Operations Personnel within the service to deal safely and effectively with adverse and life threatening situations and emotionally unstable clients | Ongoing |
| 9.3 | Evaluates the department's technical training needs through discussions with the Fire Department Executive Management, interviews of Company Officers, surveys of Operations personnel, reviews of Accidents Reports and Industry Standards and observation of performance on the incident ground and in training. | Ongoing |
| 9.4 | Providing assistance to the Chief Fire Officer in preparation of the review of the Special Operations Response Plan | Annually |
| 9.5 | Ensures that the requirements of National Policy on Urban Search and Rescue and the Western Cape Special Operations Response Plan are fully catered for in Departmental Special Operations Standard Operating Procedures and Protocols | Ongoing |
| 9.6 | Plan and arrange for joint Special Operations exercises with Special Operation Units from other Fire Service Authorities, South African Police Services Special Operations Units, etc. | Ongoing |
| | In order to ensure that through proper planning, research and development that special operations response 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...)

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| 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.

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| 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 • Rescue Technician Level II Qualification in Rope, confined Space, Trench Collapse and Structural Collapse • Hazardous Materials Technician • 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

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| 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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| 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 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 <ul style="list-style-type: none"> • Polio / Tetanus / Td Adult tetanus & diphtheria / Td IPV Td & inactivated polio Typhoid / Meningitis A & 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 |
| 4 | PHYSICAL FITNESS TESTING As per Departmental Policy based on inherent job requirements |

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| C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify) | |
| 1. | Interchangeable with other functions i.e. 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 | 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 |
| 5 | Will be placed on SORT Task Force Standby Roster |

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 | | | | |