



Job Description
Aerodromes Services Department
Principal Rescue Fire Services - Operation

Position: Principal Rescue Fire Services - Operations
Department: Aerodromes Services
Salary: GR L/1 \$65,651 p.a
Term: Contract 3 years

Description

The Principal RFS reports directly to the Manager- Aerodromes Services and is responsible for all Fire Services and Rescue Operations.

Duties and Responsibilities

1. Formulate, implement and evaluate staff competency assessments at review points
2. Monitor staff performance and address developmental areas with HR and Manager
3. Monitor expiry dates of staff medical checks and validity, ensure all staff have valid medical certification.
4. Responsible for carrying out RFS equipment inventory
5. Assist in preparations of full and partial emergency exercises
6. Conduct emergency drills for the entire airport staff
7. Assist in the formulation of the Emergency Evacuation plan for the Authority.
8. Conduct regular safety checks on fire safety equipment across the authority and ensure its validity and compliance.
9. Responsible to Manager duties if appointed during his absence from work
10. Prepare divisional budget- to be completed by the first week of March annually for inclusion in the operations Budget
11. Monitor and quality assure checks carried out according to maintenance schedule procedure.
12. Conduct regular checks on record keeping practices to guarantee information is up to date and data integrity of the RFS division is maintained.
13. Respond to call outs of any critical fires or emergencies afterhours
14. Submit a brief report to the Office of the General Manager on the operational status of Rescue Fire on a monthly basis
15. Prepare and submit staff timesheets for payroll each fortnight
16. Other duties as assigned, discussed and agreed with the Manager

SELECTION CRITERIA

1. Hold an aviation technical qualification in the Airport Rescue and Fire Fighting Service or other related field from a recognized training institution
2. At least five (5) years experience in the fire industry and have experience in rescue training programme design, delivery and review.
3. Must have 3 years of middle management experience with evidence of Staff and Resources management.
4. Evidence of group facilitation skills, interpersonal skills & communication skills (verbal & written) in both Samoan and English
5. Computer proficiency in MS, Excel, Access and other relevant applications
6. Evidence of highly developed research, analytical and reporting skills
7. Proficiency in strategic planning; development, costing and efficient implementation of annual budgets & work plans
8. Understanding of key documents guiding SAA's work (e.g. legislation, strategic plans & policies)
9. Ability to produce high quality work outputs within required timeframes.