



Job Description
Aerodromes Services Department
Senior Officer - Rescue Fire Services

Position: Senior Officer - Rescue Fire Services
Department: Aerodromes Services Department
Services: Rescue Fire Services
Salary: GR 7/1 \$34,438.00pa
Term: 3years Contract

Description

The Senior Rescue Fire Officer reports directly to the Manager Aerodromes Services through the Principal Rescue Fire Services.

The Senior Rescue Fire Officer is responsible for shift supervision and capacity building of RFS staff.

Duties and Responsibilities

1. Conduct thorough shift handovers with other shift supervisors, maintain accurate log book, organize rosters and organize shift parade.
2. Undertake spot checks weekly, monthly, quarterly AND provide *weekly* maintenance updates noted in the fault registry
3. Responsible for all training to ensure compliance with Rule Part 139 Subpart B, Para. 139,55 – 139.67A;
 - i. Basic Airport fire fighter courses
 - ii. Hot Fire training
 - iii. Airport tenant fire drills – fuel farm and terminal evacuation
 - iv. Recurrent training
 - v. Marine rescue operations training
4. Prepare and submit to Principal Officer/Manager all training reports and certification for training verification purposes.
5. Achieve 100% Compliance with ICAO and AEP emergency standards.
6. Conduct and complete within timeframes, scheduled practical drills, monthly, quarterly and every 6 months
7. Responsible for reporting any Category Level changes to the Air Traffic Controller and Principal Officer.
8. Assist the Principal Officer in the preparation of RFS Annual Plan, RFS budget and monthly reporting.
9. Provide to Principal Officer regular feedback on staff performance, staffing needs to assist with staff Annual Performance Assessments. (PMA)
10. Actively participate in SAA organized activities and initiatives

11. Other duties as assigned and agreed with the Manager Aerodromes Services Department.

Selection Criteria:

- Achieved Junior Officer Level or Equivalent in Fire operations
- Passed Basic Fire Fighting Course
- Demonstrated knowledge of Rule Part 139
- Demonstrated knowledge of CAT levels
- Demonstrated experience in holding drills and conducting maintenance checks.
- Possess Minimum of 5 or more years of experience in Fire Fighting or Fire Rescue operations
- Nil Performance Management issues within 12 months of application
- Has some exposure to staff management or team supervisory.

Qualifications:

- Completed Foundation Level NUS or equivalent from a recognized institution
- Completed Junior Fire rescue officer exam and training
- Completed and passed Senior Fire Fighting exam