

SOUTH AUSTRALIAN METROPOLITAN FIRE SERVICE

POSITION INFORMATION DOCUMENT

Title of Position:

FIREFIGHTER

Classification Code: Firefighter Departments: Operations Commands

Discipline Code: Sections: Metropolitan/Regional

Type of Appointment: PERMANENT

Job and Person Specification Approval

SIGNED

_____ 16/09/2016__

CHIEF OFFICER (or Delegate)

JOB SPECIFICATION

1. *Summary of the broad purpose of the position, in relation to organisation goals*

The vision of the South Australian Metropolitan Fire Service (MFS) is a safer and more prosperous South Australia. It is the mission of the agency to help protect lives, property, the environment and our economy.

Key organisational outcomes include reducing public risk through risk assessment, pre-incident planning, education and minimising losses associated with fires and other emergencies. Frontline outputs provided by MFS Firefighters include prevention activities such as building inspections, the delivery of community education programs, emergency response and rescue services involving fire, hazardous materials and a wide range of other incidents.

Firefighters work as part of a team at a station level, and are personally responsible for maintaining a constant state of preparedness including the physical and mental capability to respond to emergency incidents, participate in operational training, community safety and educational programs.

Firefighters assist with and participate in the day-to-day operations of a fire station including station, vehicle and equipment cleaning, maintenance and testing.

2. *Reporting/Working Relationships*

On shift Firefighters are accountable to either their Station Officer or Senior Firefighter, as operational needs require, and maintain constant liaison with other crew members.

3. *Organisation*

Supervisor Reports to: Metropolitan/Regional Commander

Supervisor's Position: Station Officer; Acting Station Officer: Senior Firefighter

Subject Position: Firefighter

Staff Supervised: Nil

4. *Special Conditions*

Firefighters commence employment as a Trainee Firefighter and begin an intensive Recruit Training program.

At time of application, applicants must hold a current and valid C Class (Car) driver's licence. Probationary/provisional driver's licences are not acceptable.

While a C Class driver's licence is the minimum requirement to apply for a position, it is a condition of appointment that you obtain your MR driver's licence at your own expense prior to the commencement of the recruit course. Time will be afforded to applicants during the recruitment process to obtain the MR driver's licence.

During the first year of employment, successful applicants will be required to obtain and show evidence of an upgrade to a Heavy Rigid (HR) class licence. Upgrading to a HR class licence will be at the Firefighter's own expense. In the event that a Firefighter does not attain a HR licence in the first 12 months, he/she will not be able to progress to Third Class Firefighter rank until such time as evidence of a HR licence is produced.

Following graduation from Recruit Training, newly appointed Firefighters commence a period of probation. Permanency will be offered subject to assessment and satisfactory performance during the probationary period.

Enrolment and progression in the Firefighter and Advanced Firefighter Staff Development Program is mandatory. Firefighters may then choose to participate in further leadership and development programs in order to contest promotion to higher ranks.

Firefighters must be prepared to perform in any MFS Firefighting position located within the State. This may require relocation of residence.

Firefighters must be committed to and demonstrate adherence to the values of the MFS and individually demonstrate such values in their personal and professional lives.

Firefighters must adhere to all directions applied by the Chief Officer.

Firefighters must be prepared to adopt the endorsed medical and wellness assessments when required, and Firefighters must maintain a high standard of physical, mental and emotional fitness necessary to satisfactorily perform the role of a Firefighter.

Firefighters must be prepared to abide by any mandatory drug and alcohol testing protocols implemented to support MFS wellness initiatives.

Firefighters are required to maintain appropriate standards of personal appearance. The MFS places restrictions on the wearing of jewellery and facial hair as they impact on firefighter safety at operational incidents. Visible tattoos must not be excessive or offensive to recognised standards of decency or reflect adversely on the professional image the community expects from employees serving in the MFS.

Operations Command Metropolitan

Firefighters, work on average, forty-two (42) hours per week, two (2) of which are paid overtime and two (2) of which accrue and are taken with normal recreation entitlements (on a roster system).

The shift cycle for positions located in the metropolitan area is worked in two shifts in each twenty-four (24) hours:

Day shift of ten (10) hours from 0800 to 1800 hours and night shift of fourteen (14) hours from 1800 to 0800 hours.

In each eight (8) day cycle the duty cycle for each particular shift of personnel is as follows:

Two (2) day shifts of duty followed by two (2) night shifts followed by four (4) days off duty.

Operations Command Regional

The shift cycle for positions located at Port Pirie is currently 24 hours on duty followed by 72 hours off duty. New recruits appointed to Port Pirie will be for a minimum of five (5) years.

Positions located at Mount Gambier currently work an average of forty (40) hours per week, two (2) hours) of which are paid as overtime. Hours of duty are Day-work 0830 hours to 1630 hours, generally worked Monday to Friday of each week. New recruits appointed to Mount Gambier will be for a minimum of five (5) years

5. Statement of Key Outcomes and Associated Activities

OUTCOMES

Firefighters make direct contributions to the Fire Service's mission to protect life, property, the environment and our economy from fire and other emergencies. Not only providing high quality response to emergencies but also taking pro-active measures such as identifying risks to the community and taking part in effective preventative and educational programs.

OUTPUTS

Key frontline programs that firefighters contribute to are Prevention, Response, Operational Quality and Recovery. Firefighters perform the following roles:

Prevention – Firefighters contribute to the minimising the frequency and impact of emergencies by participating in community safety activities that include but are not limited to:

- visiting buildings and areas of potential hazards to identify risks and familiarise themselves with access points, location of water supplies and other features to assist in the mitigation of the hazard;
- assisting in the inspection of buildings for hazards and compliance with fire regulations under supervision;
- participating in the testing of fixed firefighting installations and hydrant booster systems;
- participating in community safety education information sessions;
- working with diverse communities to reduce the frequency and minimise the impact of fire and other emergencies; and
- responding to requests for information from community groups.

Response – MFS (on-station) Firefighters are required to develop effective situational awareness of the conditions and risk factors present at operational incidents by:

- analysing evident incident information;
- identifying and evaluating risks present; and
- evaluating the suitability and effectiveness of available firefighting equipment.

MFS (on-station) Firefighters respond to rapidly developing urban fires and are frequently required to undertake offensive structural firefighting operations. Offensive firefighting involves:

- Responding quickly to confirmed fires;
- Quickly and accurately identifying and interpreting critical fireground cues and factors both inside and outside of structures involved in fire;

- Using a significant array of tools and specialist equipment to make safe entry or access to structures involved in fire;
- Performing complex tasks within low-time, high risk environments encountered within burning structures. These include maintaining situational awareness by reading smoke, fire and structural cues, and performing search and rescue, fire control, extinguishment and salvage tasks;
- Operating pumps and hoses to ensure firefighting water supply is provided and maintained;

MFS Firefighters also help protect our community, environment and economy by undertaking defensive firefighting operations and by responding to a range of other emergencies. These response roles include:

- responding efficiently, effectively and within specified timelines, to incidents including reports of fire, confirmed fires, rescues, fire alarms and calls for assistance;
- responding to and safely normalising incidents that involve the deliberate or accidental release of hazardous materials;
- driving and operating fire appliances and other MFS emergency vehicles;
- utilising road maps, building plans and other site plans;
- rescuing persons from dangerous situations and providing casualty assistance and first aid as required;
- developing effective and dynamic situational awareness of incident conditions and risk factors;
- ensuring compliance with the supervisor's instructions, the Incident Action Plan and orders issued;
- maintaining personal safety at all times, including the use of Personal Protective Equipment in accordance with direction and compliance with work health safety and welfare WHS&W responsibilities and control measures;
- monitoring personal operational fatigue and emotional wellbeing;
- effectively operating a range of equipment and technology and radio communication procedures and equipment;
- using safe work practises and procedures in dangerous and hostile environments; and
- working with other emergency services and public safety organisations.

Operational Quality - Firefighters contribute to the ongoing review and improvement of MFS operational performance by:

- participating in the debrief and post-incident analysis process;
- helping to evaluate the effectiveness of training programs;
- evaluating the suitability and effectiveness of available firefighting equipment;
- evaluating the suitability and effectiveness of equipment manuals;
- contributing to the review of Standard Operational Procedures (SOPs) and Service Administrative Procedures (SAPs).

Recovery - Firefighters help minimise the social and economic costs of emergencies by:

- providing care to members of the public in distress;
- participating in relevant post incident welfare recovery activities involving the MFS and the community;
- preserving the incident scene for fire investigation;
- protecting property during and after incidents;

- assisting in recovery and salvage operations that reduce economic loss to the community; and
- standing by after an incident (fire watch).

INPUTS

Firefighters contribute to key MFS operational support programs that improve the quality and efficiency of the MFS and provide value to the public.

Preparedness – Firefighters help ensure the MFS is better prepared to protect the South Australian community by:

- developing and maintaining required skills and knowledge and completing required Staff Development Framework programs;
- maintaining physical, mental and emotional fitness;
- maintaining own personal protective equipment and uniform to organisational standards;
- assisting with the maintenance and cleanliness of stations, buildings and environs; and
- performing regular maintenance and safety testing of MFS vehicles and equipment.

Governance and Public Value – Firefighters help ensure the MFS meets the community's expectations of service quality by:

- ensuring personal compliance with the *Fire and Emergency Services Act 2005* (as amended), MFS Policies, SOPs, SAPs, Service Directives, Memoranda and all other relevant legislative requirements.
- completing appropriate forms and reports.
- contributing to appropriate security practices and procedures by assisting with the monitoring of MFS external and internal environments including the access of authorised personnel to specific areas.
- ensuring Emergency Services Sector Strategic Work Health and Safety & Injury Management (WHS&IM) System and the agency's WHS&IM Policy and supporting procedures are communicated to all employees in delegated area of responsibility; requirements are implemented within area of responsibility; and contribute to policy and procedure reviews and the development of WHS&IM objectives in the Business Plan; and provide feedback on WHS performance to senior management.
- complying with current legislation and internal policies on Equal Opportunity and Work Health Safety and Welfare, the *Public Sector Act 2009*.
- following direction from senior officers and compliance with the MFS Code of Conduct and the Code of Ethics for the South Australian Public Sector.

PERSON SPECIFICATION

Essential Minimum Requirements (Those characteristics considered absolutely necessary.)

Educational/Vocational Qualifications/Competencies/Training Requirements

- * Be an Australian Citizen or Permanent resident.
- * At time of application evidence of a current and valid C Class (Car) driver's licence. Probationary/provisional driver's licences are not acceptable. (Refer special conditions for further information regarding Medium Rigid [MR] and Heavy Rigid [HR] driver's licence.)

Personal Abilities/ Aptitudes/Skills

Knowledge and potential to learn and understand:

- * Ability and willingness to learn new skills and solve problems in an innovative and logical manner.
- * Ability to interpret and apply legislation, policies and processes.
- * Literacy and numeracy skills to successfully complete Certificate IV level training.
- * Knowledge of the operational and non-operational roles of a Firefighter.
- * Ability to effectively use current information technology including the application of Microsoft Office Suite, including Word and Outlook.

Ability to master and perform required competencies and skills

- * Ability to acquire skills, knowledge and competence.
- * Ability to work at heights, in hot and humid conditions and in confined spaces.
- * Ability to work for extended periods wearing compressed air breathing apparatus and personal protective equipment.
- * Ability to maintain required levels of fitness and capability to perform physically demanding tasks.
- * Ability to maintain very high standards of personal behaviour and discipline in a personal and professional context.

Ability to communicate with others:

- * Ability to communicate effectively and apply sound interpersonal skills with a variety of audiences.
- * Ability to conduct information sessions with community groups.
- * Ability to demonstrate compassion and show empathy with colleagues and the public during and after an emergency situation.
- * Ability to compile and write accurate reports.

Ability to solve problems and make decisions:

- * Ability to use initiative and judgment.
- * Ability to analyse situations and predict likely outcomes.
- * Ability to make appropriate decisions.

Ability to create effective working relationships with others and in teams:

- * Ability to work effectively as a member of a team in a variety of situations and with people from diverse backgrounds.
- * Ability to undertake all duties and operate equipment in a safe and effective manner.
- * Ability to perform duties in a courteous and professional manner.

Work and organisational skills

- * An understanding of customer service principles in an emergency service organisation.
- * Ability to follow rules, direction and orders.
- * Persistence and patience.
- * Ability to undertake manual and repetitive tasks.

Personality and motivation

- * Ability to work with commitment, motivation, honesty, integrity and fairness.
- * Ability to act ethically and honestly.
- * Ability to manage personal emotional states.
- * Ability to maintain self-motivation and work involvement.
- * An awareness and commitment to the principles that govern behaviour:
 - Equal Opportunity;
 - Harassment and Bullying; and
 - Work Health and Safety (WHS)
- * Demonstrate confidence and healthy self-efficacy.
- * Persistence and willingness to undertake and finish difficult tasks.

Desirable Characteristics

Educational/Vocational Qualifications

- * Completion of a relevant Certificate, Diploma or higher qualification, including nationally recognised competency from the Public Safety Training Packages.

Experience:

- * Experience in a volunteer or community organisation.
- * Experience as an operational firefighter.

Knowledge:

- * Knowledge of the MFS and its operations.