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| Post | Firefighter (Operational) | Post No | |
| Line Manager | Watch/Crew Manager | Location | Allocated Station |
| Directorate | District Performance | Responsible for | N/A |
| Scale | Firefighter Trainee - Competent | | |
| Duty System | Flexible Rota - 42 hours weekly | Status of Post | Permanent |

1 Job Purpose

- 1.1 As a Firefighter, you have two distinct roles within the community, safety and operations. With the appropriate level of support from your Station Management Team you will be expected to exercise good judgement in the performance of your duties. You are the deliverers of the Service's objectives and therefore you are able to make the most significant contribution to the safety of the community.
- 1.2 As part of your conditions of service, you will be required to fulfil the role of a firefighter under the nationally agreed role Map (which is attached to this job description).

2 Major Tasks

2.1 Service Delivery

- a) Respond, attend and resolve operational incidents and work as a crew under the direction of a Crew Manager and implement Standard Operating Procedures as appropriate. Protect the environment from hazardous matter.
- b) Minimise distress and suffering to members of the community by saving and preserving life and administering first aid as appropriate.
- c) Carry out Fire Safety and other audits to minimise risk to the community, to firefighters and to the environment and assist in the development of contingency plans.
- d) Report on issues arising from inspections and investigations of premises.
- e) Assist in the development and maintenance of links with the local community and inform and educate the community to improve fire safety awareness.
- f) Develop your knowledge of streets, roads, buildings, housing and industrial estates, fire hydrants and other water supplies situated on your own station's ground.
- g) Be aware of risks and potential hazards to be found on your own station's ground.



- h) Develop a knowledge of, and operate, vehicles and equipment as directed.

2.2 Personnel and Training

- a) Participate in training programmes as directed.
- b) To co-operate with managers to identify areas of your training needs and assist in the development of programmes to meet those needs.
- c) Maintain individual training and personal development records in accordance with Service policy.
- d) Maintain an understanding of the contents of the Fire Service Operations Manuals, Brigade Orders and operating procedures commensurate with the role of a firefighter.
- e) Participate as an effective team member.
- f) Maintain self-discipline, proper behaviour, conduct and standards of dress whilst on duty in accordance with Service policies and procedures.
- g) Support the development of your colleagues as professional firefighters.
- h) Assist in the competence development of colleagues, for example, through the delivery of training sessions at station level

2.3 Administration and Premises

- a) Maintain proper administrative procedures and records as directed by managers.

3 Other Tasks

- 3.1 To ensure that the Service's policies on equality and diversity at work are implemented, monitored and adhered to at all times, in order to achieve a working environment that promotes equality and diversity. Be sensitive to the feelings and needs of others.
- 3.2 To carry out the duties of other firefighters as and when required.
- 3.3 To carry out such other duties as may be directed, commensurate with the grading of the post.
- 3.4 To support the organisation in embedding the 'core values', strategic aims and corporate objectives.
- 3.5 To ensure all duties are carried out in accordance with the Authority's IT Security Policy.
- 3.6 To comply with the Health and Safety responsibilities set out in Appendix A to this job description.

- 3.7 Maintain proper administrative procedures and records in accordance with Service policy, orders and instructions.
- 3.8 Ensure that the Fire and Rescue Service's policies, procedures and standards are complied with by self and all employees.
- 3.9 Contribute to special projects and teams, commensurate with your experience and role, as and when required.

4 Status of job description

- 4.1 Last amended - June 2010
- 4.2 Transferred to SharePoint – January 2015

Individual Employees

- Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or personal protective equipment (PPE) in a proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety instruction or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of their supervisor/manager any hazard or perceived shortcoming in our safety arrangements.
- Every employee must report any near miss, accident or dangerous occurrence that they witness or are involved in.
- All employees must co-operate with their employer to ensure legal requirements are met and the highest standards of safety management are maintained.
- Every employee must observe correct manual handling techniques when lifting carrying or moving a load.
- Every employee must follow the Brigade General Health and Safety Rules.

Firefighter

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| Ff 1 | Inform and educate the community to improve awareness of safety matters Promote safety matters to inform your community. Facilitate learning through demonstration and instruction. |
| Ff 2 | Take responsibility for effective performance Take responsibility for personal performance Establish and maintain effective working relationships with people Develop your own skills to improve your performance |
| Ff 3 | Save and preserve endangered life Conduct a search to locate life involved in incidents. Rescue life involved in incidents. Provide treatment to casualties. Support people involved in an operational incident. |
| Ff 4 | Resolve operational incidents Control and extinguish fires Resolve incidents other than those involving fire or hazardous materials Support people involved in an operational incident |
| Ff 5 | Protect the environment from the effects of hazardous materials Mitigate damage to the environment from hazardous materials Decontaminate people and property affected by hazardous materials Support people involved in hazardous material incidents |
| Ff 6 | Support effectiveness of operational response Collect information on risks in your community Collect information on resources in your community Maintain internal resources |
| Ff 7 | Support the development of colleagues in the workplace Communicate your own skills and knowledge to colleagues in the workplace Support the development of colleagues |
| Ff 8 | Contribute to the safety solution to minimise risks to your community Inspect premises to minimise risks to people, property and the environment. Report on issues arising from inspection. |
| Ff 9 | Drive, manoeuvre and re-deploy fire safety vehicles Drive vehicles to incidents Manoeuvre, site and re-deploy vehicles |