



Government
of South Australia

(27/09/2017)

SOUTH AUSTRALIAN METROPOLITAN FIRE SERVICE



POSITION INFORMATION DOCUMENT

Title of Position:

**RETAINED FIREFIGHTER
(PART TIME)**

Classification Code: Retained Firefighter Department: Southern/Northern Operations

Discipline Code: Section: Regional Commands

Type of Appointment: Permanent – Part Time

Job and Person Specification Approval

SIGNED _____ 29 / 09 / 2017
CHIEF OFFICER (or Delegate)

JOB SPECIFICATION

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

The South Australian Metropolitan Fire Service (MFS) is responsible for the provision of emergency response and rescue services for the protection of the South Australian community from fire, hazardous materials and a wide range of other incidents. Firefighters work as part of a team at a station level, responsible for maintaining a constant state of preparedness and a positive ability to respond to emergency incidents and participate in operational training, community safety and educational programs.

Retained Firefighters are also required to assist with and participate in the operations of a fire station including vehicle and equipment maintenance and testing, and the delivery of community safety and suppression strategies.

2. Reporting/Working Relationships.

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

3. Organisation

Supervisor Reports to: Regional Commander/Manager or Regional Operations Coordinator

Supervisor's Position: Retained Station Officer or Retained Senior Firefighter

Subject Position: Retained Firefighter

Staff Supervised: Nil

4. *Special Conditions.*

Retained Firefighters are located in major regional areas and are paid as per the Enterprise Agreement to provide 24 hour cover on every day of the year in their communities.

Retained Firefighters must reside within 10 minutes travelling distance of their local MFS Station.

A twelve (12) month probationary period will apply before permanent employment is confirmed. During this time, Retained Firefighters must enrol in and agree to undertake and complete the required training and study. This training is subject to regular assessment.

Training one night per week for 3 hours is compulsory. Retained Firefighters are required to attend a minimum of 80% of these training sessions. Training sessions are undertaken on a designated training night each week.

Retained Firefighters are required to attend the station for at least 50% of the calls received and ride the appliance to 50% of those.

Retained Firefighters must maintain a high standard of physical, mental and emotional fitness necessary to satisfactorily perform firefighter duties

5. *Statement of Key Outcomes and Associated Activities.*

OPERATIONAL OUTCOMES

Retained Firefighters will contribute to the achievement of the Fire Service's responsibility to protect life, property and the environment 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 by performing the following roles:

- * Under the direction of the officer in charge, contribute to the achievement of the MFS' responsibility to protect life, property and the environment by:
 - responding appropriately to incidents including reports of fire, confirmed fires, rescues, fire alarms and calls for assistance;
 - responding to and normalising incidents that involve the release of hazardous materials; and
 - rescuing persons from dangerous situations and providing casualty assistance as required.

- * 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.

5. *Statement of Key Outcomes.* cont.....

OPERATIONAL OUTCOMES cont....

- * Contribute to the Incident Action Plan (IAP) by:
 - conducting incident operations in accordance with Standard Operational Procedures (SOPs) and Standard Administrative Procedures (SAPs);
 - ensuring all personal actions comply with the IAP and orders issued;
 - wearing breathing apparatus at an incident, as required and in a range of situations;
 - working in a safe manner;
 - utilising a range of equipment and technology to respond to incidents, manage risks, and normalise a situation during an incident and post-incident;
 - using appropriate radio communication procedures and equipment;
 - driving and operating fire appliances and other MFS emergency vehicles;
 - utilising road maps, building plans and other site plans;
 - preserving the incident scene for fire investigation; and
 - protecting property during and after incidents.

- * Contributing to incident safety by:
 - applying dynamic risk assessment strategies;
 - complying with OHS&W responsibilities;
 - monitoring personal operational fatigue and emotional wellbeing;
 - providing care to members of the public in distress;
 - protecting property during and after incidents;
 - using safe work practises and procedures in dangerous and hostile environments; and
 - working with other emergency services organisations and public safety organisations.

- * Contributing to the conclusion of incidents by:
 - assisting in salvage operations that reduce economic loss to the community; and
 - standing by after an incident (fire watch).

- * Contributing to post-incident analysis and review by:
 - taking part in and contributing to the debrief process;
 - participating in any post incident welfare recovery activities involving the MFS and the community; and
 - contributing to the review of SOPs and SAPs.

DEPARTMENTAL OUTCOMES

- * Assist in the prevention of fires in the community by:
 - visiting buildings and areas of potential hazards to identify risks and familiarise with access points and location of water supply and other features to assist in the mitigation of the hazard;
 - inspecting buildings for hazards and compliance with fire regulations under supervision; and
 - participating in the testing of fixed firefighting installations and hydrant booster systems.

5. *Statement of Key Outcomes.* cont.....

DEPARTMENTAL OUTCOMES cont....

- * Assist in the delivery of community safety education by:
 - participating in community safety education information sessions;
 - working with diverse communities to minimise the impact of fire and other emergencies; and
 - responding to requests for information from community groups.

- * Ensure personal preparedness to respond to emergencies by:
 - developing and maintaining required skills and knowledge programs;
 - maintaining physical, mental and emotional fitness; and
 - maintaining own personal protective equipment to a satisfactory standard.

- * Contribute to preparedness of Fire Service vehicles and equipment to respond to any emergency by performing regular maintenance and safety testing of such vehicles and equipment.

- * Assist in the maintenance and cleanliness of stations, buildings and environs.

CORPORATE OUTCOMES

- * Contribute to continuous improvement and the administration of the Fire Service by completing appropriate forms and reports.

- * Contribute to the continuous improvement of workplace practices by complying with relevant legislation and internal policies and procedures.

- * Contribute to appropriate security practices and procedures by monitoring physical external and internal environments and ensuring appropriate access for the public during business hours and after hours.

- * Ensure all activities within the incumbent's designation area of responsibility are performed in accordance with policies and procedures relating to intellectual property.

- * Observe and cooperate with OHSW&IM policy and procedural requirements, and actively participate in consultative and communication processes; contribute to risk management by identifying and informing the supervisor of any hazards in the work area; identify any required OHS training and actively participate in any OHS training provided by the employer; and contribute to feedback on OHS performance to the line manager.

PERSON SPECIFICATION

Essential Minimum Requirements. (Those characteristics considered absolutely necessary.)

Educational/Vocational Qualifications/Training Requirements

- * Possess Apply First Aid and Provide Advanced Resuscitation Certificate from one of the approved providers listed by SafeWork SA. (SafeWork SA website is www.safework.sa.gov.au) or agree to obtain one within 6 months of being offered employment.
- * Be an Australian Citizen or Permanent resident.
- * Evidence of a Heavy Rigid HR drivers licence or agree to obtain one within 12 months of being offered employment at selected Regional Stations
- * Evidence of a Medium Rigid (MR) Driver's Licence, or agree to obtain one within 12 months of being offered employment.
- * Evidence of competency using Microsoft Word and Outlook (Email).

Personal Abilities/Aptitude/Skills/Experience/Knowledge

- * Ability to work at heights, hot and humid conditions and in confined spaces.
- * Ability to work for extended periods wearing breathing apparatus and personal protective equipment.
- * Ability to demonstrate compassion and show empathy with colleagues and the public during and after an emergency situation.
- * Demonstrated ability to undertake all duties and operate equipment in a safe and effective manner.
- * Demonstrated ability and willingness to learn new skills and solve problems in an innovative and logical manner.
- * An ability to undertake manual and repetitive tasks and to acquire skills, knowledge and competence.
- * Demonstrated ability to work effectively as a member of a team in a variety of situations and with people from diverse backgrounds.
- * Demonstrated ability to communicate effectively and apply sound interpersonal skills with a variety of audiences.
- * A demonstrated capacity to work with commitment, motivation, honesty and fairness.
- * A demonstrated capacity to use initiative and judgement.
- * Demonstrated integrity and an ability to interpret and apply legislation, policies and processes.
- * Demonstrated ability to undertake all duties and operate equipment in a safe and effective manner.

PERSON SPECIFICATION

Essential Minimum Requirements. (Those characteristics considered absolutely necessary.)

***Personal Abilities/Aptitude/Skills/Experience/Knowledge* cont....**

- * Ability to conduct information sessions with community groups.
- * Ability to perform duties in a courteous and professional manner.
- * An understanding of customer service principles in an emergency service organisation.
- * Literacy and numeracy skills to successfully complete Certificate IV level training.
- * Ability to act ethically and honestly.
- * Ability to manage personal emotional states.
- * Ability to analyse situations and make appropriate decisions.
- * Demonstrate confidence and healthy self-efficacy.
- * Persistence, willingness to undertake and finish difficult tasks.
- * Ability to maintain self-motivation and work involvement.
- * Knowledge of the operational and non-operational roles of a Retained Firefighter.
- * An awareness and commitment to the principles that govern behaviour:
 - Equal Opportunity;
 - Harassment and Bullying; and
 - OHS&W.

PERSON SPECIFICATION

Desirable Characteristics.

Educational/Vocational Qualifications

- * Completion of a relevant Certificate, Diploma or higher education.

Experience

- * Experience in a volunteer or community organisation.

Knowledge

- * Knowledge of the MFS and its operations.