



SOUTH WALES FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Department	Service Delivery (Operations)
Post	Wholetime Firefighter
Location	Station posting confirmed
Responsible to	The Station Manager

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To protect and save people and property from fire and other hazards in the most competent and effective manner to the highest possible standard of care and quality.

DUTIES AND RESPONSIBILITIES:

Emergencies

- Respond immediately and safely to all emergency calls and requests for assistance.
- Deal with emergencies as directed and work effectively and efficiently as a member of a disciplined team.
- Minimise distress and suffering, including giving first aid care.

Dealing with People

- Establish and maintain the confidence of members of the public.
- Maintain links within the community.
- Be sensitive to the needs of others with regard to fitness and dignity issues.

Personal Fitness and Hygiene

- Maintain level of physical and medical fitness necessary to carry out the duties of a Firefighter.
- Maintain personal appearance, hygiene and cleanliness of uniform in keeping with a disciplined service.

Equipment

- Maintain all firefighting and emergency equipment in a state of readiness, including cleaning, repairing, and testing as required to approved standards and procedures.
- Check firefighting resources provided for Fire and Service use, including hydrants and fixed installations.

Local Geography

- Know the local streets, roads and buildings situated within the Fire Station response area.
- Be aware of the risks, possible hazards and water supplies to be found within the Fire Station area.

Administration

- Complete basic paperwork and routine administration, including recording of information.
- Use information technology as required and in accordance with the Data Protection Act 1998.

Fire Safety

- Give general fire safety advice and guidance to people when requested.
- Work to help educate members of the community in the risks and hazards of fire and other emergencies.
- Assist in Service initiatives, programmes, and strategies to reduce fire calls.

Health and Safety

- Recognise health and safety issues at work and deal with them to minimise or eliminate the degree of hazard or risk.
- Ensure personal safety and that of others, at all times.
- Keep personal records up to date.

Training

- Take part in a continuous training programme by attending lectures, exercises, practice drill sessions and other forms of training to maintain competence levels.
- Attend training courses as directed.

Fire Authority

- Undertake any other duties commensurate with the level of responsibility and expertise as may be required by the Chief Fire Officer.
- Adhere to the policies and procedures of the Service.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- To complete all duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

