

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

**1. JOB IDENTIFICATION**

- 1.1 Position Title:** Fire & Rescue Foreman II
- 1.2 Position Level:** S3
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Aviation Safety Services
- 1.5 Job Code No:** 19.800.06
- 1.6 Job Location (*Complete as appropriate*):** Department of Civil Aviation,  
Airport  
Ministry: - Ministry of Information & Communications. Department: -  
Civil Aviation, Division: - Section: - Fire & Rescue Services.  
Unit:-
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Asst. Fire  
and Rescue Officer.

**2. PURPOSE, DUTIES & RESPONSIBILITIES** (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

**Purpose:** To attend to any emergency situation occurring at the airport or in the immediate vicinity involving aircraft accident, incident, damage to the public property, etc. The objective is to provide fire fighting, rescue operation and first aid services to save lives. To maintain and ensure the serviceability of fire fighting vehicles and all associated rescue tools and equipments.

Duties and Responsibilities	% of Time
<p><b>Field Work:</b></p> <ul style="list-style-type: none"> <li>▪ Take delegation from Assistance Fire &amp; Rescue Officer (AFRO) in implementation of effective fire safety measures.</li> <li>▪ Check the serviceability of Crash Fire Tender (CFT), extinguishers, rescue tool &amp; equipment and report to AFO on any defects and maintenance required.</li> <li>▪ Attend to aircraft incidents or accidents and perform fire fighting and rescue operations duties. Attend to all other fires.</li> <li>▪ Check the available items and equipment carries on Airport Emergency Service (AMS) vehicles and ascertain their serviceability.</li> <li>▪ Drive and operate Airport Emergency Service (AES) vehicles and equipment.</li> <li>▪ Participate in fire fighting and rescue operation.</li> <li>▪ Ensure that all fire personnel on duty are physically fit and are capable of handling their assigned duties on any emergency scenario.</li> <li>▪ Inspect safety facilities on engineering and mechanical aspect on CFT &amp; operational equipment and submit report to higher officer.</li> <li>▪ Conduct routine maintenance and repairing on AES vehicles, equipment, extinguisher, fire hydrants etc.</li> <li>▪ Participate in or assist in conducting routine physical exercises training, hot and wet drill and review crew performance.</li> <li>▪ Organized and participate in fire prevention and fire protection inspection on daily bases within the aerodrome.</li> <li>▪ Maintain a state of alertness on 24 hours.</li> </ul>	

**3. KNOWLEDGE & SKILLS REQUIRMENTS:** *Minimum requirement for performance of work describe:*

### **3.1 Education:**

- Non class XII with certificate.

### **3.2 Training**

The Fire and Rescue Foreman is required to undergo the following courses:

- Basic Fire fighting and Rescue operation course.
- Advance Fire fighting and rescue operation course.
- Fire tender maintenance course.
- Certificate course in automobile engineering.

### **3.3 Length of practical experience:**

### **3.4 Knowledge of language(s) and other specialized requirements:**

- Knowledge of English to read, write and interpret Engineering drawing;
- Knowledge on Fire fighting & Rescue operation procedures;
- Skill to operate fire and other emergency vehicles. Skill to carry out repairing; and
- Maintenance of equipment and other appliances.

## **4. COMPLEXITY OF WORK:** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The work involves maintenance of Fire & other emergency vehicles, rescue tools and equipment serviceability, execution and implementation of established procedures standards and practices. The work also requires a fair knowledge of aviation fire fighting and rescue operation procedures.

The fire fighting and rescue operation service at an airport is a life risking job where it has to work in dense smoke, heat, toxic gases and chemical explosion thereby lot of difficulties are encountered during emergency. During such situations he should be capable of taking immediate decisions for his own safety and the safety of his crew.

**5. SCOPE & EFFECT OF WORK:** *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization*

The objectives are to fight fire and carry out rescue operation in the event of an aircraft accident or incident. Provide adequate fire protection and fire prevention measures for the airport facilities.

The Fire Foreman will assist the Assistant Fire Officer in implementing the standard operation procedures in the event of an aircraft accident or incident. Fire prevention and protection inspection system. The Fire and Rescue services at the airport works non stop throughout the year during aircraft operation and standby position during non operation hours for fire prevention and protection at the airport facilities.

**6. INSTRUCTION AND GUIDELINES AVILIABLE:**

- 6.1 **Instruction:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

He will be assigned field tasks by the Assistant Fire Officer. During the course of his duty any difficulties involving the standards and operational practices and maintenance of fire and emergency vehicles must be notified to the Assistant Fire Officer. Any observations affecting the fire protection facilities at the airport must immediately be reported to the Assistant Fire Officer. Issues like the performance and shortfalls in the work are discussed at the weekly review meeting.

- 6.2 **Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

All operational and technical guidelines are available from the text of the International Civil Aviation Organization (ICAO) Annex 14, Document 9137. Standards, procedures and practices which are required to be provided by airport

Fire and Rescue Services as per airport category in the interest of the safety of passengers and aircraft is available in this text book. Where necessary other relevant guidelines may be received from the Assistant Fire Officer.

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

Day to day contact and close co-ordination with all other agencies working at the airport in the interest of air safety and fire protection. To exchange messages, pass information, obtain clarification, discussion on the operational matters involving safety requirements and other facilities within the aerodrome.

8. **SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates.*

Supervise the conduct and performance of fire crew with regard to their fire fighting techniques and rescue operation procedures in absence of the Assistant Fire Officer (14-15 Crews).

9. **JOB ENVIROMENT:** *Describe physical exercise required, such as walking standing, lifting objects, etc., and /or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts.*

The job involves participation in fire fighting exercises and upkeep of fire fighting equipment. Report on the malfunction of fire vehicles and rescue equipment.

All Fire & Rescue personnel will be required to exert heavily under extreme working conditions like toxic gases, smoke, heat, flumes, extreme weather conditions and difficult terrain. They may be required to climb heights, lift heavy objects and handle

chemicals. The job demands unlimited time with no week end/local/Govt. holidays and waking up in early morning.