

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

- 1.1 Position Title:** Asst. Fire & Rescue Officer I
- 1.2 Position Level:** P5
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Aviation Safety Services
- 1.5 Job Code No:** 19.800.05
- 1.6 Job Location (*Complete as appropriate*):** Department of Civil Aviation,  
Airport  
**Ministry:** - Ministry of Information and Communications. **Department:** -  
Civil Aviation, **Division:** - Section: - Aviation Security. **Unit:-**
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Head of  
Division

**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:** Review and update standards, procedures and operational practices in response to any emergency situation occurring at the airport or in the immediate vicinity involving aircraft accident, incident, damage to the public property, etc. Review the fire fighting, rescue operation and first aid services at the airport with regards to their effectiveness to save lives. Carry out periodic inspection and audit of all airport facilities and buildings and assess their adequacy for fire protection and to assist the senior officers.

<b>Duties and Responsibilities</b>	<b>% of Time</b>
<p><b>Administration and Planning:</b></p> <ul style="list-style-type: none"> <li>▪ Maintaining operational effectiveness of the Airport Fire &amp; Rescue Service. Appraise the performance and maintain discipline of the staff under his charge.</li> <li>▪ Preparing development activities and other facilities.</li> <li>▪ Recommend and execute purchases.</li> <li>▪ Take delegation and represent AFRS at meeting.</li> <li>▪ Implement Airport Emergency Service (AES) policies.</li> <li>▪ Control daily attendance register.</li> <li>▪ Maintain and promote discipline &amp; team spirit among the Fire &amp; Rescue Services.</li> <li>▪ Co-ordinate with other agencies at the airport to promote the efficiency of Fire section</li> </ul>	40
<p><b>Field Work and Technical Service:</b></p> <ul style="list-style-type: none"> <li>▪ Technical and Field operational works ensuring that fire vehicles and equipment are maintained in a state of preparedness.</li> <li>▪ Ensure operational effectiveness in Rescue and Fire fighting.</li> <li>▪ Evaluate effectiveness of extinguishing agents and equipment.</li> <li>▪ Ensure that appropriate fire safety measures are implemented.</li> <li>▪ Assume command and control at incidents/accidents and submit report.</li> <li>▪ Investigate and submit reports of accidents/incidents attendance.</li> <li>▪ Ensure the Implementation and execution of standards operating procedures and requirement as per ICAO annex 14.</li> <li>▪ Review and recommend improvement on Airport Emergency Service (AES) equipment and fire fighting techniques.</li> <li>▪ Provide technical support to implement new technologies, concepts &amp; programs.</li> <li>▪ Ensure that appropriate standards, procedures and operating practices are established and maintained. To lead the crews and participate in fire</li> </ul>	30

fighting and rescue operation during aircraft accident/incident.	
<p><b>Surveillance and Inspection.</b></p> <ul style="list-style-type: none"> <li>▪ Organized and carry out daily inspection on fire prevention and fire protection on Airport facilities and evaluate and review.</li> <li>▪ Conduct fire prevention survey and submit report with recommendation.</li> <li>▪ Inspect and report on accessibility of Airport Emergency Service (AES) vehicles.</li> <li>▪ Command on daily inspection of the AES vehicles, rescue equipment and portable extinguisher in a state of preparedness before commencement of duty.</li> </ul>	20
<p><b>Training :</b></p> <ul style="list-style-type: none"> <li>▪ Review &amp; evaluate training programs and up date as necessary for the next session.</li> <li>▪ Conduct Emergency Plan mock up drills within agencies at the airport, physical fitness exercises.</li> </ul>	10

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

**3.1 Education:** Cl. XII with Diploma (Fire & Safety Management)

**3.2 Training.**

- Basic Fire Fighting & Rescue operation course.
- Advance Fire fighting and Rescue operation course.
- Airport Fire Officer Course.

**3.3 Length of practical experience:**

Should have practical experience of four years as Assistant Fire and Rescue Officer II and progressed through increased technical and supervisory responsibility or equivalent officer.

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

- Should have good command of English language to write, read and speak.
- Should have thorough knowledge on aviation fire fighting and rescue operation procedures and practices.
- Should have advanced knowledge on Fire & Rescue vehicles and equipment.
- Should have ability to interpret the department policy and ICAO standards and recommendations.

### **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 administration, planning practical field works, providing technical services and participation with other junior staff in fire fighting and rescue operation to fulfil the task assigned to Fire Rescue Service to save lives and properties and to render first aid to the casualties during aircraft accident or incident. Rescue trapped passengers from aircraft or from difficult environments, implementation of standards operating procedure.

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, which one should be well trained and qualified for the job. The work involves in operational unit, execution of ICAO standards and practices to annex 14 & 18.

The Fire Officer should exercise his judgment prudently when deciding to declare a “Full Emergency” or stand by positions. The officer must constantly review the position, endeavor to anticipate developments and plan to counteract these. Officer should have a capacity to take any decisions to be followed in the event of an accident or incident within the airport or off the airport with out waiting directives from the higher authority. The job demand spot decisions making at the accident /incident site in the interest to save lives & properties, safety of the fellow crewmembers as well.

**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 primary objectives of Airport Fire and Rescue Service are to fight fire and carry out rescue operation in the event of an aircraft accident or incident. Render first aid to casualties. Rescue trapped passengers and crew members from aircraft or other hazardous environment. To provide adequate fire protection and fire prevention measure for the airport facilities.

The Fire and Rescue Officer will get delegation from Chief, Deputy and Senior Fire Officer for setting standard operation procedures in the event of an aircraft accident or incident. Ensuring the implementation of ICAO procedures and practices. Fire prevention and protection inspection system.

The airport fire & rescue services at the airport in a mandatory requirement as per ICAO standards and in absence of these facilities the airport can not operate.

**6. INSTRUCTION AND GUIDELINES AVILIABLE:**

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

During the course of his duty any difficulties involving the standards and operational practices must be notified to the Sr. Fire Officer. After inspection any significant observations affecting the fire protection facilities at the airport must immediately be reported to Chief and Senior Officer. Issues of any short falls are normally discussed on a need bases beside our schedule weekly review and evaluation 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 Fire fighting and Rescue operational technical guidelines are usually derived from the text of the International Civil Aviation Organisation (ICAO) annex 14, Document 9137. Standard, procedures and practices which required to provide by airport Fire Rescue Service as per airport category in the interest of the safety of passengers and aircraft is available in this text book. However, any other guidelines are being received from Chief and Senior Officer as and when required.

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 within the organisation and to keep close co-ordination with all other agencies working at the airport in the interest of air safety to exchange message, pass information, obtain clarification, discussion on the operational matters involving safety requirements and other facilities within the aerodrome. Special relationship has been developed with local fire bridge authority, ambulance services and Airline Company for efficient operation during emergency calls.

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 junior staff with regard to their fire fighting tactics, techniques and rescue operation procedures to up grade their skill and knowledge, interpretation of regulatory requirements as per ICAO, safety knowledge and administration policy. Supervision is passed for any deficiency or weakness encountered during operation and non operational hours, ensuring that all activities are carried out up to utmost satisfaction in the interest of air safety. The total number of subordinates is 30 at present under FRS section.

**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 field works, technical service, general office works and inspection of fire protection systems. Submitting reports on safety aspects of fire vehicles and rescue equipment and on other facilities. Follow up action, exchange of safety information with airline and other agencies at the airport.

All Fire & Rescue personnel should prepare to work under extreme working condition. Should have sufficient stamina to work under toxic gases, smoke, heat, flumes, extreme weather conditions, difficult terrain. Also should prepare climbing of heights, lifting heavy objects and exposure to chemicals. FRS personnel required to work without week end/local/Government holiday during aircraft operation and non operation on standby position. The job demands unlimited time and waking up early morning hours.