

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title:** Asst. Fire & Rescue Officer II
- 1.2 Position Level:** S1
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Aviation Safety Services
- 1.5 Job Code No:** 19.810.12
- 1.6 Job Location (*Complete as appropriate*):** Department of Civil Aviation,
Ministry: - Ministry of Communications. Department: - Civil Aviation
Division: - Section: - Fire & Rescue Services. 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: To assist the senior officers in day to day operation of ARFFS. Execute established standards, procedures and operational practices in response to any emergency situation accruing at the airport or in the immediate vicinity involving aircraft accident, incident, damage to 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 & equipment.

Duties and Responsibilities	% of Time
<p>Field Works:</p> <ul style="list-style-type: none"> ▪ Take delegation from Fire & Rescue Officer and assist in execution of established standards and operational practices. ▪ Review routine station activities and submit reports to the FRO. ▪ Supervise rescue and fire fighting operational, special services and routine duties to juniors. ▪ To lead fire crew and participate in fire fighting and rescue operation during aircraft accident/incident. ▪ Organize routine maintenance and repairing of AFRS vehicles in serviceable condition. ▪ Drive and operate AFRS vehicles. ▪ Assist FO in preparation of reports of accident/incident attendance. ▪ Perform watch room duties. ▪ Review any procedural and practical difficulties en-counterred in implementation of extinguishing agents, equipment and other safety measures. 	
<p>Office Job:</p> <ul style="list-style-type: none"> ▪ Purchase spare parts for AFRS and other equipment. ▪ Purchase extinguishing agents and keep adequate stock all time. Maintain stock register/challan etc. ▪ Control the duty position of staff while on duty. ▪ Control operational log book and allocation of duty position before commencement of their duties. ▪ Preparation of shift duty roster. 	
<p>Inspection :</p> <ul style="list-style-type: none"> ▪ Carry out fire prevention, fire protection, AFRS vehicle and other airport facilities inspection on regular bases. ▪ Act on report of AES vehicles and equipment. 	

<ul style="list-style-type: none"> ▪ Inspect and submit report with recommendation to higher Officers. 	
<p>Training :</p> <ul style="list-style-type: none"> ▪ Implementation & execution of training and conduct fire fighting & rescue training both in house and field. ▪ Execute physical exercises, training, hot and wet drills, evaluate & review fire performance. 	

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

3.1 Education: Cl. XII with Diploma in Fire & Safety Management OR Diploma in Aviation Management.

3.2 Training

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

- Basic Fire Fighting course.
- Advance Fire fighting course.
- Airport Fire Officer Course.

3.3 Length of practical experience: Entry.

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

- Should be able to read and write in English and Dzongkhag.
- Knowledge of aviation fire fighting and rescue procedures and practices
- Ability to carry out the inspection on fire prevention and fire protection and
- Submit report.

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 field work, maintenance of Fire & other emergency vehicles, rescue tools and equipment serviceability, execution of established procedures based

on ICAO standards and practices. The work therefore requires broad knowledge of aviation fire fighting and rescue operation procedures. It involves a fair degree of judgment and skill in any fall in the level of fire protection during the course of inspection.

The fire fighting and rescue operation service requires 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 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. Provide adequate fire protection and fire prevention measures for the airport facilities.

The Assistant Fire Officer will assist the Fire Officer in 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.

6. INSTRUCTION AND GUIDELINES AVILABLE:

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 Fire and Rescue Officer. During the course of his duty any difficulties involving the standards and operational practices must be notified to the Fire and Rescue Officer. After inspections any significant observations affecting the fire protection facilities at the airport must immediately be reported to the Fire and Rescue Officer. Issues

like the performance and shortfalls in the work will be 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.*

Operational and technical guidelines are usually derived from the text of the International Civil Aviation Organisation (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 Fire and Rescue 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, to up grade their skill and knowledge on the interpretation of regulatory requirements as per ICAO, safety knowledge Supervision is passed for any deficiencies or weaknesses encountered during

operation and non operational hours, ensuring that all activities are carried out up to utmost satisfaction in the interest of air safety.

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 and inspections of fire protection systems, submitting reports on safety aspects of fire vehicles and rescue equipment, and minimal office administration. Follow up action, exchange of safety information with airline and other agencies at the airport.

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. FRS requires to work without any local/Govt. and week end holiday with aircraft operation and on standby during non operation. It also demands early wake up.