GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MICTTD		
2. Position Title: Supervisor For Firefighter Rescuers	**3. Salary Level:** L13-12	**4. Division:** Airport Services
5. Reports To: Chief Fire Officer	**6. Direct Reports:** Director of Civil Aviation	
7. Primary Objective of the Position: To carry out the Airport Rescuer Fire Service (ARFS) daily activities and to ensure that the shift is efficiently run		

8. Position Overview

9. Financial: Nil

10 Legal: Annex 14 – Section 9.2, Airport Services Manual- Chapter 13, Civil Aviation Act 2004, Civil Aviation Rules 2005, NCS

11. Internal Stakeholder:
Chief Fire Officer/ Airport Manager
Deputy Director of Civil Aviation
Director of Civil Aviation

Without referral to Manager:

- Ensuring that the shift is efficiently run
- Act as assistance CFO during shift and on fire ground whenever necessary
- Cleaning fire station, fire vehicles and firefighting equipment as stipulated under the service local directives or as directed by superior officers
- Maintain competency in firefighting tactics at all times

12. External Stakeholder: ????

To be referred to Managers/Supervisors:

- Implement action to resolve operational incidents
- Enable learning through presentation demonstration and instruction
- Service equipment, apparatus and outfit

13. KEY ACCOUNTABILITIES*(Include linkage to KDP, MOP and Divisional Plan)*

- ***KDP/KPA:***
- ***MOP Outcome:***

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Ensure efficiency and effectiveness at all times	Responsible for leading, monitoring and supporting people in resolving operational incidents Carry out checks to logbooks for urgent reports, and for maintenance required to any fire service apparatus, and report to superior for appropriate action	To check the punctuality of shift attendants for early and daily flight To check and implement actions required in the daily logbook for daily operations
Manage the effective use of resources Develop teams and individuals to enhance work base performance	Co-ordinate and supervise emergency drills to ensure efficiency and effectiveness of fire service staff and equipment on a regular basis File report to Chief Fire or Officer In Charge for malfunction of any fire service equipment/ apparatus for appropriate and immediate rectification File report to Chief Fire or OIC of any breaches or violation of airport fire service procedures, rules and regulations	To manage the performance of teams and individual in order to achieve objectives

14. Key Challenges	15. Selection Criteria

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• Ability to make decision in such a short period of time during the absence of a Chief Fire • To make sure that he is physically fit at all times through active participating in training activities or physical exercise program • Carry out duties as required from time to time from superior officers	**15.1 PQR (Position Qualification Requirement):** **1.** Form Seven certificate with training in firefighting and have 1 year Of relevant experience **Experience:** Knowledge or experience in firefighting will be an advantage
	15.2 Key Attributes (Personal Qualities): 1. Possess skills in firefighting and rescuer 2. Fluent in English and Kiribati language

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