



## POSITION DESCRIPTION

# SENIOR FIREFIGHTER

## OPERATIONS

Job number:	Various
Business area:	Operations
Location:	Various
Reports to:	Station Officer
Version date:	October 2012

## ORGANISATION CONTEXT

Fire and Emergency New Zealand is a Crown Entity established on 1 July 2017 under the Fire and Emergency New Zealand Act 2017. The role of our new organisation is to reduce unwanted fires, respond to structural and vegetation fires and other emergencies including motor vehicle crashes, medical emergencies, hazardous substance related incidents, natural disasters and support increased community resilience.

Our new, unified organisation provides a fire and emergency service that delivers for communities, and the firefighters who serve them, now and in the future.

Senior Firefighters are members of a four-person crew, led by a Station or Senior Station Officer. They are the most experienced non-supervisory members of fire crews and contribute to reducing the incidence and consequences of fire through risk reduction and response activities, and contributing to response activities associated with other emergency incidents.

## POSITION CONTEXT AND PURPOSE

The purpose of the Senior Firefighter role is to contribute to reducing the incidence and consequences of fire by participating in fire prevention and fire loss reduction strategies within communities, contributing to maintaining a state of response readiness, undertaking response activities at a wide range of emergency incidents, assisting with post-incident recovery and restoration of response readiness.

## SCOPE OF JOB

Financial delegations:	Nil
Staff responsibility:	Nil

## KEY ACCOUNTABILITIES & DELIVERABLES

The job holder is responsible for delivering results in the following areas:

### Pre-Incident Preparation

Undertake a range of activities and actions at an individual and crew level to ensure that the crew maintains a state of operational readiness that enables a timely and effective response to emergency incidents:

- Assist Officer in developing and documenting a comprehensive understanding of the nature and risk profile of the response area to enable an effective response
- Support Officer in co-ordinating activities to ensure the maintenance of operational skills

necessary for an effective response

- Co-ordinate the testing and maintenance of all equipment to Fire and Emergency New Zealand standards to ensure it is constantly operationally ready
- Maintaining a working knowledge of all relevant statutory obligations and operational procedures to ensure compliance
- Identifying the resources required to respond effectively based on the risk profile and escalates appropriately.

#### Incident Management

Respond, as a member of a crew, to emergency incidents within Fire and Emergency New Zealand performance standards:

- Undertake all required activities at an emergency incident and as directed by the officer in charge. This can include activities such as:
  - Establish water
  - Operate pump/specialist appliance
  - Fire attack/exposure protection
  - Search and rescue
  - Salvage/recommission
  - MVA extrication
  - Scene safety
  - Isolate, contain, identify, make safe and decontaminate Hazardous Substances
  - Patient Care
  - General rescue
  - Lines rescue
  - Natural disaster events
  - Medical response and medical assist
- Ensure safety and direction of the crew in the absence of the officer
- Undertake dynamic risk assessment - Identifying potential hazards, take steps to eliminate, isolate, minimize, report hazards to officer in charge and implement control measures
- Provide feedback to the officer regarding tactic effectiveness
- Operate specialist appliances such as Command vehicle, aerials etc.

#### Post-Incident Management

Undertake a range of activities post-incident response associated with clean-up, investigation and restoration of operational readiness:

- Ensures scene preservation to enable fire investigation to be completed
- Monitors and ensure ongoing safety of crew during salvage
- Assisting in providing advice and support to victims
- Assist in the clean up and recovery of the incident site and restore the fire appliance and equipment to full readiness for the next emergency
- Assist OIC with operational debriefing to ensure future operational effectiveness, including post-incident recording
- Report to OIC on firefighter welfare needs so these are addressed.

#### Community Risk Reduction

Undertake a range of activities focused on reducing fire risk within the Brigade's response area or wider community:

- Respond to public enquiries and provide advice on risk reduction to individuals, community groups, and businesses within the Brigade's response area or wider community
- Deliver national risk reduction initiatives and programmes at a local level including FireWise, Home Fire Safety Checks, other national initiatives as they are introduced
- Working with at-risk community groups to enhance fire safety knowledge and understanding.

#### Administration

Undertake a range of administrative functions associated with the core roles of response readiness, incident response, and risk reduction.

- Maintains all relevant Fire and Emergency New Zealand databases (including the core Station Management System - SMS) related to core operational, training, risk reduction and station maintenance activities
- Ensuring station supplies are maintained to appropriate levels to support effective running of brigade and operational response.

#### Crew Leadership

Provide informal leadership to other brigade members in support of the Officer in Charge and Area Management:

- Leads by example in maintaining personal and operational standards for dress, turnout, behaviour
- Assisting with providing crew members with individual coaching to enhance skills and capability.

#### Training

Contribute to crew training activities focused on ensuring the crew has the required skills to respond effectively to emergencies and undertake risk reduction activities:

- Participate in all prescribed training activities, including brigade exercises, station training activities.
- Lead crew training activities.

Any other duties consistent with the position as may be required from time to time by the Station Officer/Senior Station Officer.

#### **SAFETY, HEALTH & WELLBEING - RESPONSIBILITIES**

- Taking responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able
- Following policies, training and guidelines related to safety, health and wellbeing, including reporting of injury and near miss events.

#### **KEY RELATIONSHIPS**

##### Internal

- Other crew and brigade members
- Volunteer brigades within Area
- Other brigades within Area
- Area Management
- Fire Risk Management Officers
- Volunteer Support Officers
- Training Officers

##### External

- Communities
- Community groups
- Other Emergency Service Partners
- Building owners
- Businesses

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PROUD  
HISTORY  
BRIGHT  
FUTURE

## QUALIFICATIONS, ATTRIBUTES AND EXPERIENCE

Suitable candidates will possess the following skills/attributes:

### Essential

- Successful completion of all Fire and Emergency New Zealand Career TAPS Programmes up to and including Senior Firefighter Level, or demonstrated competence to the same level
- Minimum of 2 years secondary schooling Minimum of 4 years as a firefighter Qualified Pump Operator
- Significant knowledge and experience in applying fire suppression techniques Competent in the use of MS Office suite and other Fire and Emergency New Zealand IT based systems and communication tools
- Maintains ability to meet prescribed fitness standards and pass regular fitness assessment
- Sound interpersonal skills and a demonstrated ability to communicate effectively with diverse audiences.

### Desirable

- Qualified Emergency Driver
  - Qualified Specialist Appliance Operator/Driver
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# PRACTITIONER: Organises self and works with others to carry out tasks and duties.

SELF	INFLUENCE	ETHICS	RELATIONSHIPS	STRATEGY	PEOPLE	RESULTS
<ol style="list-style-type: none"> <li>1. Focuses on own development; identifies new challenges to extend experiences.</li> <li>2. Learns and reflects on how own behaviours and work style impact on others and on work tasks.</li> <li>3. Actively seeks feedback from supervisor and peers and acts upon it.</li> <li>4. Demonstrates persistence; adapts approach when required and continues to work to achieve individual and team objectives.</li> <li>5. Maintains an optimistic outlook; overcomes obstacles and recovers quickly from setbacks.</li> <li>6. Recognises the need for and adapts to</li> </ol>	<ol style="list-style-type: none"> <li>1. Contributes to positive work outcomes aligned to organisational objectives.</li> <li>2. Contributes to team goals and understands how they relate to organisational objectives.</li> <li>3. Communicates in an open and frank manner and gains the trust of others.</li> <li>4. Models behaviours that are consistent with the values and practices of the organisation.</li> <li>5. Shares information with the team.</li> </ol>	<ol style="list-style-type: none"> <li>1. Acts without favouritism or bias.</li> <li>2. Adheres to organisational values and code of conduct.</li> <li>3. Leads by example and maintains a high level of professionalism and impartiality; expects and encourages peers to apply the same high standards.</li> </ol>	<ol style="list-style-type: none"> <li>1. Establishes good working relationships and trust with others.</li> <li>2. Is aware of the benefits of networking.</li> <li>3. Operates within the limits and boundaries of their role.</li> <li>4. Represents the organisational position.</li> </ol>	<ol style="list-style-type: none"> <li>1. Gathers information from a variety of sources.</li> <li>2. Understands the relevance of organisational context to the workplace.</li> <li>3. Problem solves, seeks advice and makes recommendations after considering the facts.</li> <li>4. Prioritises work tasks aligned with the organisational strategic direction.</li> <li>5. Understands the need to see the 'big picture' and recognises how relationships and processes fit within it.</li> </ol>	<ol style="list-style-type: none"> <li>1. Works collaboratively as part of a team.</li> <li>2. Is open to the perspective of others.</li> <li>3. Supports the development of talent in others.</li> <li>4. Strives to meet personal objectives and is aware of performance requirements; seeks help when needed.</li> <li>5. Works with others to achieve performance objectives.</li> <li>6. Resolves inter-personnel and inter-group conflict constructively.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintains a client focus in carrying out work tasks.</li> <li>2. Adheres to procedural documentation and completes tasks.</li> <li>3. Responds flexibly to changing demands while remaining focused on the objectives.</li> <li>4. Supplements knowledge with technical expertise from others.</li> </ol>