**Squires Gate Airport Operations Limited**

# **Job Description – Crew Manager & Operations Officer**

## Accountable to: Fire and Safety Manager

**Scope of Job:** To be a contributing member of the Fire & Operations Department. Assisting with extraneous duties when required. Directly supervise the Fire & Operations members of staff as their first line supervisor under the instruction of the Officer in Charge and Fire and Safety Manager.

**Responsibilities / Tasks:**

**Operational**

* Command & control and supervision of the crews of responding airport fire appliances in an aircraft emergency situation and provide any other assistance required, including sector command, first aid, either on own initiative or as directed by Senior Officers.
* Receive and co-ordinate information at the Fire Station and forward it to Senior Officers if required.
* In conjunction with Senior Officers, identify training needs and prepare and deliver lectures, and practical training session in line with the Fire Station training manual to maintain competency and develop skills of the team.
* Responsible for team building, motivation and discipline as part of the line management of the Fire & Operations Department.
* Allocate and ensure that all daily duties are completed. Ensure that all work completed is to a satisfactory standard, and that all work is distributed equally.
* Contribute to the maintenance and development of the Fire Station records.
* Produce reports concerning incidents at the Airport in response to requests from any senior manager.
* Supervise and ensure that the Airfield Operational duties are carried out in a safe and efficient manner including security duties, vehicle escort and Marshalling as directed.
* Other Operational duties will also include Airfield Inspections, wildlife management, aircraft marshalling with other airfield support activities as directed. Assist & supervisor with carrying out fuelling support in accordance with CAA Regulations, receiving deliveries, maintain records and, monitoring operations.
* Any other duty required by the operational needs of the business.

**Safety**

* To ensure knowledge and understanding of all appropriate safety responsibilities as detailed in the Fire Station /Aerodrome Manuals.
* To carry out duties in a manner which minimises the incidents and accidents within your Department, particularly promoting a safe working environment.
* To advise your Manager of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting safety of which they are aware.
* To report any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting safety of which they are aware.

**Security**

* To ensure knowledge and understanding of all appropriate security responsibilities as detailed in job description and other relevant policy documents.
* To ensure that standards set at security training courses are adhered to.

***The above list is not exhaustive, due to business needs individuals may be required to carry out additional duties.***

***To ensure maximum efficiencies within the operation, flexibility is essential. Individuals will be required to assist in other areas.***

**Review By:** TBC

**Review Frequency:** Annually

**General Training:** Attend 1 week Crew Commander initial course at IFTC

Maintain competency and revalidation

 Training and Assessor

 First Aid

***It is your responsibility to ensure your own health, safety and welfare and that of others who may be affected by what you do or do not do.***

***I have read and acknowledged the content of the above job description.***

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| Agreed (Signature of staff member) |  |
| Print Name |  |
| Authorised by (Line Manager) |  |
| Date |  |