**Squires Gate Airport Operations Limited**

# **Job Description – Fire & Operations Supervisor**

## Accountable to: Fire Senior Airport Fire Officer & Operations Manager

**Scope of Job:** To be a contributing member of the Fire and Operations department, assisting with extraneous duties when required. Directly supervise the Fire & Operations Operatives as their Watch Manager under the direction of the SAFO/Operations Manager. As the Fire Station Training Officer you will also be responsible for management and ongoing review of the Fire Stations training program and ensure compliance with CAP 699 3rd addition.

**Responsibilities / Tasks:**

**Operational**

* Incident Command, supervise Fire Fighters, Crew Managers and control the use of responding fire appliances and equipment in an aircraft emergency situation and provide any other assistance required as directed by Senior Officers.
* Receive and co-ordinate information at the Fire Station and forward it to the Senior Airport Fire Officer if required.
* In conjunction with the Senior Airport Fire Officer, you will be responsible for the management and ongoing review of the Fire Stations training program. Identify training needs, prepare and participate in practical and theoretical training sessions, to maintain competency as per the Fire Stations training program and CAP 699 3rd edition.
* Responsible for team building, motivation and discipline as part of the line management structure of the Fire Station.
* 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 of all 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 as required.
* 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 in accordance with CAA Regulations, receiving deliveries, maintaining 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 Manual/Aerodrome Manual.
* 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 direct line 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 not 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:** Health and Safety Training

Other Professional Training Courses required for the role

***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 |  |