**Squires Gate Airport Operations Limited**

# **Job Description – Fire Fighter & Operations Officer**

## Accountable to: Watch Manager & Operations Supervisor, SAFO & Operations Manager

**Scope of Job:** To be a contributing member of the Fire and Operations team, assisting with extraneous duties when operationally required

To provide the following services in accordance with company policies CAA/HSE requirements:

Rescue and Fire Service Duties

Appointed Person First Aid

Equipment/ Building Maintenance

Wildlife Management/ Grass Cutting Duties

Operational Duties

Aircraft Fuelling

Aircraft Marshalling

Aircraft Loading/ Unloading

Security Duties

**Responsibilities / Tasks:**

**Operational**

* Maintain the safe operation of the Airport as relevant to this role.
* Respond and carry out instructions, implement follow procedures as required by the Fire & Operations Manager or Accountable Manager.
* Take part in Fire Service drills and exercises, to ensure that skills are maintained, developed and refreshed. Undertake appropriate specialist training as detailed in CAP168/ CAP699.
* Conduct regular inspections of Airports Fire extinguishers, alarms and smoke detectors
* Participate in Fire and Rescue duties, following instructions from Watch Manager, Fire & Operations Manager.
* To undertake maintenance, inspections and testing of Fire Service equipment; to carry out all other crew duties as required.
* Help maintain, test and inspect Fire Service and other associated equipment; completing and maintaining all records of work undertaken to ensure that the Fire Service operates effectively.
* Undertake Appointed Persons First Aid responsibility for the site.
* Ensure all duties and responsibilities are carried out in accordance with Airport policies/ and procedures.
* Operate vehicles, machinery and tools in accordance with standards.
* Carry out apron duties including security, vehicle escorts and carrying out fuelling of aircraft in accordance with CAA Regulations, receiving deliveries, maintain records and, monitoring operations.
* Other Operational duties will also include Airfield Inspections, Wildlife Management, aircraft marshalling with other airfield support activities as directed.
* Participate in Fire Station general housekeeping.
* Recording of events in the Station Log Book.
* 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 Airport/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 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:** Induction Course

Workplace Induction

Airside Driving

RT Training

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 |  |