

## Job Description

<b>Post Title:</b>	Firefighter (Control)		
<b>Directorate:</b>	Service Delivery		
<b>Department:</b>	Fire Control		
<b>Location:</b>	Southern Fire and Rescue Station		
<b>Grade:</b>	Firefighter (Control)	<b>Date:</b>	August 2019

<b>Responsible To:</b>	Watch/Crew Manager (Control)
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<b>Liaison With:</b>	<ul style="list-style-type: none"><li>• Internal Managers including Senior Managers</li><li>• Operational Station personnel</li><li>• Other blue light Emergency Services &amp; External Agencies</li></ul>
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### **Purpose of Job:**

To contribute to the protection of people and in making communities safer by receiving calls for assistance and determining an Emergency Fire and Rescue response where appropriate.

To provide advice and support to members of the community, to aid survival of an emergency event.

To support and maintain the response of the emergency service.

## **Main Activities, Duties and Responsibilities:**

### **Corporate Responsibilities: -**

1. Actively promote the Service aims and policies for the Fire Authority and Chief Fire Officer
2. Contribute constructively to the work of the Service
3. Progressively develop the service to improve its performance

### **Specific Responsibilities: -**

1. Respond to calls for assistance with respect and courtesy whilst obtaining relevant accurate information and despatch resources to protect the community, property and the environment.
2. Give Fire Survival Guidance to callers in danger and provide advice and support to members of the community at risk
3. The efficient and effective operation of all equipment within the Fire Control Suite.
4. Monitor and test communication equipment.
5. Accept and process all calls made to Fire Control quickly and efficiently.
6. To ensure that all subsequent actions are in accordance with Service Policy.
7. Maintain personal state of readiness to respond to emergency calls.
8. To liaise with other Fire Authorities, emergency services or organisations on incidents.
9. To retrieve data on hazardous substances or other specialised information and pass details to relevant personnel.
10. Provide operational incident information to the media.
11. To obtain and update details of resources, appliances and equipment.
12. To obtain and record details of equipment defects, accidents to appliances and injuries to personnel and to notify appropriate personnel.
13. Correlate and update all relevant information to support the mobilising function and ensure that accurate records are maintained within Fire Control and that all relevant parties are informed of any changes.
14. Process administration requirements associated with Fire Fighter Control.
15. To carry out all daily routines and duties, adhering to the relevant work routines and mobilising instructions.
16. Assisting in Fire Control projects as required.

**Other**

- 17. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue
- 18. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
- 19. To carry out such duties as may from time to time, be agreed and directed by the Chief Fire Officer which are commensurate with the grading of this post.

**Special Features**

Fire Control personnel are contracted to work a shift based duty system which includes working nights, weekends and bank/public holidays

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

**Signature of Postholder** \_\_\_\_\_ **Date** \_\_\_\_\_

## Additional Information for Job Evaluation

<b>Budget Directly Responsible For:</b>	Nil
<b>Budget Indirectly Responsible For:</b>	Nil
<b>Number of employees Responsible For:</b>	Nil
<b>Qualifications and Experience Required:</b>	