

# JOB DESCRIPTION FORM

(Approved by JEWG on 9 December 2002)

## SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
Municipality	
Post Title	Chief Fire Officer
Number of Posts	1
Job Grade	
Date Grade Authorised	
Post Identification No/s.:	
Name of Incumbent(s) and Service Numbers:	

A.2 LOCATION OF POST (The departments or service units and sub divisions within which the post or posts are located. Use the terminology used in your municipality)	
Directorate	
Department	Fire Services
Division	
Section	

A.3 SURROUNDING POSTS	
<b>Immediate Superior</b>	
Job Title	Post Identification No.
Executive Director / Director	
<b>Immediate Subordinates</b>	
Job Title(s):	Post Identification No (s).
Deputy Chief Fire Officer	
Assistant Chief Fire Officer	
Section Heads	
Regional Commanders	
Specialists Posts	

Attach a copy of the approved organogram.

## SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

<b>B.1 JOB PURPOSE</b>
To determine the strategic direction of the Fire Services by alignment of the IDP with SDBIP and to strategically manage staff and resources so as to ensure a safe and secure environment for the municipality and all its residents.

<b>B.2 DUTIES OF THE POST</b>		
<b>NO.</b>	<b>DUTIES/TASKS (What, How and Why)</b>	<b>FREQUENCY</b>
1.	<b>STRATEGIC MANAGEMENT</b> Establish and manage the medium to long term objectives and public safety priorities of a productive and cost effective department by:	Daily/Ongoing
1.1	Analyze and substantiate capital and operating expenditure trends and forecasts of departmental financial needs and provide inputs into the Medium Term Revenue Expenditure Framework	Continuous
1.2	Develop, implement, maintain and review the overall Fire & Rescue Service Master plan in line with the Municipal Integrated Development Plan and relevant and applicable laws and regulations and community fire protection against National Standards	Annually
1.3	Develop, implement maintain and review Municipal Disaster Risk Management Framework and Disaster Risk Management Plan in accordance with the Disaster Management Act	Annually
1.4	Research, review and maintain adequacy of Fire Safety Bylaws and related applicable relevant public safety bylaws through formalized review processes in partnership with other neighboring municipalities, Western Cape Government and the Chief Fire Officers Committee	As and When required
1.5	Initiate and monitor the formation of and monitoring of Fire Protection Associations for agriculture and related sectors within the Municipality.	Ongoing
1.6	Devise and implement a comprehensive fleet management programme and planned preventative maintenance programme for departmental property, plant and equipment	Ongoing
1.7	Analyze, review and control internal work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures	Ongoing
1.8	Develop, implement and review basic event risk assessment standards for events of mass gathering within the Municipality	Annually
1.9	Facilitate Public/Private Partnerships initiatives in social responsibility and community safety issues.	As required
1.10	Prepare and present reports to administrative and political portfolio structures and provide technical and professional advice and recommendations related to levels of service and other related matters that could impact on the Municipal IDP.	Ongoing
1.11	Compile and submit related reports to local, provincial and national authorities and make recommendations where applicable.	Ongoing
1.12	Coordinate special studies on a variety of complex problems that affect and impact on Fire Services which require a high degree of technical competence and political awareness	Ongoing
1.13	Establish, administer and supervise the formulation of whole of operations business continuity and disaster recovery plans	Annually
1.14	Appraise and anticipate relevancy of laws, technologies, and actions of other agencies that influence the Fire Protection & Disaster Management Plans and determine impact on the Integrated Development Programme	Ongoing

1.15	Research, analyze, evaluate and appraise all firefighting and emergency needs, prescribing the necessary policy/standards and implementation thereof to meet needs productively, applying both existing legislations/codes of practice as well as the latest technologies and standards available internationally	Ongoing
1.16	Establish and construct sound relations with the protected community and other departments/agencies/authorities/institutions/bodies with whom the Department interacts.	Ongoing
1.17	Develop behavioral objectives and strategies to enable all sections within the service to deal safely and effectively with adverse life threatening situations and emotionally unstable clients.	Ongoing
1.18	Monitor and plan for the extension of Fire & Emergency Services to all areas by submissions to the Integrated Development Plan;	Annually
1.19	Represent the department providing input on technical matters relating to Fire Services and Disaster Management on a local and national basis (e.g. Commerce and Industry, South African Bureau of Standards, South African Emergency Services Institute, Chief Fire Officers Committee, Disaster Advisory Forums, etc.)	Ongoing
1.20	Advise and expedite the achievement of municipal compliance with all relevant Statutory Legislation and Council policies/procedures/standards to ensure optimum management of firefighting and emergency/disaster operations in the entire Fire and Rescue Service	Ongoing
1.21	Analyze, review and coordinate the reduction of risks identified in the Departmental risk control register	Quarterly
	In order to enable the Municipal Council to provide a sustainable community fire and disaster management service in conformance with its statutory obligations as per prescriptive legislation.	
2	<b>ORGANIZATIONAL MANAGEMENT</b> To establish and develop organizational principles and processes for the delivery of emergency and disaster management services in the area of jurisdiction by performing the following and related functions:	Daily/Ongoing
2.1	Develop, control, maintain and quality assure internal standard operational procedures and Brigade Standing Orders for all administrative, technical, human resource management and work aspects of Fire Department management	Ongoing
2.2	Anticipate and sustain the existing services by filling of critical vacancies and replenishing of the response fleet	Ongoing
2.3	Devise and control the implementation of prioritized response planning policy and procedures that minimize response times to reported incidents of fires, emergencies and impending disasters	Ongoing
2.4	Initiate Community Fire Safety Programmes by developing and implementing a comprehensive fire safety plan for the jurisdictional area	Ongoing
2.5	Develop and control a comprehensive disaster management plan for the jurisdictional area that limits human suffering and mitigates against life and property loss	Ongoing
2.6	Collaborate with agencies of state and other stakeholders and develop and implement community emergency preparedness training and disaster resilience programmes.	Ongoing
2.7	Analyze and review operational incidents to determine the effectiveness of emergency interventions in the municipality and devise measures for improvement	Ongoing
	In order to minimize loss of life and properties resulting from fire and emergencies and to ensure disaster management preparedness planning in compliance with legislative and statutory prescriptions	

3	<b>ADMINISTRATIVE MANAGEMENT</b> Establish and maintain effective administrative systems and process for the Department by:	Daily/Ongoing
3.1	Exercise overall control and responsibility for the efficient management of all assets and resources of the Department	Ongoing
3.2	Prepare submissions, reports, memorandums including letters to the public, external organizations/bodies on all activities in the entire branch and dealing/resolving serious complaints/ queries at this level of responsibility	Ongoing
3.3	Advise and report on the formulation and implementing of budget/ programs for the acquisition and maintenance of assets and equipment	Ongoing
3.4	Attending/Chairing a wide variety of meetings/discussions with subordinates, departmental management meetings, other Council departments, external organizations/institutions/bodies and providing the required input/guidance at such meetings/discussions. Represent the Director, the Department and the municipality in relationships with the public, community groups, and professional organizations and outside agencies.	Ongoing
3.5	Develop, implement, maintain and review administrative systems and controls that provide for efficient, effective and economical management of the Department.	Ongoing
3.6	Undertakes related assignments	As and when required
	In order to ensure that proper and timeous administrative management systems contribute to good corporate governance and image of the Department and the Municipality.	
4.	<b>FIRE ENGINEERING and FIRE PROTECTION MANAGEMENT</b> Ensure that the principles of fire technology and fire engineering science is applied in existing and proposed developments in the built environment of the municipality , by performing the following functions:	Daily/Ongoing
4.1	Assign, execute and authorize the enforcement of National Fire Protection Regulations and local fire safety bylaws and the preparation and adoption of appropriate ordinances;	Ongoing
4.2	Evaluate building plans, rational building designs, rezonings, sub-divisions, deviation applications for fire and life safety compliances and recommend approval/non-approval; and assess development proposals and make recommendations where required	Ongoing
4.3	Perform complex fire engineering analysis, calculations and evaluations regarding rational design applications and approving acceptance thereof;	Ongoing
4.4	Engage with architects, engineers, contractors and town planners involved in development and construction activities which affect fire and life safety and disaster management programmes.	Ongoing
4.5	Ensure that cause of serious fires is investigated/determined and implementing appropriate measures to prevent similar situations as far as possible.	Ongoing
4.6	Provide testimony in Court proceedings as expert/technical witness on matters relating to Fire Brigade and Disaster Management Services	Ongoing
4.7	Perform appointed Peace Officer and Fire Protection Officer duties related in the application and enforcement of any other statutory powers granted under any other legislation pertaining to Fire Brigade Services	Ongoing
	In order to ensure the sustainability of a safe and healthy environment for all communities in terms of prescriptive legislation	

5.	<b>DISASTER / EMERGENCY MANAGEMENT</b> Manage the Disaster and Emergency Management functions within the municipality by performing the following functions	
5.1	Establish and coordinate the functions of a fully functional Disaster Management and Emergency Operations Centre	Ongoing
5.2	Administer and maintain a fully functional Emergency Communications Centre and public safety answering point for the municipality that caters for both life threatening emergencies and technical emergencies	Ongoing
5.3	Establish and maintain integrated institutional capacity for disaster risk management capacity within the municipality	Ongoing
5.4	Attend large scale emergencies as necessary and exercise overall authority of fire and emergency management mutual aid resources at major incidents	Ongoing
5.5	Ensure that integrated disaster management plans and risk reduction programmes are developed in accordance with approved frameworks	Ongoing
5.6	Develop and maintain an integrated information management system and establish communication links with all disaster risk management role-players	Ongoing
5.7	Manage, coordinate and approve integrated interdepartmental disaster risk reduction planning and practices	Ongoing
5.8	Manage and coordinate integrated internal and external disaster response and recovery planning and practice	Ongoing
5.9	Control and maintain the generation of an indicative disaster risk profile for the municipality	Ongoing
5.10	Coordinate the management of local disaster or impending disaster situations in the municipality	Ongoing
	In order to ensure that the municipality meets the requirements of the Disaster Management Act as well as National, Provincial and District Disaster Management Frameworks	
6.	<b>PERSONNEL &amp; PERFORMANCE MANAGEMENT</b> To manage departmental staff so that they are able to meet their objectives as stated in their job descriptions, duty schedules and performance plans, by performing the following and related functions;	Daily/Ongoing
6.1	Manage personnel/subordinates by leading and guiding staff in the achievement of departmental objectives.	Ongoing
6.2	Develop and implement a comprehensive Departmental Occupational Health & Safety Programme.	Ongoing
6.3	Approve the leave of staff and provide for monitoring mechanisms for the control of leave.	Ongoing
6.4	Control the delegation and assignment of duties to subordinate staff	Ongoing
6.5	Ensure that through processes of participative and consultative management mechanisms in so far as it applies to uniformed services, that personnel are regularly informed and interacted with in relation to the achievement of service delivery objectives.	Ongoing
6.6	Administer and maintain the Code of Conduct and the Collective Agreement on Discipline in the department.	
6.7	Evaluate and appraise the performance of employees by conducting performance appraisals and other evaluations as needed; holding subordinates accountable for performance requirements and taking progressive corrective action as required.	Ongoing
6.8	Manage and control the development and implementation of internal policies and guidelines relating to occupational suitability and inherent requirements of various posts within the department, that suitable recruitment, selection and maintenance of occupational suitability is practiced in accordance with legislative requirements and norms and standards	Ongoing

6.9	Administer the process of recruitment, selection and advancement of departmental personnel in so far as is in line with Council's Employment Equity Strategy	Ongoing
6.10	Direct and control the formulation of in-service training and skills development programmes for department personnel by ensuring regular updates and reviews	Ongoing
6.11	Administer and maintain objectives in terms of skills development and verify that departmental capacity and competencies of personnel are improved	Ongoing
6.12	Report on the departmental Skills Development Plan in quarterly reviews	Ongoing
6.13	Perform regular skills assessments in relation to changing environment and technology;	Ongoing
	In order that consistent personnel management practices contribute to higher levels of productivity and service delivery so as to conform to prescriptive legislation and Council's Policies on Human Resources management and Service Delivery	
7.	<b>ECONOMIC EMPOWERMENT</b> To provide for the empowerment of persons and communities in departmental strategic planning by performing the following and related functions:	
7.1	Forge partnerships with external stakeholders and communities	Ongoing
7.2	Advise local and provincial authorities on project developments within the Municipality	Ongoing
7.3	Engage communities in disaster mitigation, relief, rehabilitation and recovery	Ongoing
7.4	Facilitate levels of Procurement through the prescribed policy.	Ongoing
7.5	Facilitate minimum level of preferential procurement and to encourage established business to develop "partnerships" with Black Economic Empowerment in departmental projects	Ongoing
7.6	Ensure that strategic planning caters for future development of the municipality and the protection of economic, heritage, societal and environmental risks.	Ongoing
	In order to enable Council to comply with the objects of Local Government, Municipal IDP, Municipal Finance Management Act, Municipal Systems Act, Broad Based Black Economic Empowerment Act and Disaster Management Act.	

**B.3 AUTHORITY OF THE POST**

This outlines the authority the job holder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to...)

1.	Statutory appointment as Chief Fire Officer under section 5 of the Fire Brigade Services, Act 99 of 1987 and authorized to make decisions and take independent action under the inherent powers thereto
2.	Statutory appointment as Fire Protection Officer under section 6.(6) (b) of the National Veld and Forest Fire Act, Act 101 of 1998 and authorized to make decisions and take independent action under the inherent powers thereto
3	Statutory functionary appointed as Head of Disaster Management under section 45 (2) of the Disaster Management Act, Act 57 of 2002 and authorized to make decisions and take independent action under the inherent powers thereto
4	Authorized to take/make independent action/decisions which do not require specific policy approvals or directives from higher level of authority, as per delegated authority, on all functional responsibilities as well as general administrative and personnel related operations
5	Appointed as Peace Officer under the Criminal Procedures Act and authorized to make decisions and take independent action under the inherent powers thereto

**SECTION C: JOB SPECIFICATION**

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

**C.1 ESSENTIAL REQUIREMENTS OF THE POST**

State the minimum educational, qualifications and experience that are required to perform the job competently.

Qualification	<ul style="list-style-type: none"> <li>• SAESI Higher (Associate) Diploma or National Diploma in Fire Service Technology or an equivalent service related NQF 6 qualification</li> <li>• Safety Management (SAMTRAC) or similar</li> <li>• Valid C1 Drivers Licence</li> <li>• National Treasury Minimum Municipal Competency (MMC) as per Regulation 493</li> </ul>
Reasons for essential qualification	Inherent requirement to perform the functions associated with the post.
Experience	Ten to twelve years of broad and extensive experience in all major functions of a Fire Department, of which minimum five years must have been in a middle management capacity
Essential Skills	Computer Literate and proficient in MS Word/Excel/PowerPoint. • Excellent written and communication skills in at least two of three regional languages with excellent fluency in spoken and written English • Attention to detail and good organizational skills • good presentation and project management skills • good understanding and interpretation of relevant legislation, policies, procedures and regulations • good decision making abilities to prevent serious impacts on lives and property.

**C.2 PREFERRED REQUIREMENTS OF THE POST**

Qualification	
Reasons for preferred qualification	
Experience	

<b>C.3 PHYSICAL/MENTAL REQUIREMENTS OF THE POST</b> (Only where directly relevant to the performance of the job)	
1.	<b>PHYSICAL:</b> Specific physical attributes, which can become essential for the execution of tasks/ duties inherent in the job design, necessitates that the incumbent be physically fit and able bodied.
2.	<b>MENTAL/PSYCHOLOGICAL</b> The employee may be subjected many psychological stressors such as emotional conflicts, incident trauma, labour disputes , conflicting schedules and deadlines, political and social pressures and must be able to manage and deal with trauma and work related stress. No fear of heights, confined spaces, water or any other phobia that could impact on nature and inherent functional requirements of the job.
3	<b>MEDICAL</b> Good sight, hearing and speech ability with no extreme cardiac or respiratory anomalies
4	<b>WORK ENVIRONMENT</b> Work is primarily conducted in an indoor office setting where the incumbent is – <ul style="list-style-type: none"> <li>• Communicate orally face-to-face, in a group setting, or on the telephone</li> <li>• Enter data into a terminal, personal computer or keyboard device and operate office equipment requiring repetitive arm/hand movements and sit for extended periods of time with the ability to change positions.</li> <li>• Produce written documents using proper grammar, punctuation, and spelling;</li> <li>• Use graphic instructions, blueprints and layouts as part of the plan review process when checking for code compliance;</li> </ul> <p>When in outdoor settings during large emergency incidents or multi-disciplinary incidents , the post incumbent will be required to operate as Incident Commander in:-</p> <ul style="list-style-type: none"> <li>• All weather conditions, including temperature extremes, during incidents.</li> <li>• Hazardous environments associated with fighting fires and rendering emergency management assistance, including exposure to smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.</li> <li>• In high, precarious places greater than 3 metres and climb ladders up to 30 metres</li> <li>• High noise environments at an emergency scene.</li> <li>• Working in rough, uneven or rocky surfaces; in buildings and underground storage tanks</li> <li>• Collapsed structures, swift water, high and low angle rope rescues.</li> <li>• Occasionally required to climb or balance; stoop, kneel, crouch, or crawl, sometimes in confined spaces;</li> <li>• Occasionally lift heavy equipment weighing in excess of 30 kilograms</li> </ul>

<b>C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)</b>	
1.	Required to be on standby to attend to and take charge of major incidents if and when required.
2.	Required to work overtime with little or no notice
3	Required to travel on official duties and to respond to emergencies and/or disasters outside municipal area as part of mutual aid agreements with national, provincial and local authorities
3	Required to act as Director in the absence of incumbent when required to do so by Municipal Manager



## SECTION D : APPROVAL OF JOB DESCRIPTION

### D.1 CERTIFIED CORRECT

We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content.

TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Municipal Manager				
Immediate Superior				
IMATU Representative				
SAMWU Representative				
Incumbent				