

## **Job Description Retained Firefighter**

<b>Job Title:</b>	<b>Retained Duty System Firefighter</b>
<b>Based At:</b>	<b>Any Isle of Man Fire and Rescue Service Retained Station</b>
<b>Reporting To:</b>	<b>Retained Sub Officer at your station</b>

**Job Purpose:** To act as an integral part of an operational firefighting and emergency response team to protect people and property from fire and other hazards in the most competent and effective manner to the highest possible standard of care and quality. To work with, and within, the community to prevent emergencies occurring, minimise their impact when they do and to respond effectively when required within a safe working environment. To respond swiftly and safely to all emergency calls and requests for assistance and to deal with emergencies as directed whilst working effectively and efficiently as a member of a disciplined team.

As a member of the Isle of Man Fire and Rescue Service, Firefighters will be required to demonstrate by example and action the behaviors that are detailed within The National Firefighter Selection Personal Qualities and attributes and meet the essential criteria of the Person Specification associated with this role.

**Hours of Duty:** Minimum of 40 (in number) 3 hour drill periods per year and 120 hours stand-by retained cover per week.

### **Areas of Responsibility:**

#### **Main Duties:**

- Maintain operational cover as part of your retained duties;
- Maintain personal operational skills and knowledge and to continuously develop within your role.
- Comply with all of the Isle of Man Fire and Rescue Service policies and procedures;
- Work as a member of the community;
- Undertake Routine Inspections;
- Maintain Operational Equipment;
- Maintain Individual Competence;
- Complete Routine Administration;
- Maintain a personal Level of Fitness and Appearance;
- To practice and promote the Safe Person Concept; and
- To undertake such other duties as may be assigned from time to time as dictated by rank.

**Key Interactions:** Crew Commander, watch Commander, Station Commander, Station Officer Training, other Watch Officers, Operational Firefighters, Fire Safety Department, Flexible Duty Officers.

### **Job Description – Detailed**

**Maintain operational cover as part of your retained duties.**

All Retained personnel are required to give 120 hours of retained cover per week to support the operational response. You will be required to book unavailable whenever you are unable to respond to your alerter, through the use of depletion software or your station management team.

### **Maintain personal operational skills and knowledge and to continuously develop within your role.**

All skills appropriate to your rank and role should be maintained within the National Occupational Standards framework to include knowledge of applicable legislation and Firefighter competencies in line with the demands of the retained operational element of your job.

### **Comply with all of the Isle of Man Fire and Rescue Service policies and procedures**

Firefighters must obey all reasonable and lawful orders given to them by an Isle of Man Fire and Rescue Service Officer, follow with the Services' policies and procedures and comply with the Fire Service Discipline and Capability Support Procedures.

### **Work as a member of the Community**

Work with all members of the community, being sensitive to the needs of others, particularly having regard to equality and diversity issues. To assist in Service initiatives, including the giving of general Fire Safety advice, education and guidance to all members of the community, through a variety of agreed community safety initiatives designed to prevent and protect from the effects of fire and other emergencies.

### **Undertake Routine Inspections**

Firefighters are required to undertake routine inspections of premises as part of operational preparedness to obtain Site Specific Risk Information or as a result of Fire Safety legislative requirements.

### **Maintain Operational Equipment**

Maintain all emergency equipment in a state of readiness, including cleanliness, testing and repairing as required, to approved standards and procedures, and to undertake checks on emergency resources provided for FRS use, including fire hydrants and other fixed installations.

### **Maintain Individual Competence**

Take part in a continuous training and developmental learning program by attending lectures, exercises, simulated incidents, drill sessions, courses and other forms of training designed to achieve and maintain competence levels. It is the Firefighters responsibility to inform an officer on their station if they believe they need additional training in any area in order to maintain their competence. Firefighters MUST keep their Personal Development Record up to date at all times.

## **Complete routine Administration**

This will include test records, availability planning and sickness administration accurately and in a timely fashion.

## **Maintain a personal Level of Fitness and Appearance**

The activities a Firefighter may be called on to undertake at very short notice means that it is extremely important that they maintain a level of personal fitness that will enable them to carry out the activities with a minimum possibility of incurring an injury. All FRS employees must comply with the Services' occupational health scheme by undertaking medicals at the prescribed intervals. Firefighters must also maintain acceptable levels of hygiene, appearance and cleanliness of uniform commensurate with all the duties of a Firefighter. This includes keeping a Personal Protective Equipment logbook up to date.

## **Complete Routine Administration**

Undertake routine administration tasks as required in order to ensure all entries to records are correct and kept up to date. This includes the maintenance of your personal training record in line with the Service's policy.

## **To practice and promote the Safe Person Concept**

To practice and promote the Health and Safety policies of the Service and to ensure the development and progression of Health, Safety and Welfare within the sphere of responsibility of this job description. You will be required to pass the Risk Assessment course, preferably the Services' Chartered Institute of Environmental health two day course.

## **The Safe Person Concept**

The operational environment presents considerable obstacles to the effective management of Health & Safety. During an incident, the fire ground/incident ground becomes the workplace. The FRS cannot control the many types of hazard that can arise in a developing incident which may be impossible to make safe, therefore every effort must be made to make the Firefighter safe. The individual must have the ability to make professional judgments about the appropriate use of available resources in order to eliminate or minimise the risks presented in the operational environment.

The Firefighter must therefore be:

- Able to recognise their own abilities and limitations;
- Able to perform tasks assigned;
- An effective team member;
- Self-disciplined to work within accepted systems of work;
- Adaptable to changing circumstances and
- Vigilant for their personal safety and that of others.

**To undertake such other duties as may be assigned from time to time as dictated by rank**

The job description for a Firefighter cannot include the wide variety of tasks that they may be called on to perform. Firefighters must therefore undertake such other duties as may be assigned from time to time as dictated by experience and circumstances.