



STATEMENT OF DUTIES – TRAINEE FIREFIGHTER

Division:

Operations

Section/Branch:

Permanent Brigades

Award:

Tasmanian Fire Fighting Industry Employees Award

Classification:

Trainee Firefighter

Immediate Supervisor:

Leading Firefighter/ Station Officer

Employment Status:

Permanent Full Time

POSITION OBJECTIVE:

Gain the necessary knowledge, skills and attributes to enable eligibility for appointment to a position of Firefighter.

PRIMARY DUTIES:

1. Work as a member of a team that responds to emergency incidents.
 2. Acquire and maintain competencies and pursue opportunities for self-development through participation in training programs conducted by and for the Tasmania Fire Service (TFS).
 3. Promote community awareness in fire safety and fire prevention through participation in the inspection of property, buildings, emergency response equipment, community education programs.
 4. Provide basic life support at emergency incidents and rescue operations.
 5. Operate emergency response vehicles and equipment in a safe and effective manner.
 6. Undertake maintenance and testing duties to ensure the readiness of fire service equipment and property.
 7. Assist with the development of pre-incident plans.
 8. Provide accurate information in reports and statistical data, including the use of computer systems as required.
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LEVEL OF RESPONSIBILITY:

Responsible to the immediate supervisor for:

- the gaining of competencies in emergency response and community fire safety activities to a level required for the position;
- the effective performance of any duties within the employee's level of competence; and,
- ensuring all work is undertaken according to safe working practices.

Direction/Supervision Received:

Specific direction and direct supervision is received from the immediate supervisor. The Trainee is expected to exercise initiative and judgement, be self motivated and operate within TFS guidelines and Standard Operational Procedures.

SELECTION CRITERIA:

KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Demonstrated ability to work effectively as a member of a team in a variety of situations.
 2. An ability to acquire skills, knowledge and competence and undertake manual tasks.
 3. Effective written and oral communication skills.
 4. A demonstrated capacity to use initiative and judgement.
 5. A demonstrated capacity to work with commitment, consideration, honesty and fairness.
 6. Demonstrated ability to work safely and maintain a safe workplace.
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Essential Requirements:

- Meet the medical requirements of the Tasmania Fire Service.
- Have a high standard of health and fitness.
- Able to work at heights and in confined spaces.
- Hold a current driver's licence to drive a manual vehicle.
- The State Service Commissioner has determined that a person nominated for appointment as a Trainee Firefighter is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following conviction checks are to be conducted:
 - Arson and fire setting;
 - Sexual offences;
 - Crimes involving dishonesty (e.g. theft, burglary, breaking and entering, fraud);
 - Crimes involving deception (e.g. obtaining an advantage by deception);
 - Making false declarations;
 - Violent crimes and crimes against the person; and,
 - Malicious damage and destruction to property.

Accordingly a person nominated for appointment to a position of Trainee Firefighter will be required to provide a Record of Convictions in relation to the above from Tasmania Police prior to appointment.

WORKING ENVIRONMENT:

The TFS is part of the Department of Police & Emergency Management, an agency created under the State Service Act 2000, and operates on a largely independent basis. The Chief Officer of the TFS is required to uphold and promote the State Service Principles which can be found at www.osscc.tas.gov.au/cd/2-2001.pdf. All State Service employees are required to behave in a way that is consistent with these principles. The TFS has decided that it wants a safe workplace where members act with consideration, commitment, fairness and honesty. The Trainee is expected to actively participate in developing and maintaining safe work practices. The Trainee is also expected and encouraged to behave in a manner consistent with the State Service Principles, Code of Conduct and TFS desired working environment.

The TFS is responsible for the protection of life, property and the environment from fire and other emergencies. To achieve this vision, the Service is structured with four divisions: Operations, Community Fire Safety, Corporate Services and Human Services. Community Fire Safety delivers a range of fire safety programs and services to the community, including education programs, industrial training, inspections for and advice about compliance with fire safety regulations, and the sale and servicing of fire protection equipment. Corporate Services provides support to TFS activities in the areas of finance, administration, library, information systems, appliance manufacture and servicing and communications. Human Services formulates human resources strategies and policies, and provides support and advice to the Chief Officer, Executive Management Team as well as TFS members. Operations delivers emergency response and community fire safety services to the community, as well as internal training to career and volunteer members and communications dispatch services. Operations has four career brigades with around 240 members, and over 230 volunteer brigades with around 4,500 members.

A Trainee Firefighter in a career brigade learns the skills, knowledge and attributes to be an effective member of an emergency response crew. The crew responds to a diverse range of incidents including structural and vegetation fires, hazardous materials and a variety of rescue activities. The work environment involves periods of high activity when attending incidents in addition to undertaking training, community fire safety activities and station maintenance duties. A Trainee Firefighter must successfully complete a 12 week Recruit Course, before being posted to a career brigade for a further three month probation period. After successful completion of the probation period the Trainee Firefighter will be appointed to a position of Firefighter. The TFS requires all Firefighters to attain further competencies and experience over the next three years and reach the level of Senior Firefighter.

A Trainee Firefighter may be appointed to either Hobart, Launceston, Burnie or Devonport Fire Brigade, however, during his/her career may be required to work and report to a number of different centres or divisions throughout Tasmania. Due to the nature of the position, work environments may at times be demanding both physically and mentally. A Trainee Firefighter will be required to undertake both non-rostered and rostered shift work.

For further information on the TFS and please refer to the TFS Web Site: www.fire.tas.gov.au.

APPROVED

CHIEF OFFICER

Date: 17 February 2009