**Squires Gate Airport Operations Limited**

# **Job Description – Fire Fighter / Operations Operative**

## Accountable to: Crew Manager, Watch Manager and Fire Service Manager

**Scope of Job:** To be a contributing member of the Fire and Operations department, 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
  + Wildlife Management / Habitat Management Duties
  + Aircraft Fuelling
  + Aircraft Marshalling
  + Aircraft Loading/ Unloading
  + Operational Duties
  + Security Duties
  + Equipment / Building Maintenance
  + Wildlife and Habitat Management Duties
  + Winter Operations 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 Crew Manager, Watch Managerand Fire Service 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 the Airports Fire extinguishers, Fire alarms and Fire detection systems as specified in the Regulatory Reform (Fire Safety) Order 2005.
* Participate in Fire and Rescue duties, following instructions from Crew Manager, Watch Manager and Fire Service Manager
* To carryout maintenance, inspections and testing of Fire Service equipment; and 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 and Operations department operates effectively.
* Undertake Appointed Persons First Aid responsibility for the Airport.
* Ensure all duties and responsibilities are carried out in accordance with Airport policies/ and procedures.
* Operate vehicles, machinery and tools in accordance with laid down 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 Safety Management System/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 you’re Supervisors and Managers 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 not 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.***

**General Training:**

* + - * Workplace Induction and Safety Training
      * Rescue and Fire Service Induction
      * Airside Driving
      * RT Training
      * Aircraft Fuelling Training
      * Wildlife Management / Habitat Management Training / Winter Operations
      * Aircraft Marshalling Training
      * Ongoing Maintenance of Competence Training

Security Training

***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 |  |