

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

**1. JOB IDENTIFICATION**

- 1.1 Position Title:** Fire & Rescue Crew II
- 1.2 Position Level:** S3
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Aviation Safety Services
- 1.5 Job Code No:** 19.800.07
- 1.6 Job Location (*Complete as appropriate*):** Department of Civil Aviation,  
Airport  
**Ministry:** - Ministry of Information & Communications. **Department:** -  
Civil Aviation, **Division:** - Section: - Fire & Rescue Services.  
**Unit:-**
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Fire & Rescue Foreman.

**2. PURPOSE, DUTIES & RESPONSIBILITIES** (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

**Purpose:** To attend to any emergency situation occurring at the airport or in the immediate vicinity involving aircraft accident/incident, damage to public property etc. The objective is to provide fire fighting, rescue operation and first aid services to save lives.

Duties and Responsibilities	% of Time
<p><b>Field Works:</b></p> <ul style="list-style-type: none"> <li>▪ Attend to emergencies fires on aircraft accident, incident and perform fire fighting and rescue operation, also to attend non-aircraft fire within the aerodrome and off the airport.</li> <li>▪ Maintain and upkeep of the CFT vehicle condition, Fire and safety equipment and rescue tool and communication and alerting system.</li> <li>▪ Perform special duties for wash down fuel spillage, fire escort, hot work standby, fueling standby, hazardous cargo standby, etc.</li> <li>▪ Participate in drills, lectures, fire exercises and physical training. Inspect, test and report on fire hydrants, water supplies, fire extinguishers and fire hoses for their serviceability.</li> <li>▪ Adherence to the Fire and safety Procedures, directives and Instruction.</li> <li>▪ Carry out routine prevention &amp; fire protection checks on daily bases and report any discrepancies accordingly.</li> <li>▪ Attend to all fires. Perform assigned duties by the Fire Officer.</li> <li>▪ Perform cleaning and upkeep of fire station, fire equipment and Airport Emergency Service (AES) vehicles.</li> <li>▪ Check all available items and equipment carried on Crash Fire Tender (CFT) vehicles and ascertains their serviceability.</li> <li>▪ Render first aid services at the accident/incident scene till the arrival of regular medical services. Maintain a state of alertness on 24 hours on standby for duty.</li> </ul>	100%

**3. KNOWLEDGE & SKILLS REQUIRMENTS:** *Minimum requirement for performance of work describe:*

**3.1 Education:** Non Class XII with Certificate.

**3.2 Training**

**3.3 Length of practical experience:**

**3.4 Knowledge of language(s) and other specialized requirements:**

- Knowledge of English to read and write.
- Knowledge of basic fire fighting and rescue procedures.
- Basic knowledge on types of fires and their extinguishing agents.

**4. COMPLEXITY OF WORK:** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The work requires a basic knowledge of aviation fire fighting and rescue operation procedure. The fire fighting and rescue operation service at the airport requires to work in dense smoke, heat, toxic gases and chemical explosion thereby lot of difficulties are encountered during emergency. During such situations he should be capable of taking immediate decisions for his own safety and the safety of other crew members.

**5. SCOPE & EFFECT OF WORK:** *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization.*

The objectives are to fight fire and carry out rescue operation in the event of an aircraft accident or incident. The Fire Crew will act in accordance with the instructions from higher officers in the event of an aircraft accident or incident. The Fire and Rescue services at the airport works non stop throughout the year during aircraft operation and standby position during non operation hours for fire prevention and protection at the airport facilities.

**6. INSTRUCTION AND GUIDELINES AVILIABLE:**

- 6.1 Instruction:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

During fire fighting and rescue operation activities all Fire Crew will work under the close supervision of the team leader. He may, depending on the situation exercise his own judgement and experience in assessing the risks involved at the fire fighting scene. After the fire fighting exercise issues like the performance and shortfalls in the work will be discussed immediately.

- 6.2 Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

Operational and technical guidelines are available from the text of the International Civil Aviation Organisation (ICAO) Annex 14, Document 9137. Standards, procedures and practices which are required to be provided by airport Fire and Rescue Services as per airport category in the interest of the safety of passengers and aircraft is available in this text book. Where necessary other relevant guidelines may be received from the higher officers.

- 7. WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

Close co-ordination with all other agencies working at the airport in the interest of air safety and fire protection. To exchange messages, obtain clarification, discussion on the operational matters involving safety requirements and other facilities within the aerodrome.

- 8. SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates.*

No supervision over other employees.

9. **JOB ENVIROMENT:** *Describe physical exercise required, such as walking standing, lifting objects, etc., and /or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts.*

The job involves participation in fire fighting exercises and upkeep of fire fighting equipment. Report on the malfunction of fire vehicles and rescue equipment.

All Fire & Rescue personnel will be required to exert heavily under extreme working conditions like toxic gases, smoke, heat, flumes, extreme weather conditions and difficult terrain. They may be required to climb heights, lift heavy objects and handle chemicals. The job demands unlimited time with no week end/local/Govt. holidays and waking up in early morning.