

JOB DESCRIPTION

Job Title : FIRE VEHICLE OFFICER

Position Summary

- To monitors the operational status of fire vehicles and equipment and coordinates maintenance related issues as required.

Report to

- Deputy Chief Fire Services

Principal Duties & Responsibilities

1. Coordinates with station captains (duty officers) and follow-up on any reported fire vehicle and equipment defects on day-to-day bases.
2. To maintain records of fire vehicles and associated ancillary equipment as per vehicle check list and coordinates other matters pertaining to fire vehicle maintenance.
3. Follows-up and investigates fire vehicle accident and coordinates repair actions with concerned parties.
4. To monitors preventive maintenance schedules of all fire vehicles and ensures that regular up-keep of vehicles and operational equipment are being conducted.
5. Evaluates vehicle performance reports prepared by mechanics and submits recommendations pertaining to outstanding problems.
6. Reviews availability of spare parts status and follow-up on spare parts requirements and expedites vehicles repairs to ensure minimal out-of-commission time.
7. Prepares monthly reports on availability of equipment and status of fire vehicle maintenance program.
8. Designs statistical graph on vehicles daily performance rating to ensure and determine the most common defects of the every unit.
9. Participates in preparation of fire vehicle specifications and assist in the fiscal budget process.
10. Enters fire vehicle maintenance data into KKIA (MMS) computer system.
11. Performs other duties as assigned.

Qualifications / Credential:

- Twelve (12) years formal education, university degree in fire/rescue related subject preferred.

Specialized Qualifications

- Shall have completed formal course in and qualified to N.F.P.A -1021, officer level II. Shall also be qualified to N.F.P.A-1031 Fire Inspector level II, fire investigator level II and fire prevention education officer level II. Shall have completed course on fire vehicle and equipment maintenance.

Experience

- Fifteen (15) years experience in fire rescue services including at least ten (10) years in a supervisory position. At least five (5) years experience must have been spent in the maintenance and operation of fire vehicles. At least three (3) of the last five (5) years must have been spent in an equivalent position at a category six(6) or above airport. Possession of a university degree in a fire rescue related subject will reduced the experience requirement by four (4) years.

Languages

- Arabic desirable. Ability to Read, Write and Speak English is required.

Other

- Valid vehicle operator's license in country of origin and ability to obtain same in Saudi Arabia.