

POSITION TITLE: Sub Officer

REPORTS TO: Station Officer

SUMMARY STATEMENT: Carries out fire prevention inspections, prevention, suppression and training requirements for both structural and aircraft fire, crash and rescue in accordance with Project Procedures and policies, regulations and instructions and as required by the Fire Station Officer, Chief Fire Officer, Program Manager or Force Engineering Officer.

DUTIES & RESPONSIBILITIES: Incumbent shall perform the following duties and responsibilities in accordance with the requirements and performance specifications of the current Contract:

- Takes command of all fires, accidents or other safety until relieved by a Senior Officer.
- Performs operational and training duties as required for day-to-day running of the Fire Station.
- Ensures that operational, maintenance and training records are properly maintained (including but not limited to property inventories, personnel, call-outs, inspections, preventive maintenance, investigations and fire extinguisher records).
- Ensures that all firefighting equipment is maintained in a high state of readiness.
- Prepares and submits routine reports as required by the Station Officer.
- Supervises the activities of Crew Chiefs and other assigned EN firefighting personnel.
- Trouble shoots the Fire Alarm System, reporting faults and deficiencies and raising appropriate corrective work orders through the Fire Station Commander.
- Carries out fire alarm, extinguisher and fire prevention inspections as required.
- Implements the approved Fire Prevention program and enforces fire regulations; recommends corrective/remedial action through chain of command based on inspections or investigations.
- Carries out spotchecks and inspections of duty firefighting crews during silent hours.
- Encourages the development of leadership and professional skills of assigned firefighting personnel through appropriate training, instruction, practical drills, physical fitness training and team building exercises.
- Ensures that assigned personnel are familiar with all areas of their assigned duty location.
- Conducts evacuation drills, fire and crash rescue drills, breathing apparatus drills in accordance with the training program.
- Maintains a high standard of personal physical fitness and appearance at all times.
- Conducts Fire Safety training for civilian and military personnel as required.
- Acts as Fire Station Commander in the absence of the incumbent when so designated.
- Directs all assigned firefighters in performing required activities in accordance with relevant NFPA or equivalent UK standards or Generally Accepted Industry and Professional Standards.
- Trains Egyptian National personnel in accomplishing work in accordance with the approved On-Job-Training program.
- Performs in Force Majeure situations in any capacity when designated
- Performs emergency/stand-by duties as required.
- Performs other duties as required by the Program Manager.

EDUCATION: US High School/UK Secondary School graduate or military/fire service equivalent. Must have held at least Leading Fireman (civil) or NCO (military) rank. Membership of a recognized professional Fire Prevention or Industrial Safety Organization is desirable.

EXPERIENCE: Minimum of five years experience in either local authority, civil aviation or military fire service with at least three years at Leading Fireman/NCO level. Should also have at least one years fire prevention experience and be familiar with NFPA or UK recognized safety and fire regulations. Maybe required to hold and maintain a current a valid HGV III driving license. If so, must be able to acquire and maintain a driving license of equal capacity.