



# TASMANIA FIRE SERVICE

## STATEMENT OF DUTIES

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*Position Title:*

**TRAINEE FIREFIGHTER**

*Division:*

Operations

*Award:*

*Tasmanian Fire Fighting Industry Employees Award*

*Immediate Supervisor:*

Leading Firefighter / Station Officer

*Position Number:*

Various

*Section/Branch:*

North, South, North West Regions

*Classification:*

Trainee Firefighter

*Employment Status:*

Permanent Full Time

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### **POSITION OBJECTIVE:**

Gain the necessary knowledge, skills and attributes required for promotion to a position of Firefighter.

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### **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 learning and development activities.
  3. Promote community awareness in fire safety and fire prevention through participation in community education programs and the inspection of property, buildings and emergency response equipment.
  4. Provide basic life support at emergency incidents.
  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:

- behaving in a manner consistent with Tasmania Fire Service (TFS) Values;
- 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 be self-motivated and able to exercise initiative and sound judgement. At all times the Trainee must work within TFS policies and operational procedures.

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## SELECTION CRITERIA:

1. Demonstrated ability to work effectively as a member of a team in a variety of situations.
2. An ability to undertake manual tasks and to acquire skills, knowledge and competence.
3. Demonstrated effective written and oral communication skills.
4. A demonstrated capacity to use initiative and judgement.
5. A demonstrated capacity to work in a manner that is consistent with the TFS values of service, professionalism, integrity and consideration.
6. Demonstrated ability to work safely and maintain a safe workplace.

## Essential Requirements:

- Meet the medical and fitness requirements of the TFS.
- Able to work effectively at heights and in confined spaces.
- Hold a current manual driver's licence with no restrictions and meet the vehicle licensing requirements to be eligible to apply for a licence to drive all TFS fire appliances by the commencement of the Trainee Firefighter Development Program (a medium rigid (MR) endorsement is required under current licensing requirements).
- The Head of the State Service 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.

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## 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 in [Employment Direction 2](#) at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo). 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 work in a manner that reflects the values of service, professionalism, integrity and consideration. The Trainee Firefighter is expected to actively participate in developing and maintaining safe work practices. The Trainee Firefighter is also required to behave in a manner consistent with the State Service Principles, Code of Conduct and TFS desired working environment.

The following information outlines what the values mean to the TFS.

### Service

We value:

- Serving the Tasmanian community
- Being responsive to community needs
- Being progressive and delivering quality services

### Integrity

We value:

- Being trustworthy and ethical
- Treating each other fairly and honestly
- Having the courage to do the right thing

### Professionalism

We value:

- Dedication and pride in our organisation
- Being skilled, efficient, committed and innovative
- Using our collective capabilities to deliver an excellent service
- Being accountable for our actions

### Consideration

We value:

- Each other
- Working together to achieve our goals
- Treating each other with respect and understanding
- Being supportive, compassionate and helping each other.

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 Leadership 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 the maintenance of a station and supervision of personnel, as well as training or community fire safety activities. A Trainee Firefighter must successfully complete a 15 week Trainee Firefighter Development Program, 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 will be appointed to the North, South or North West Regions. A Trainee Firefighter will remain working in the appointed region and it is unlikely TFS will facilitate permanent transfer to other regions once the Trainee Firefighter has progressed to the Firefighter classification. A Trainee Firefighter may be required to work and report to a number of different centres or divisions throughout Tasmania on a temporary basis. Due to the nature of the position, work environments may at times be physically and mentally demanding. 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 website: [www.fire.tas.gov.au](http://www.fire.tas.gov.au)

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**APPROVED**

**DIRECTOR HUMAN SERVICES**

January 2016