



JOB DESCRIPTION

Airport Authority Cook Islands



JOB TITLE:	Rescue Fire Fighter (RFF)
WORK UNIT:	Rescue Fire Service (RFS)
SALARY BAND: B	GRADE: 2 STEP: 9 - 13 (\$20,797 - \$23,397)
RESPONSIBLE TO:	Crew Chief
RESPONSIBLE FOR:	Rescue, Firefighting , Runway inspections, Security patrols and Access control
JOB PURPOSE:	<p>This job exists to:</p> <ul style="list-style-type: none"> To save lives and protect property Maintain compliance with relevant parts of the CICAR Part 139.
DATE APPROVED:	July - 2022

MISSION:

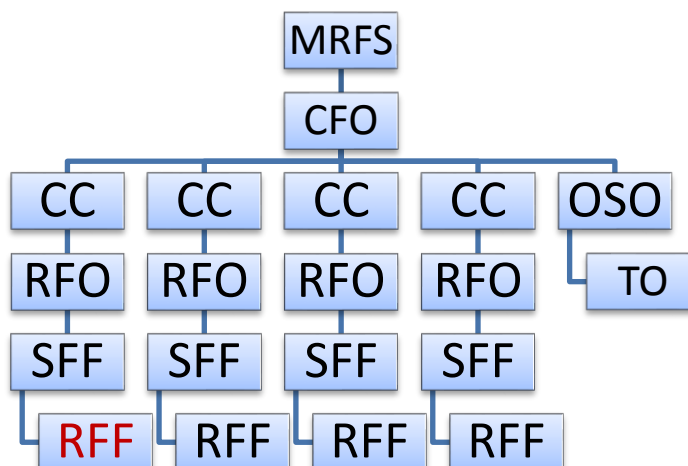
To facilitate the safe and secure movement of air travellers into and out of the Cook Islands

VISION STATEMENT:

Unique People, Connecting lives.

We will be the leading airport company in the region, connecting lives with the friendliness and passion of the Cook Islands people

ORGANISATIONAL CONTEXT:



FUNCTIONAL RELATIONSHIPS:

EXTERNAL CONTACTS

NATURE OF CONTACT

<ul style="list-style-type: none"> • Public 	<p><i>Courtesy, giving and receiving information, explaining things to people, clarifying needs.</i></p>
<ul style="list-style-type: none"> • External emergency services and agency 	<p><i>Courtesy, giving and receiving information, explaining things to people, clarifying needs, gaining cooperation</i></p>
<ul style="list-style-type: none"> • Airport tenants 	<p><i>Courtesy, giving and receiving information, explaining things.</i></p>
<ul style="list-style-type: none"> • Airport contractors 	<p><i>Advising of new policies, explaining things and gaining cooperation.</i></p>

INTERNAL CONTACTS

NATURE OF CONTACT

<ul style="list-style-type: none"> • CEO, • Director of Operations, • Director of Corporate Services • Director of Support Services • Section Heads 	<p><i>Courtesy, giving and receiving information, explaining things and, clarifying needs.</i></p>
<ul style="list-style-type: none"> • Manager Rescue Fire Service 	<p><i>Courtesy, giving and receiving information, explaining things and clarifying needs and abiding with operational requirements.</i></p>
<ul style="list-style-type: none"> • Crew Chief, • Training Officer 	<p><i>Courtesy, giving and receiving information, explaining things and clarifying needs and abiding with operational requirements.</i></p>
<ul style="list-style-type: none"> • Staff 	<p><i>Giving and receiving information, explaining things display team work and team spirit thereby motivating each other.</i></p>

AUTHORITY:

Financial	NO
Staff	NO
Contractual	NO

KEY RESULT AREAS:

JOB HOLDER IS ACCOUNTABLE FOR	JOB HOLDER IS SUCCESSFUL WHEN
Operational Compliance	
1. Assist in fire incidents and conducts fire-fighting tasks to save lives and minimise fire damage to properties	1. Complete and pass the Basic Fire Fighter's course. 2. 100% participation and passes in all monthly training drills
2. Assist in emergency situations including aircraft incidents, search and rescue, and hazardous material incidents	1. Continuous 100% participation in all training drills, meeting all performance criteria
3. Operates the Domestic fire-fighting and rescue vehicle, apparatus, equipment and tools accordingly	1. Able to demonstrate competency in operating vehicles, apparatus, equipment and tools
4. Performs routine checks and inspections of fire-fighting vehicles, apparatus, equipment, tools and emergency supplies accordingly to ensure on-going operational effectiveness	1. Records evidencing checks and inspections are completed and signed 2. Faults are reported, followed up and resolved
5. Maintains physical fitness, technical and operational knowledge by participating in scheduled security, safety, training, drills and studying publications and manuals	1. 70% pass is attained during Annual Competency assessments 2. 100% participation in all scheduled training and physical activities 3. Maintain physical and medical examination requirements 4. Company-issued manuals are read.
6. Carry out Watch-room duties as scheduled	1. Occurrence book records are accurately maintained 2. Watch-room is kept tidy and clean 3. No customer complaints 4. Phone is answered within 3 rings
7. Assist in the control of wild-life on the aerodrome	1. Trained in wild-life management 2. Records all information regarding instances of wild-life 3. Wild-life data is maintained
8. Monitor and control the access of persons, items, substances and vehicles into the airside of security areas of the airport	1. Only authorised persons, items, substances and vehicles are accessing airside at all times 2. All airport users and vehicles are displaying valid airport ID cards and airside permits in designated areas within the airside – at all times. 3. All areas giving access to airside or security areas are secure at all times and there are no instances of unauthorised entry via these access points.
9. Providing security services as required including: a) <i>Routine mobile and foot patrols of the aerodrome</i> b) <i>Routine aircraft and door guarding duties</i>	1. Three (3) mobile/foot patrols are conducted during the day 2. Three (3) mobile/foot patrols are conducted during the night

JOB HOLDER IS ACCOUNTABLE FOR	JOB HOLDER IS SUCCESSFUL WHEN
	3. Available to provide support manning for Apron officer and Arrival Door
Administration Compliance	
10. Complete and furnish company records as required	1. Timesheets, leave applications, fuel issues, and Travel Allowances are completed, correct and furnished on time 2. Monitor emails coming through watch room computer
<p>NOTE: The above performance standards are provided as a guide only. The precise performance measures for this position will further discussion between the job-holder and manager as part of the performance development process.</p>	

WORK COMPLEXITY:

Most challenging duties typically undertaken:

1. Operating different fire vehicles, equipment, apparatus and tools
2. Sourcing accurate information related to incidents
3. Maintaining access control measures at Gate Alpha/Watch-room and around aerodrome

PERSON SPECIFICATION:

PERSONAL

AGE	APPEARANCE
Must be 18 years and over	Neat and tidy
DRIVERS LICENCE	MEDICAL & PHYSICAL FITNESS
Holder of Drivers Licence Class B	Undergo and pass an initial and scheduled physical fitness test and medical examinations

QUALIFICATIONS

ESSENTIAL	DESIRABLE
1. NCEA Level 1 with at least 10 CREDITS each for English, Science and Mathematics	1. NCEAL2 and Other educational achievements

KNOWLEDGE/EXPERIENCE

ESSENTIAL	DESIRABLE
1. Basic 3 Years at Secondary School (NCEAL1)	1. Speaks English and or Cook Islands Maori 2. Background in Fire-Fighting 3. Basic computer skills in MS Office Word and Excel

KEY SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES

The following levels would typically be expected for the 100% fully effective level:

EXPERT LEVEL	Fully conversant with all applications of the skill/knowledge in a range of environments
ADVANCED LEVEL	Thorough understanding of skills/knowledge area/able to pass on skills in this area/recognised by colleagues as having proven skill/knowledge in this area.
WORKING KNOWLEDGE	Sufficient skill to apply in a day to day operations in a fluctuation environment/does not require supervision for routine tasks.
AWARENESS	Limited understanding of skill/knowledge area. Sufficient in order to perform basic task

KEY BEHAVIOURS:

All employees are measured against the following Key Behaviours as part of Performance Development:

1. Commitment/Personal Accountability
2. Professional/Technical Expertise
3. Teamwork
4. Customer/Diplomatic Focus
5. Effective Communications and Relationships

PERSONAL ATTRIBUTES:

1. Physically fit and strong
2. Resilience
3. Ability to sum up the situation and make decisions quickly if required

CHANGE TO JOB DESCRIPTION:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This job description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

APPROVED:



01 July 2022

Tony Wearing
Director of Operations
Airport Authority Cook Islands

DATE