

JOB DESCRIPTION FORM

SECTION 1 – IDENTIFICATION:

REGISTERED JDF

DATE:...../...../.....

HS OFFICER:

JOB TITLE	FIRE SAFETY OFFICER
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Position Number
Various

Level
SO

Effective Date
02/08/2011

ANZSCO
3121

PORTFOLIO: COMMUNITY DEVELOPMENT

DIRECTORATE: RESEARCH & LIAISON

BRANCH: BUILT ENVIRONMENT

SECTION 2 – REPORTING RELATIONSHIPS:

THIS POSITION REPORTS TO:

TITLE:	POSITION N ^o .	LEVEL
Manager Building Plan Assessments	6085	DO
Manager Inspections	6086	DO

POSITIONS REPORTING TO THIS POSITION:

TITLE:	POSITION N ^o .	LEVEL	FTEs
Nil			

SECTION 3 – KEY RESPONSIBILITIES:

Undertakes and assists with the application of relevant fire safety codes and regulations through assessment and inspection of new and proposed buildings (class 2 – 9), to ensure an adequate standard of structural fire safety.



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SECTION 4 – SPECIFIC RESPONSIBILITIES:

DESCRIPTION

- Examines building plans and conducts inspections of building projects to assess compliance with the fire safety requirements of the Building Code of Australia (BCA) and other applicable codes, standards and statutes.
- Prepares written reports for building project administrators on findings from plans and building assessments, highlighting areas requiring attention.
- Assesses fire engineered performance based building proposals for new building projects.
- Liaises with architects, fire engineers, consultants, builders, owners and local government building surveyors at both the development and construction stage of major projects, in relation to the Building Code of Australia and fire safety matters generally.
- Liaises with and provides expert advice and assistance to operational staff in relation to inspections of new and existing premises, and general fire safety in the community.
- Responds to public enquiries in relation to building fire safety matters.
- Assists with reviews and provides comment on the Building Code of Australia and other codes, standards and statutes applicable to structural fire safety services and Ministerial appeals.
- Attends fire incidents as required to provide technical advice to operational staff and to assess the performance of active and passive systems during fires.
- Assists with the delivery of fire safety related training programs throughout the organisation and to external organisations.
- Undertakes other duties as assigned.



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SECTION 5 – SELECTION CRITERIA:

Fire & Emergency Services Authority (FESA) is a values driven organisation committed to equal opportunity and health safety and welfare principles and practices. It is a condition of employment that all employees abide by these values, principles and practices.

APPLICANTS SHOULD ADDRESS THESE SELECTION CRITERIA WITHIN THE CONTEXT OF AN EMERGENCY MANAGEMENT ENVIRONMENT AND WITH A STRONG FOCUS ON VOLUNTEERS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this position.

ESSENTIAL CRITERIA

1. Demonstrated understanding of the Building Code of Australia and other fire safety codes, standards and statutes.
2. Demonstrated ability to interpret and assess building plans, particularly those involving alternative solutions.
3. Knowledge of fire behaviour in structures and fire suppression techniques.
4. Demonstrated high level communication and interpersonal skills, including the ability to develop working relationships with stakeholders.
5. Experience in people management skills and ability to provide training.



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SECTION 6 – EMPLOYMENT FACTORS:

LOCATION:	480 Hay Street Perth Relocating to Cockburn Central in 2012
SPECIAL CONDITIONS: (Eg Annualised hours, Allowances)	FESA is an emergency service organisation and all employees may be required to work outside of normal business hours to assist with operations.

SECTION 7 – CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

PORTFOLIO HEAD

CHIEF EXECUTIVE OFFICER

SIGNATURE: _____ SIGNATURE: _____

DATE: _____ DATE: _____