**TITLE OF POST: FIRE GROUND ASSISTANT**

**GRADE: SCALE 3 (SCP 14-17)**

**RESPONSIBLE TO: DELIVERY MANAGER BTC**

**MAIN PURPOSE OF JOB:** To be responsible to the BTC staff (inclusive of the BATC) for the routine maintenance and cleaning of vehicles, equipment, premises and grounds as well as other duties as required, under the direct supervision of the Fire Ground Technician .

To operate training equipment, assist in exercise preparation and undertake Safety duties as required.

To undertake minor building and facilities repairs as required.

# MAIN DUTIES AND RESPONSIBILITIES

**1 GENERAL DUTIES**

* 1. To promote the Service vision, ‘Creating the safest community’.
  2. To comply with all reasonable requests within the remit of role and to ensure that all tasks are carried out efficiently and effectively to maintain the quality and performance standards as required by the Training Centre Manager.

* 1. To carry out general cleaning of the Training Centre’s buildings, training structures, facilities, yards and grounds on a regular basis, by both manual and mechanical means. (This work may need to be performed by using scaffolding or other high access equipment / machinery).
  2. To ensure maintenance and minor repair of the Training Centre’s buildings and grounds.
  3. To ensure routine maintenance, refuelling and cleaning of appliances and other vehicles held by the Training Centre.
  4. To carry out routine and preventative maintenance and servicing; cleaning and testing; including the administration and carrying out of standard testing of Fire Service equipment as well as completion and maintenance of records of tests.
  5. Repair of defects on equipment held by the Training Centre, including fire extinguishers, breathing apparatus sets**\***, hydraulic and pneumatic equipment, firefighting equipment and personal protective equipment and other equipment as requested by the Training Centre Manager. **\***Defects not involving air supply components which require ‘test box’ analysis**.**
  6. The inspection and maintenance of equipment held at the Training Centre in accordance with legislative and procedural requirements.
  7. To assist with maintaining stores levels, test records and inventory monitoring.
  8. To maintain records, as required by the Training Centre Manager.
  9. To undertake duties relating to the preparation of facilities including, training structures, hot fire units, drill grounds, including vehicles for RTC training, for exercises and training simulations conducted at the Training Centre and off site as required.
  10. To wear Breathing Apparatus, under the supervision of qualified centre staff, to undertake duties relating to the lighting of fires and setting of conditions, in a controlled environment, for live fire exercises.
  11. To undertake duties relating to the clearing of exercise sites upon completion of the exercises.
  12. To assist in the movement of resources (e.g. furniture etc.) as required.
  13. To assist other handypersons or trades staff in the execution of their duties as necessary.
  14. To assist in the familiarisation of new staff with BTC systems, procedures and equipment, to ensure the needs of the Training Centre are met.
  15. To undertake a range of driving duties as appropriate, including forklift and LGV both on and off site.
  16. To occasionally carry out the duties of the post elsewhere within the Service as required.
  17. To undertake the chlorination of shower fittings.
  18. To report and monitor any defects to property and equipment in accordance with Service procedures.
  19. To assist the Service instructors in the delivery of commercial courses both at the centre and off site.
  20. To undertake the role of Safety Officer in the hot fire control rooms.
  21. To operate the fixed installation and portable LPG training rigs for simulation exercises, training events and demonstrations both on and off site as required.
  22. To prepare lecture rooms, messing areas within the centre in advance of courses.
  23. To undertake general security duties of buildings.
  24. To operate fixed installations at fire ground facilities, all pumps, both major and portable, generators and other power driven equipment.
  25. To ensure compliance with the General Data Protection Regulations and ensure data security is maintained.
  26. To attend internal and external training courses as necessary.
  27. To undertake any other duties appropriate to the post.

**2. HEALTH AND SAFETY (GENERAL POLICY)**

2.1 By reference to current health and safety legislation and the Service's

Health and Safety Policy to ensure that all employees:-

* Take reasonable care for their own health and safety
* Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them
* Work with machinery, equipment and substances in accordance with information and training provided
* Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare
* Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay

**3 EQUALITY AND DIVERSITY (GENERAL POLICY)**

3.1 To ensure an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

3.2 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

3.3 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

**4 SAFEGUARDING**

4.1 To promote the application of the Authority’s Safeguarding Policies.

5 **ENVIRONMENT STRATEGY**

5.1 To demonstrate an understanding and commitment to the Service’s environment strategy, in relation to the environment and carbon reduction policies