

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Crew Manager	JEID	
Salary Grade:	CM		
Team:	Technical Support		
Service Area:	Support		
Primary Location:	Service HQ		
Political Restriction	This position is not politically restricted.		
Responsible to:	Fleet and Technical Support Manager		
Responsible for:	Updating and maintaining technical documents, maintaining, and disposing of operational Equipment correctly ensuring an audit trail is maintained throughout the process.		

#### Role Purpose

To ensure that the operational equipment carried on Warwickshire Fire & Rescue Service's appliances are fit for purpose and maintained to the highest practicable standard and ensuring that manufacturers maintenance and operating instructions are carried out.

#### Role Responsibilities

New and replacement operational equipment is correctly procured, in line with WCC procurement guidance, in a timely and effective manner.

Operational equipment is tested and maintained in accordance with the manufacturer's recommendations and is fit for purpose.

Operational equipment is correctly disposed of at the end of its useful life, in accordance with WCC financial regulations and environmental legislation.

A procurement to disposal audit trail (including all maintenance) is maintained for all applicable items of operational equipment using Service's computerised Equipment Management System (EMS).

Liaison with other departments to ensure that Operational staff are provided with information, guidance, and support on the correct operation of equipment.

Liaise with other departments over equipment requirements. Research and develop new operational equipment when the need is agreed and authorised by Line Manager.

Maintain an awareness of the roles of other members of the department and assist as needed.

Stand in for other members of the department to cover leave or sickness as required (appropriate training will be given where needed)

#### Key Tasks

Create individual EMS record for each item of new equipment before it is issued for use. This will include the maintenance requirements, its frequency and the competence required to undertake testing.

Monitor the EMS system to ensure that routine testing is being undertaken on stations and report outcomes to line management as required. Ensure the data captured or recorded is correct to ensure accuracy for audit purposes and timelines of future maintenance.

Arrange for the repair and/or replacement of equipment found to be faulty on testing.

Receive notification from Control if faulty equipment takes an appliance "off the run" and arrange urgent repair or replacement of the defective equipment.

Resolve, on own authority, any technical problems arising with the EMS software and day-to-day equipment maintenance issues.

Produce Standard Test Procedures & Equipment Manuals for all new categories or types of equipment entered into EMS. This includes all necessary research and consultation with manufacturers and others.

Assist with the production of Technical Documents (Ems & STP's) Service Orders and Bulletins for operational equipment, liaising with other departments as required.

Liaise with other departments to ensure that all appropriate staff have been adequately trained on new equipment before it goes on the run.

Routinely review EM's & STP's, service orders and bulletins as part of the document review program.

Provide support to staff by organising participating and assisting at corporate events. e.g. award ceremony and carol service.

Provide and assist with risk assessments of operational equipment.

Generate lifespan forecast reports from the EMS system to inform the equipment replacement programme.

Establish and maintain regional and national relationships with other fire and rescue services.

Provide Line Management and associated responsibilities for the reception team at Service HQ.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Working knowledge of equipment carried on WFRS appliances	A
Good general office IT skills	I
Physically fit and able to cope with manual handling requirements	I
Light vehicle (car & van) driving license	D
Good personal communications skills	I
Able to organise own workload	I
Incident Command Level 1 Assessment	D
Operational experience and knowledge of procedures in relation to equipment	A
Ability to lead and manage people	A

### Desirable Criteria

Assessed By:

Familiarity with WFRS Equipment Management System	A/I
LGV Licence	D
Familiarity with layout of WFRS stations and departments	A
Flexibility of working hours	I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as

specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input checked="" type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	