

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

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| <b>Department</b>                             | Operational Risk Management                        |
| <b>Post</b>                                   | Hydrants & Extinguishers Quality Assurance Officer |
| <b>Post No</b>                                | 505604   |
| <b>Grade</b>                                  | 8  |
| <b>Location</b>                               | South Wales Fire & Rescue Service Headquarters     |
| <b>Responsible to</b>                         | Hydrants & Extinguishers Department Manager        |
| <b>Responsibility for Financial Resources</b> | Hydrants & Extinguishers stock replenishment       |

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

**MAIN PURPOSE OF THE POST**

To assist in the general co-ordination of all aspects of water supplies for firefighting within the SWFRS area and quality assurance and administrative duties for the department.

**DUTIES AND RESPONSIBILITIES:**

1. To assist in creating and maintaining the Hydrant Master Register and all associated databases within the department.
2. Responsible for risk assessing and establishing liability for repair of hydrant defects. Research hydrant inspection/defect history, assess health and safety requirement for retention or removal which can directly impact on SWFRS personnel and our communities. Make recommendations to progress the outcome accordingly and raise orders as appropriate whilst considering the financial implications.
3. Responsible for maintaining and updating hypodermic needle register and disseminate information to relevant internal and external stakeholders.
4. Responsible for monitoring and updating current and new Emergency Water Supplies (EWS) as reported by station personnel and validating locations of the same prior to adding to Hydra database and exporting to Mobile Data to Cabs (MDT's).
5. To assist with attendance, register to ensure lone workers are in attendance and return safely to maintain service delivery.
6. To assist with monitoring the shared department mailbox for safety issues and lone worker provisions and disseminate to the appropriate parties.
7. Responsible for populating and updating the Hydrant database with hydrant usage reported by Fire Service Control.

8. To organise transport and refreshments for meetings as and when required.
9. To assist in dealing with issues and enquiries from and/or relating to Hydrant & Extinguisher Department.
10. To assist with the continued review and management of contracts with external suppliers to assist Hydrant Technicians.
11. To deputise for Hydrant and Extinguisher Team Manager in their absence.
12. To adopt and adhere to any new emerging working practices or procedures that may be introduced within the Hydrant and Extinguisher Department and to provide constructive feedback on such practices and procedures on a regular basis to ensure they remain effective, efficient and fit for purpose.
13. Responsible for managing stock control for hydrant extinguisher supplies, raising orders for replenishment & good receipting.
14. Key holder for extinguisher maintenance supplies and storage facility
15. Responsible for auditing databases such as Redkite to support identification and location of equipment, ensuring accurate information at all times.
16. To carry out audit checks to quality assure repair works when discrepancies arise following information provided by partner agencies as and when required at the direction of the line manager and report back the findings.
17. To carry out assessments on proposed hydrants to determine if they have been installed to the appropriate specification in order to adopt on to the hydrant inspection programme, doing so safely and in accordance with the New Roads and Streetworks Act 1991 and the Traffic Management Act 2004 and carrying out onsite dynamic risk assessments for these.
18. Responsible for carrying out annual extinguisher maintenance in accordance with the BSI quality system and BAFE Guide to Servicing at HQ and OHU and provide occasional cover for essential recharging during leave/sickness of technicians if required.
19. To gain required qualifications and attend periodic training courses to maintain and update skill legally require to for fill the role.
20. To identify and make recommendations for improvements to work activities.
21. To assist in the training and mentoring of any new members to the department.
22. To carry out duties with limited supervision.

23. Observe and promote practices and activities which are within the Health and Safety and Equalities Opportunities Policies of South Wales Fire and Rescue Service.
24. To promote all aspects and ensure the services Welsh Language scheme is adhered to at all times.
25. Any other duties commensurate with the post and grade.

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

## **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

