

Deputy Manager/Officer (Fire & Safety)

Department: Fire & Safety

Location: Baroda/Sikka (Jamnagar)

Eligibility Criteria

Education Qualification	<p>Essential: Full time B.E/B.Tech (Fire Engineering/ Fire & Safety Engineering) from reputed Institution.</p> <p>Preferable: Diploma/ Certification course in Fire & Safety engineering.</p>
Experience	Minimum 3 years of relevant post-qualification experience preferably in Fertilizers / Oil Refinery/ Petrochemical industry.
Age	Not more than 30 years as on 17/10/2018.
Age and experience may be relaxed for exceptionally good candidates	

I. Overall Objective

To identify and evaluate fire hazards, effectively deploy rescue techniques/skills, plan and co-ordinate various functions of fire services department to reduce loss of life and property, provide inputs on fire management issues, perform administrative functions of the department and co-ordinate during fire prevention training programs.

II. Roles & Responsibilities

a) Fire management

- Guide competent emergency response team under him, promote fire safety awareness in the organization;
- Carry out incident investigations, co-ordinate and control the maintenance of the fighting (portable, activate and passive) equipment;
- Provide inputs on fire management issues, perform administrative functions of Fire Services Department and co-ordinate fire prevention training programmes;
- Conduct periodic and random inspections/ internal audits of fire installations to understand sources of hazard;
- Co-ordinate with relevant stakeholders to ensure testing of all fire installations at GSFC;
- Co-ordinate with relevant stakeholders to ensure maintenance of fire vehicles and communication network;
- Prepare comprehensive report regarding any occurrence / incident / fire during shift;
- Attend emergency calls within and outside GSFC within prescribed timelines;
- Constantly monitor and liaise with authorities to ensure smooth working of Fire Dept;

- Carry out detailed investigation and collect evidences to determine cause of fire.

b) Awareness training and drills

- Conduct awareness and training programs on fire prevention/ fire fighting and provide demonstrations of uses of fire extinguishing equipments/media to all employees/ new recruits;
- Participate during mock drills and other activities to ensure emergency preparedness;
- Attend trainings and seminars as directed on fire protection to improve knowledge in self work area.

c) Equipment inspection and purchase

- Inspect fire equipments such as BA set, extinguishers etc. to ensure they are in proper shape/ high quality;
- Research and identify new vendors to be incorporated in the system;
- Assist in procurement of equipment to ensure best in class equipment is procured to maintain standards of the Fire Service Dept.

d) People Management

- Provide functional and technical guidance to fire team;
- Identify training needs and recommend persons for various training programs;
- Coordinate and ensure Effective conflict management;
- Participate in the performance appraisal process of team members.

e) Improvement and Innovation

- Support and oversee Implementation of major policy decisions taken at corporate level i.e. SAP, IMS etc. by monitoring timelines etc.;
- Has awareness of relevant SAP modules;
- Recommend initiatives to improve departmental procedures and SOPs.

III. Key Performance Indicators

- Number of inspections conducted;
- Accuracy of analysis and reports generated;
- Number of delays in planning, scheduling and conducting audits inspection;
- Number of Non-Compliances;
- Number of delays in attending fire calls;
- Number of accidents/ fatalities/ lost time due to non-compliance;
- Number of initiatives taken;
- Timely adherence to implementation;
- Number of training and awareness programs conducted;
- Number of mock drills conducted;

- Number of errors committed during inspection of fire equipment, etc.

IV. Skills

- Integrity;
- Physical fitness;
- Decisive;
- Prompt in action;
- Strong tactical focus;
- Flexibility and adaptability;
- Dedication;
- Basic mechanical aptitude;
- Self sacrificing nature;
- Cost consciousness;
- Teamwork.

V. Remuneration

Shall commensurate with skills, experience and market trends.

VI. Additional Information

The recruit shall be required to execute a Service Agreement to serve the Company for a period of 3 years. In case of breach, recruit shall be liable to pay the Company an amount of Rs.1,00,000/- (Rupees One Lakh only) in lieu of liquidated damages.
