



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Fire Safety Officer
DEPARTMENT: Fire & Rescue
MINISTRY: Public Safety & Utilities
LOCATION: Grand Turk

JOB SUMMARY:

The incumbent in this position will be responsible for safe guard people and property in buildings, facilities and grounds.

KEY DUTIES AND RESPONSIBILITIES

- Identify potential safety or fire hazards in buildings and structures; takes action or makes recommendations to eliminate hazard.
- Ensure that fire extinguishers, smoke detectors, fire alarms, sprinkler system and fire hydrants are in operating condition; conduct fire drills and participate in fire prevention programs.
- Respond to all fire alarms; determine whether a fire exists; and attempt to extinguish fire
- Provide advice and guidance to public on how the risks from fire in the home can be reduced
- Conduct or participate in employee fire safety and accident prevention programme for corporate organisations
- Render first aid in cases of injury or illness
- Participate in a wide range of practical and theoretical training
- Monitor fire appliances and equipment
- Attend to rescues in the community
- Perform Disaster Management duties
- Write incident and accident reports and maintain a record of activities
- Adhere to all Public Service codes, rules and regulations
- Perform other related tasks as assigned.

QUALIFICATIONS AND EXPERIENCE:

- High School Diploma or equivalent
- Certification in defensive driving techniques
- Valid Driver's License.





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Experience: The job holder will attend a three-week basic fighter fighting course and receive on the job training

REMUNERATION PACKAGE:

SALARY - Grade 5.1 \$38,691.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

TURKS AND CAICOS ISLANDERS NEED ONLY APPLY

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

