



Ministry of Home Affairs  
Cayman Islands Government

## **JOB DESCRIPTION**

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| <b>JOB TITLE:</b>    | <b>CHIEF FIRE OFFICER</b>          |
| <b>DEPARTMENT:</b>   | <b>CAYMAN ISLANDS FIRE SERVICE</b> |
| <b>GRADE:</b>        | <b>E</b>                           |
| <b>SALARY RANGE:</b> | <b>CI\$96,372 – CI\$117,420</b>    |
| <b>REPORTS TO:</b>   | <b>CHIEF OFFICER, MHA</b>          |

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### **1. JOB PURPOSE**

The Chief Fire Officer is responsible for the strategic leadership, readiness and delivery of emergency fire and rescue services for the protection of life and property in the Cayman Islands.

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### **2. DIMENSIONS**

- Five active fire stations which include 24/7/365 domestic fire and rescue service for Grand Cayman and Cayman Brac.
  - 168 personnel – consisting of Deputies, Fire Fighters, Administrative and Support staff.
  - An annual budget of CI\$11.5m
  - Provide emergency fire and rescue services for three airports (two international and one domestic)
  - Control and maintain a substantial quantity of emergency fire and rescue equipment, apparatus, buildings and other facilities.
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### **3. PRINCIPAL ACCOUNTABILITIES**

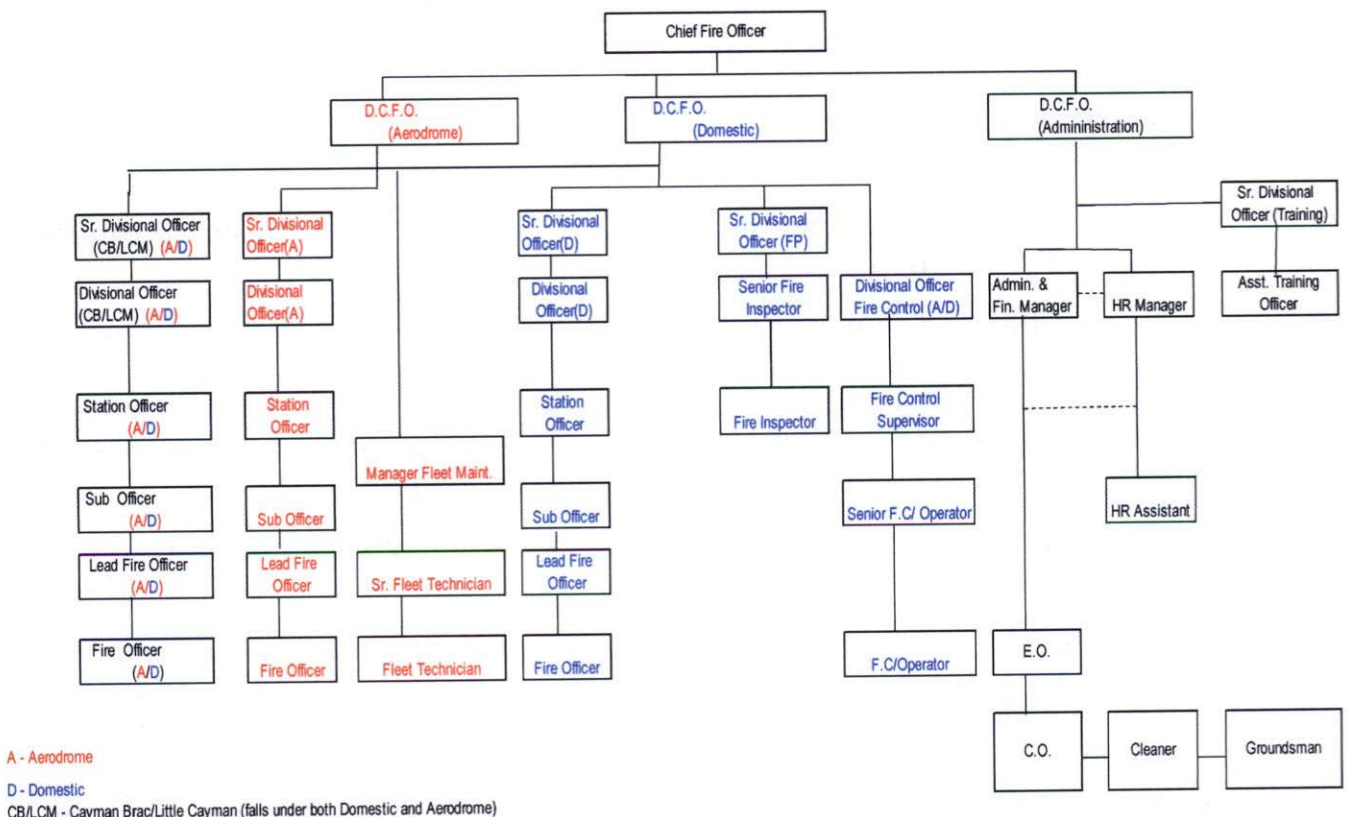
1. (10%) Provide strategic leadership and support to resolve emergency fire and rescue operations at the Gold Command level which includes the Governor, Deputy Governor, Chief Officer, Deputy Chief Officer and other appropriate Heads of Department. This includes emergency planning and business continuity functions, in order to prepare effective plans to meet all foreseeable and unforeseeable challenges.
2. (10%) Direct and manage operations of the fire and rescue service to ensure the highest operational standards, at the aerodrome and domestic Command and Control level, whilst meeting or exceeding the

international standards at the airports outlined in the Overseas Territories Aviation Requirements (OTARs), the International Civil Aviation Organization (ICAO) regulations, and the Cayman Islands Fire Service Aerodrome Operational Manuals. This includes the release and rescue of persons and property from vehicles, aircraft and vessels in hazardous situations as well as the control and mitigation of the effects of the escape or spillage of any hazardous substance.

3. (10%) Plan, direct and manage all fire suppression and prevention in the Cayman Islands to ensure the elimination or reduction of fire hazards in accordance with the Fire Brigade Law, Fire Prevention Code, and National Fire Protection Association (NFPA) standards. This includes overseeing and managing the inspection of places of business to ensure compliance with applicable laws, codes and standards, regulations and procedures.
4. (10%) Lead in the modernization of the Cayman Islands fire and rescue service, to ensure its continued effectiveness, while strengthening its contingency capacity and resilience in reaction to incidents.
5. (10%) Prepare, manage and administer the budget for the department. Plan, develop and implement strategies to maximize resources and generate revenues in accordance with the Ministry's policies and the Public Management and Finance Laws.
6. (10%) In collaboration with the Ministry of Home Affairs and other stakeholders, develop, review and implement all firefighting legislation, regulations, policies, procedures and operational guidelines in accordance with current established best practices and monitor compliance with the same.
7. (10%) Manage the human resources of the organization to ensure effectiveness and efficiency in the delivery of services, through robust recruitment and training/professional development. This must be augmented by consistent and transparent disciplinary processes and counseling/ support as necessary. Continuous monitoring of compliance/ performance must occur to promote quality assurance and staff development.
8. (5%) Assess, identify, inspect, repair, replace and procure all firefighting vehicles and equipment in order to preserve, care for and control all stores, fire and other equipment provided for the use of the Brigade.

9. (5%) Investigate and respond to complaints from the Complaints Commissioner and any other complainant and ensure that the Department meets its obligations under the FOI Law.
10. (5%) Complete administrative tasks as required which include:
  - Maintenance of records on incidents of fire, rescue, injury and loss of property;
  - Preparation of reports on all areas of firefighting, rescue, investigation of fires to determine cause and origin; and
  - Implementation of fire prevention education and awareness programs for the protection of life and property in the Cayman Islands.
11. (10%) Plan, implement and review departmental short and long-range goals, review departmental performance and effectiveness and formulate programs and/or policies to address gaps.
12. (5 %) Perform any other related assignment at the executive level that may be required by the Chief Officer/ Deputy Chief Officer.

#### 4. ORGANISATION CHART



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## **5. BACKGROUND INFORMATION**

The Fire Department is primarily an emergency fire fighting and rescue service for the Cayman Islands communities and the airports. It is the only such service in the Cayman Islands and is called on to deal with a variety of incidences such as aircraft accidents, fires, vehicle accidents, structural failure of buildings and other situations requiring rescue. The department is also involved in the enforcement of the life safety requirements of the Cayman Islands Building Code and Fire Prevention Code through their Fire Prevention Unit.

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## **6. KNOWLEDGE, EXPERIENCE AND SKILLS**

The post holder must possess:

- A Bachelor's degree in Fire Science, Fire Management, Public Administration or related field and 10 (ten) years at a senior supervisory level **OR** a minimum of 15 (fifteen) years of supervisory firefighting experience at a level which has afforded the opportunity to become familiar with all phases of departmental operations, supplemented by successful completion of supervisory courses in fire department administration and fire prevention and business or public administration.
- Skill in strategic management of the emergency planning and business continuity functions.
- Knowledge and experience in effective fire prevention and protection including, but not limited to, the principles, practices, methods, and equipment employed in modern firefighting including fire behaviour, chemistry of fire and fire dynamics, including extensive knowledge of fire suppression methods, practices and techniques.
- Knowledge of the practices of government's human resource management, organization, administration, budgeting and accounting.
- Knowledge of the requirements of airport operations including the Overseas Territories Aviation Requirements (OTAR) and the International Civil Aviation Organization (ICAO) regulations as well as standard airport operation and safety management.
- Knowledge of apparatus design, operation, emergency scene deployment, and maintenance standards, principles of hydraulics.

- Demonstrated ability to react calmly and effectively in emergency and stressful situations with rapidly changing priorities.
- Knowledge in the use of fire records and their application to fire prevention and fire protection administration.
- Leadership, decision-making and communication skills including command and control techniques for the safe and effective deployment of fire personnel at the scene of aircraft, structure, hazardous material, transportation, extrication/rescue, and disaster incidents or operations with the ability to direct and coordinate a multidisciplinary staff in firefighting, fire prevention, and fire service activities.
- Proven ability to perform a broad range of human resource management responsibilities, including: leadership, supervisory, management and motivational skills which are essential to effectively and efficiently develop and utilize the organization's human resources.
- Proven ability to exercise sound judgment in evaluating situations and in making decisions.
- Effective oral and written communication and public relations skills.
- A level of physical fitness which enables he/she to handle the sustained, intense, physical effort often required to perform these duties.

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## **7. ASSIGNMENT AND PLANNING OF WORK**

The post holder will undertake assignments and fulfil directives as delegated by the Ministry of Home Affairs, and is responsible for the duties identified as Principle Accountabilities in this job description.

The Chief Fire Officer works on his/her own initiative and schedules his/her own work as well as delegate assignments to his/her direct subordinates.

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## **8. SUPERVISION OF OTHERS**

The post-holder has responsibility for six direct reports: (3) Deputy Chief Fire Officers, the Administration & Finance Manager, the Human Resources Manager and the Senior Divisional Officer for Training.

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## **9. OTHER WORKING RELATIONSHIPS**

The Chief Fire Officer must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials, etc. The Chief Fire Officer must also build and maintain effective partnerships with diverse external and internal partners including Heads of Department, Statutory Boards, the Private Sector and NGO's.

The Chief Fire Officer is expected to maintain positive public relations through the timely dissemination of information to the community and the general public.

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## **10. DECISION MAKING AUTHORITY AND CONTROLS**

The post holder will consult with the Ministry of Home Affairs as necessary, as per his/her delegations from the Chief Officer and in relation to specific initiatives/ directives received. Otherwise the post holder is expected to work independently in-keeping with the guidelines outlined in this job description as well as in the Policies and Procedures Manual of CI Fire Service and the relevant legislation/ regulations (eg. The Fire Brigade Law, Fire Code, NFPA Standards, PSML, PMFL, the National Archive and Public Records Law, the FOI Law, National Archive and Public Records Law, etc.).

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## **11. WORKING CONDITIONS.**

The Department operates a 24/7/365 service. The post often requires working unscheduled hours and being on call/ stand by as needed.

The Chief Fire Officer will work in both an office /fire station setting and in physically draining and exhausting environments which include taking command and control of a rescue/fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Chief Fire Officer must be able to function effectively for extended periods of time under stressful conditions which result from the requirement to direct rescue and firefighting crews to fight fires in a safe and effective manner and maintain absolute control of dangerous and hectic situations which may include the possibility of loss of life, injury and property

Occasional travel is involved to attend conferences and meetings and to exchange information with overseas counterparts.

Indicate by 'X' in the appropriate box.  
(For on-line purposes only)

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|           | <b>Jobholder</b>         | <b>Supervisor/<br/>Manager</b> | <b>H.O.D</b>             |
|-----------|--------------------------|--------------------------------|--------------------------|
| AGREED BY | <input type="checkbox"/> | <input type="checkbox"/>       | <input type="checkbox"/> |

**Jobholder's Name:**

**Signature:**

**Date:**

**Chief Officer, Ministry of Home Affairs:**

**Signature:**

**Date:**