

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 16 OF THE
DISCIPLINED FORCES SERVICE COMMISSION REGULATIONS**

- Ministry:** Local Government and Outer Islands (Fire Services)
- Post:** Senior Station Officer
- Salary:** Rs 19,000 × 600 – 23,000 × 800 – 28,000 (07 44 57)
- Effective Date:** 24 June 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Station Officer, who reckon at least two years' service in the grade and who –
- (i) possess supervisory skills and leadership qualities; and
 - (ii) are able to communicate clearly and effectively.
- Duties:**
1. To be responsible to the Divisional Officer for –
 - (a) the efficient organisation, administration and management of a Fire Station/Unit;
 - (b) planning and implementing of activities to meet operational objectives;
 - (c) managing and co-ordinating the performance of teams and individuals;
 - (d) leading, monitoring and supporting subordinates to resolve operational incidents;
 - (e) organising fire prevention, training and mass education programmes in the Station area including physical fitness programmes;
 - (f) programming, supervising and controlling the maintenance and testing of appliances and equipment at Fire Station;
 - (g) ensuring the cleanliness of station premises and its proper maintenance;
 - (h) performing fire prevention and firefighting duties and to attend to fire, rescue operations and related emergencies;
 - (i) making arrangements for lectures, acting as training instructor and delivering lectures on fire prevention and fire safety awareness;

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... **24 JUN 2011**

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-2-

- (j) ensuring that attendance of staff are properly recorded and that the attendance books are safely kept;
 - (k) planning, controlling, co-ordinating the performance of team and supervising the work of subordinate staff;
 - (l) promoting good relationship, team spirit, respect and harmony among the personnel and also ensuring effective communication to enhance good public relations;
 - (m) assisting Safety and Health policies in compliance with safety legislation in the Fire Station/Unit where he is posted;
 - (n) assisting in the implementation of the Quality Management System in the Fire Station/Unit.
 - (o) carrying out fire risk assessment in the Fire Station Area and formulating appropriate emergency response plan;
 - (p) monitoring the implementation of fire safety standards in all Government owned or rented buildings in the Fire Station Area and initiating appropriate remedial action, as may be required;
 - (q) ensuring proper manning of Station at all times through proper manpower planning for both day and night coverage; and
 - (r) disseminating relevant information in relation to the Fire Services Act, Fire Services Orders and policies of the Department.
2. To use ICT in the performance of his duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Station Officer in the roles ascribed to him.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... 12 4 JUN 2017

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DISCIPLINED FORCES SERVICE COMMISSION REGULATIONS**

-3-

NOTE

1. Senior Station Officers may be required to work after normal working hours, at night, on Public Holidays, during week-days and officially declared cyclone days.
2. Senior Station Officers may be required to follow such theoretical and practical courses as may be approved and arranged by the Ministry of Local Government and Outer Islands (Fire Services).



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*for Senior Chief Executive
Ministry of Civil Service and
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Date..... 24 JUN 2011