



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality
Department

Lusail Operation Safety Procedural Forms/Checklists – Job Description-Lead Fire Prevention Supervisor

Document No LUS-HSE-FM4-441-023.00 Rev 0

Uncontrolled Copy Controlled Copy Date 01-May-2015

COMPANY PROPRIETARY INFORMATION

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Job Description

1. JOB DETAILS:

POSITION TITLE:	LEAD FIRE PREVENTION SUPERVISOR
REPORTS TO:	FIRE PREVENTION MANAGER
DEPARTMENT:	HSSELQ
GRADE:	
PREPARED / REVISED ON:	MAY 2015

2. JOB OBJECTIVE:

To undertake the lead of the Fire Prevention Supervising Program duties in developing sites and all kind of existing buildings and/or property on a daily basis to Lusail Wide (Developers and CP's), QD Local Projects and QD/Lusail Complex, monitoring and ensuring the implementation of statutory fire prevention requirements, standards and regulations. To monitor Lusail site wide fire prevention programs, initiatives and campaigns. To co-ordinate the Fire Prevention Supervisors and inspectors Team as well all fire prevention requirements with PMCMs / Consultants, contractors including Developer Contractors as required.

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	None
	Total:	0

4. KEY ACCOUNTABILITIES:

Description	Key Result Areas
<p>Provides oversight and program management of pre-suppression/readiness by planning, coordinating, conducting and leading projects such as live fire training, water hole development, etc. Maps and maintains water source locations;</p> <p>Maintains knowledge of the fire protection systems and equipments, roads, topography, landowners, and other jurisdictions (among others);</p> <p>Conducts and/or coordinates Fire Risk Assessments and/or Loss Prevention Inspections;</p> <p>Conduct and/or coordinates Emergency/Fire Drills;</p> <p>Oversees initial response to fire incidents/accidents, as well the emergency readiness;</p> <p>Conducts initial fire size-up assessments, determines fire fighting resource needs, and orders appropriate resources;</p>	



Communicates needs to dispatch or supervisors; orders additional resources as needed;

Determines ownership and/or responsible parties for fire area;

Oversees initial Incident Review Boards, as well the investigation process;

Sets control objectives, determines strategy and tactics, directs actions of resources, directs location and provides oversight for fire prevention in construction sites;

Determines location and configuration of Fire Prevention Systems and/or Equipments. Locates and oversees the use of fire pumps, and other water sources;

Makes initial recommendation for ordering Incident Management Team (IMT) and/or any other Advanced Emergency Response Team (ERT) operating in Lusail;

Assists in IMT briefing preparation and assists in IMT in-briefing. Acts as, or provides liaison for, IMT. Assumes responsibility for the return of a project fire;

Resolves issues with landowners relating to fire suppression systems, equipments and/or actions;

Effectively communicates via person to person, radio, telephone and in writing;

Provides direction and oversight of mop-up standards and procedures;

Functions as a fire investigator to conduct fire cause determination including: origin protection, evidence collection, witness interviews, and preliminary report writing;

Identifies, coordinates, documents and supervises fire prevention programs and /or any fire area rehabilitation needs;

Makes recommendations to supervisors for assignments of personnel and equipment.



5. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal: Client HSE & Fire Management, Fire Prevention Manager, Fire Prevention Team (Inspectors and Supervisors), Supervising & Management Consultants, Contractors PM, CM & HSE, CP's & Developers contractors, among others.

External: Consultant, suppliers, manufacturers, government bodies, ministries, training bodies, etc.

6. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Skills: Excellent communication skills, computer literate, team work capacity, working knowledge with NFPA and /or other applicable standards, Good writing and speaking English, good reporting skills able to prioritize the work. (Arabic language knowledge will be a must)

Minimum Qualifications: Fire Science Degree or equivalent (BSc and/or MSc level) and relevant technical professional qualifications relating to Fire Standards and Codes (national and international), Good working knowledge with Fire Prevention Technologies, Fire Protection Equipment and Systems, using personal adequate knowledge, abilities, skills and experience. (NFPA CFI – I, NFPA CFI – II, and/or other equivalent and relevant qualifications will be preferred)

Minimum Experience: 5 years related work experience, especially in construction field and infrastructure projects; Minimum 3 years of working experience in GCC countries; Fire Suppression and Detection Systems Experience, Fire Operations and Fire Prevention supervision experience (3 to 5 years in the field); Relevant work experience on Fire Behaviour and Combustion, Fire Prevention Technology, Fire Protection Organization, Building Design and Construction for Fire Protection, Fire & Life Safety Systems

7. NOTE:

Carrying this duties and responsibility toward his job and the client;
 Duties and perform high level of training, Inspection and incident investigation and technical reporting;
 All job objectives and Key Accountabilities are the minimum requirements.

8. APPROVALS:

Employee :

Signature

Date

Senior Dept. Manager:

Signature

Date

HSSELQ Director:

Signature

Date

HR Manager:

Signature

Date