



# JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

**VA #: BPSS-2016-138R1**

**OPENING DATE: 10/25/2016**

**CLOSING DATE: CONTINUOUS**

**POSITION TITLE:** FIRE FIGHTER I (TRAINEE) – FIRE FIGHTER III (9 POSITIONS)

**SALARY:** GL-7/1 – 10/7 + 25% HZD + 5% ND  
\$ 358.19 B/W - \$ 584.19 B/W

**LOCATION:** DIVISION OF FIRE & RESCUE  
BUREAU OF PUBLIC SAFETY  
MINISTRY OF JUSTICE

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

**FIRE FIGHTER I (TRAINEE)**

- Fight all types of fires, prepare written reports of fire incidents, check and maintain fire equipment, inspect fire hydrants within and outside of Koror
- Stands on watch in one of the night shifts at the Division of Fire
- Operate Fire Trucks & Ambulances & participates in fire fighting rescue
- Makes regular fire hazard inspections on government facilities and structure
- Makes report to crew supervisor on the result of such fire inspections
- Issue fire permits
- Maintain and services all fire trucks and equipment
- Responds to fire emergencies
- Report to supervisor any fire hazard deficiencies
- Perform ambulatory services by transporting patients in need of urgent medical attention or treatment to the hospital, prepare ambulatory trip reports, and assist in rescue operations due to accidents or natural disasters
- Prepare ambulance trip reports
- Assist/response in rescue operations due to accident and/or natural disasters on land or at sea
- Assist other BPS's divisions
- Investigate arson and other fire incidents regarding the safety of life & property
- Perform education and prevention programs, including school and community lectures, etc.
- Participate in all recommended training
- Participates in public education programs
- Participates in Search & Rescue Mission
- Must deal courteously with the general public

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776

Email: [bpss@palaugov.org](mailto:bpss@palaugov.org) Website: <http://palaugov.pw/bpss>

**Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.**

- Must be familiar with information contained in police bulletins, notices, administrative orders, directives and other sources of information
- On 24hour standby
- May perform other related duties as assigned by the Director, Bureau of Public Safety

**FIRE FIGHTER III**

- Fight all types of fires, perform airport standbys duties, maintains firefighting equipment and accessories; conducts fire investigations and prepares complete reports to Division Chief.....**25%**
- Assist in ambulatory services by transporting patients in need of urgent medical attention or treatment to the hospital and assist in rescue operations due to accidents and/or natural disasters.....**30%**
- Attend supervisory course on fire science and fire fighting trainings; equipment operations and CPR/ first aid trainings. Conduct public education programs on fire prevention, fire safety and minor fire suppression. Conduct inspections on government buildings and private properties upon request.....**10%**
- Assist other divisions within the Bureau of Public Safety, on 24-hour standbys for emergency calls on land and sea, inclusive of Search & Rescue Missions.....**5%**
- Engages actively in primary first line supervision of Fire Fighter I and II categories or may assigned as group supervisor during the absence of the Fire Crew Supervisor.....**30%**

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

- High School Graduate or equivalent
- Must be a good moral character, with no arrest/conviction record of any crime other than minor traffic citations
- Must not have any felony convictions or more than 2 misdemeanor convictions
- Must be willing and will be required to attend Police Academy and other relevant police trainings;
- Will undergo drug testing under the supervision of Director of BPS
- Must be 21 to 35 years of age