

## Job Description – Fire Protection Supervisor

### Position Details

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<b>Position Title:</b>	Fire Protection Supervisor
<b>Division/ Centre:</b>	Facilities Management
<b>Department:</b>	Property Services
<b>Campus Location:</b>	Based at the Saigon South Campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/ Classification:</b>	<b>PSV5</b>
<b>Time Fraction:</b>	<b>Full time</b>

### RMIT University

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RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

[www.rmit.edu.au](http://www.rmit.edu.au)

### RMIT Vietnam

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RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

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## Position Summary

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The Fire Protection Supervisor is responsible for the operation, maintenance, budget management, inspection and improvement of the fire alarm and fire protection systems. This position will manage all documents, certification, licence to comply with Vietnamese Government's policies and requirements and Australian standards. This position will also support engaging with and performance managing contractors to ensure excellent service levels are achieved.

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## Reporting Line

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Reports to: Senior Manager, Facilities and Technical Services  
Direct reports: 2

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## Key Accountabilities

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- Ensure that the operations, maintenance and management activities relating to fire hydraulic systems are carried out and thoroughly inspected in accordance with the preventive maintenance schedule and performed in a safe and efficient manner to comply with Government's policies and requirements.
- Investigate and recommend appropriate corrective action to maintain the highest quality standard of Fire Hydraulic systems and keep up to date and accurate records of actions taken.
- Conduct inspection/calibration of all Fire Hydraulic equipment and devices in line with regular facility operations, maintenance and management activities.
- Responds to fire emergencies.
- Participate in safety drills and firefighter training as instructed.
- Perform thorough daily pump inspections ensuring sufficient stock supplies and equipment are in place and related records are well-maintained.
- Lays hose lines, operates nozzles, pumps and hydrants; utilizes fire extinguishers and performs other actions to suppress fire; operates hydraulic, pneumatic, manual and power tools

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## Key Selection Criteria

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1. A Bachelor in Electrical/ Mechanical Engineering or Firefighting & Protection
2. Solid understanding about standard process of designing and maintaining fire protection records.
3. Minimum 3 years' experience in maintenance and operation of fire protection system (fire alarm system & fire hydraulic system)
4. In-depth knowledge of hydraulic and plumbing disciplines.
5. Team work skill and demonstrated with a strong capacity to lead and manage teams.
6. Proficient IT skills

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## English Proficiency

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English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is outlined in the Recruitment, Selection and on boarding Guidelines and shall be commensurate with the role responsibilities and the engagement with university internal and external stakeholders.

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

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## Organisational Accountabilities

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RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

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## Work Permit

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All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

<b>Endorsed:</b>	Name: Nguyen Tan Phu Title: Senior Manager, Facilities & Technical Services Date: July 2019	<b>Approved:</b>	Name: Andy Kimpton Title: Director Operations Date: July 2019
<b>Signature:</b>		<b>Signature:</b>	