

Job Description – Fire Fighting Supervisor (Residential & Commercial Projects)

Position: Fire Fighting Supervisor

Qualification: Fire & Safety Course Certificate

Experience: 3–7 years (Residential & Commercial project experience preferred)

Job Summary:

The Fire Fighting Supervisor will be responsible for supervising and executing fire-fighting installation works in residential and commercial projects. The role includes coordination with clients, labour contractors, internal teams, and ensuring timely completion of project activities as per standards.

Key Responsibilities:

1. Fire Fighting Work Supervision

- Supervise and execute fire-fighting installation activities at site (pumps, hydrants, sprinklers, alarm systems, etc.).
- Ensure work quality as per approved drawings, safety norms, and applicable standards.

2. Measurement & Documentation

- Prepare daily/weekly measurement sheets for all fire-fighting activities.
- Maintain proper documentation for billing and verification purposes.
- Assist billing team with accurate measurement details for labour contractor bills.

3. Client Coordination

- Act as a first point of contact for client/PMC for all fire-fighting related site work.
- Attend client meetings, present work updates, resolve queries, and ensure client satisfaction.

4. Labour Contractor Handling

- Manage labour contractors and allocate work as per project requirements.
- Handle blue-collar manpower arrangements and daily work allocation.
- Monitor labour productivity and maintain attendance records.

- Negotiate labour contractor rates and finalize manpower requirements.

5. Project Planning & Execution

- Prepare weekly and monthly project execution plans.
- Monitor work progress and ensure targets are achieved as per project schedule.
- Create daily/weekly progress reports.

6. Material Planning & Coordination

- Identify material requirements based on drawings and site progress.
- Coordinate with the purchase team for timely material procurement.
- Track material consumption and report shortages.

7. Internal Team Coordination

- Work closely with purchase, billing, and project management teams.
- Provide required inputs for billing, procurement, and project planning.

8. Safety Compliance

- Ensure all fire-fighting work is carried out following safety regulations.
- Maintain safety standards for labour and site operations.

Skills & Competencies:

- Strong knowledge of fire-fighting systems & installation processes.
- Good understanding of electrical systems related to fire-fighting.
- Excellent communication and client coordination skills.
- Strong leadership, manpower handling, and planning abilities.
- Proficient in reading and understanding drawings.
- Good negotiation and problem-solving skills.

Preferred Candidate:

- Diploma holder with Fire & Safety certification.
- Experience in residential and commercial building projects.
- Ability to independently handle labour contractors and site execution.