

**TOWNSHIP FIRE DEPARTMENT**  
**CHAPTER 1: ADMINISTRATIVE OPERATIONS**

Part 3: Job Descriptions

Subject: Chief

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Effective Date: 01-01-90

Section: 1-3-2

Reviewed/Revised Date: 11-25-19

- 2.01 Purpose. Define the duties of the Chief.
- 2.02 Goal. To describe the staff position of Chief.
- 2.03 Radio designation shall be Chief 1.
- 2.04 The following duties and responsibilities are to be carried out under the administration of the Board of Directors in accordance with policies established by the Board of Directors of Township Fire Department, Inc. Additional duties and responsibilities may be assigned as needed.
- A) The Chief serves at the pleasure of the Board of Directors and has a term of three years, which is renewable.
  - B) The Chief shall oversee policy implementation with the Department.
  - C) The Chief shall appoint with the Board of Directors approval, candidates for all officer positions.
  - D) The Chief shall be sure all departmental records and reports are properly completed, maintained and available.
  - E) The Chief shall act as liaison person for this Department with other departments we work with and shall oversee all mutual aid agreements.
  - F) The Chief is the primary planning officer for the Department and as such shall:
    - 1) Conduct long range planning.
    - 2) Preplan for known possible situations.
    - 3) Establish Standard Operating Procedures and Guidelines.
    - 4) Enforce accepted safety practices and procedures.
    - 5) Recommend short and long term goals.
  - G) The Chief is the representative of the firefighters and as such shall:
    - 1) Represent the firefighters before the Board of Directors.
    - 2) Inform the Board of Directors of personnel equipment needs.
    - 3) Establish and maintain discipline.

- H) The Chief shall meet with the Board of Directors and recommend purchases in priority order with justification for the annual budget. This will also include establishing equipment and supply specifications.
- I) The Chief shall verify that purchases of equipment and supplies meet specifications. He/She will see that all equipment is tested upon purchase and at necessary intervals thereafter so that there is continuous conformity to standards.
- J) The Chief shall work with Battalion Chiefs and Department Divisions to prepare their budgets.
- K) The Chief shall recommend purchases of radios and pagers and arrange for maintenance of that equipment.
- L) The Chief will work with the Assistant Chief on personnel matters.
- M) The Chief shall meet monthly with the Board of Directors with a report of concerns, needs and events.
- N) The Chief shall provide to the Board of Directors and the Townships an annual report discussing:
  - 1) Number and types of emergency events of the past year.
  - 2) The state of the Department.
  - 3) Goals met and deficiencies of concern.
  - 4) Goals for the coming year.
- O) The Chief shall be responsible for ordering Accountability tags as needed.
- P) The Chief shall be responsible for arranging for the annual ladder testing.
- Q) The Chief shall be responsible for arranging for the bi-annual maintenance of the hydraulic extrication equipment.