

TOWNSHIP FIRE DEPARTMENT
CHAPTER 1: ADMINISTRATIVE OPERATIONS

Part 3: Job Descriptions
Subject: Assistant Chief
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Effective Date: 01-01-90

Section: 1-3-3
Reviewed/Revised Date: 11-25-19

- 3.01 Purpose. Define duties of the Assistant Chief.
- 3.02 Goal. To describe the staff position of Assistant Chief.
- 3.03 Radio designation shall be Chief 2.
- 3.04 The following duties and responsibilities are to be carried out under the administration of the Fire Chief and 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) Assist in personnel matters of the Department by:
 - 1) Recommending standards for:
 - a. Membership
 - b. Ranks within the Department
 - c. Test for Volunteers
 - 2) Representing the Chief at Station Meetings.
 - B) Work with Battalion Chiefs to prepare station budgets to be presented to the Chief for consideration in the total budget.
 - C) Represent the Chief in his/her absence.
 - D) Assist Chief in all matters requested.
 - E) Chairs the Personnel Committee.
 - F) Shall be responsible for issuing protective gear to new firefighters and replacement gear to veteran firefighters. He/she shall also be responsible for submitting a yearly budget for the replacement of worn or additional protective gear.
 - G) Shall oversee operation and maintenance of the Thermal Imaging Cameras.

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- H) Establish and maintain discipline with the approval of the Chief and Board of Directors.
- I) Issue station access cards and work with the Sheriff's Department to update their cards.
- J) Coordinate flow testing and compressor maintenance.
- K) Create temporary accountability tags.
- L) Arrange to have contaminated gear cleaned.
- M) Arrange to have used/outdated gear sold.