

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

Part 3: Job Descriptions

Subject: Battalion Chief

Page 1 of 2

Effective Date: 01-01-90

Section: 1-3-11

Reviewed/Revised Date: 06-26-23

11.01 Purpose. Define duties of Battalion Chief.

11.02 Goal. To describe the line position of Battalion Chief.

11.03 Radio designation shall be Chief 10, 20, 30, 40, 50, depending on which station they are from.

11.035 Battalion Chief's serve a 3 year term, by appointment of the Board. Applications for the next 3 year term will be due by September 1st of the final year of the current term. Appointment of the position to be made at the September Board Meeting.

11.04 The following duties and responsibilities will be carried out under the administration of the 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) The Battalion Chief is in immediate command of the Station in a specific Township and is responsible for effective operation of that unit.
- B) The Battalion Chief shall see that Departmental policy and operational procedure is carried out at the local level.
- C) The Battalion Chief shall conduct all the meetings of the station and represent the station in which he/she resides at various community activities.
- D) The Battalion Chief shall see that all reports are completed and passed along in the chain of command.
- E) The Battalion Chief shall see that all incident reports and signup sheets are turned in to the corporate office within 10 days of the date of the incident.
- F) The Battalion Chief shall compile a list of needed supplies and equipment for the station and provide this, with ample justification, to the Chief for budget purposes.
- G) The Battalion Chief shall review all individual firefighter's performance and attendance on a periodic basis and recommend changes and updates as needed.
- H) The Battalion Chief has, at his/her discretion, the option of using an officer from another station to help at an emergency scene.
- I) The Battalion Chief shall work closely with the other Battalion Chiefs to build a unity among the firefighters so that all think in terms of being a

**Subject: Battalion Chief**

**Date: 01-31-05**

**Page: 2 of 2**

- J) The Battalion Chief shall be responsible for the general appearance of his/her station.
- K) The Battalion Chief shall provide an annual inventory of his/her stations equipment to the Chief.
- L) The Battalion Chief shall receive returned turnout gear and verify that said gear is clean when returned to Department inventory.
- M) Battalion Chiefs 10 and 30 shall be responsible for the air sample testing for the SCBA air compressors in their respective stations. These tests shall be completed in May and November yearly.
- N) The Battalion Chiefs are responsible for maintaining records of personal SCBA face pieces issued to their station members. They will also ensure that monthly inspections are being completed on the SCBA masks in their respective stations.
- O) The Battalion Chiefs are responsible for new hire orientations.
- P) The Battalion Chiefs are to recommend updates to SOGs. They will also ensure that their firefighters are made aware of any approved SOG changes.