

TOWNSHIP FIRE DEPARTMENT
CHAPTER 1: ADMINISTRATIVE OPERATIONS

Part 3: Job Descriptions

Subject: Lieutenant

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Effective Date: 01-01-90

Section: 1-3-13

Reviewed/Revised Date: 06-26-23

13.01 Purpose. Define duties of Lieutenant.

13.02 Goal. To describe the line position of Lieutenant.

13.03 Radio designation shall be Township 17, 18, 27, 28, 37, 38, 47, 48, 57, 58 depending which station they are from.

13.035 Lieutenants serve a 3 year term, by appointment of the Board. Applications for the next 3 year term will be due by November 1st of the final year of the current term. Appointment of the position to be made at the November Board Meeting.

13.04 The following duties and responsibilities are to be carried out under the administration of the Chief and in accordance with policies established by the Board of Township Fire Department, Inc. Additional duties and responsibilities may be assigned as needed.

- A) The Lieutenants shall maintain an inventory of resources such as water supplies, within the Township and have the documentation available to all fire units.
- B) The Lieutenants may serve as a sector officer.
- C) The Lieutenants shall maintain the SCBA at his/her station which are on the stations apparatus.
- D) The Lieutenants shall assume responsibilities of higher-ranking station officers in their absence.
- E) The Lieutenants shall periodically inspect all equipment in their station to assure it is in working order.
- F) The Lieutenants shall assist the station Training Instructors as needed.