

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

Part 3: Job Descriptions

Subject: Station Training Instructor/Safety Officer

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Section: 1-3-15

Effective Date: 01-01-90

Revised Date: 06-26-23

- 15.01 Purpose. Define duties of Station Training Instructor/Safety Officer.
- 15.02 Goal. To describe the line position of Station Training Instructor/Safety Officer.
- 15.03 Radio designation shall be Township 105, 106, 205, 206, 305, 306, 405, 406, 505, or 506 depending which station they are from.
- 15.035 Station Training Instructor/Safety Officer's serve a 3 year term, by appointment of the Board. Applications for the next 3 year term will be due by November 1 of the final year of the current term. Appointment of the position to be made at the November board meeting.
- 15.04 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 Directors of Township Fire Department, Inc. Additional duties and responsibilities may be assigned as needed.
- A) The Station Training Instructor/Safety Officer shall conduct the regular training program at the station.
  - B) The Station Training Instructor/Safety Officer shall carry out the training program as set by the Division Chief of Training & Safety Officer.
  - C) The Station Training Instructor/Safety Officer shall assist in departmental training exercises as requested by the Division Chief of Training & Safety Officer.
  - D) The Station Training Instructor/Safety Officer shall act as the station representative to new members and guide them into the program of Township Fire Department.
  - E) The Station Training Instructor/Safety Officer shall document training done at the station and forward these reports to the Division Chief of Training & Safety Officer.
  - F) The Station Training Instructor/Safety Officer shall oversee the safety of all firefighters at emergency calls or training exercises.
  - G) The Station Training Instructor/Safety Officer shall correct any fireground or training action that he/she feels in an unsafe act immediately.