

POLICY: ASSISTANT CHIEF

Hadley Township Fire Department
Policy #053

I. Assistant Chief Appointment

The Assistant Chief shall be recommended by the Fire Chief and approved by the Hadley Township Board.

II. General Description of Duties

In the absence of the Fire Chief, the Assistant Chief directs all operations of the fire department; conducts interviews; makes hiring recommendations; supervises all fire department personnel; and develops policies and procedures to insure compliance with federal, state and local ordinances.

III. Duties & Responsibilities

Plans, directs and exercises general supervision of departmental operations including but not limited to:

1. Making and reviewing all personnel assignments within the department.
2. Enforcing policies and procedures.
3. Making recommendations for the appointment, promotion and dismissal of fire department personnel.
4. Assisting in the preparation and administration of the departmental budget and maintaining expenditures within revenues provided.
5. Coordinating fire department activities with other municipal departments.
6. Supervising fire prevention activities.
7. Maintaining professional development by attending meetings, conferences and seminars, etc.
8. Recommending the purchase of new equipment and directing the drafting of specifications for the equipment.
9. Developing long term plans for improving and maintaining cost effective operations.
10. Responsibility for records and reports.
11. Supervising the maintenance, repair, improvement and replacement of fire fighting equipment, radio equipment and property of the fire department.
12. Supervising programs for the training of fire fighting personnel in modern methods of fire fighting and in use and care of equipment.
13. Assuring that an incident command system is used at all emergency operations.
14. Authorizing the release of information to the press.

IV. Necessary Knowledge, Skills and Abilities

A. The Assistant Chief must possess:

1. A comprehensive knowledge of fire administration and management principals.
2. The ability to manage economically and efficiently.
3. The ability to plan and direct varied operations.
4. The ability to manage emergency situations.
5. The ability to work effectively with public officials and the general public.

V. Minimum required education and training

An equivalent combination of education and experience listed below may be considered.

- A. High school graduate or GED equivalent.
- B. Seven (7) years of experience in fire service, two (2) of which must be at the rank of Captain.
- C. Completion of Michigan Firefighters Training Council Firefighter II, Fire Officer II within eighteen (18) months of initial hire, Hazardous Materials Operation, Automatic External Defibrillator, and Cardiopulmonary Resuscitation.

AUTHORIZED BY: _____ DATE: _____

FIRE CHIEF