St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-02-08 Platoon Chief

Document Type: Job Descriptions

Status:
Issued By: Director/Chief SJRFD

Index: 01 Organization
Section: 02 Department Job Descriptions
Title: 08 Platoon Chief

Purpose

To outline the duties and responsibilities of the Platoon Chief.

Background

A Platoon Chief will be the officer in charge of each of the 4 platoons. They will work the same 24-72 hour duty rotation as their assigned platoon and be based in Central Fire Station for the period they are on duty.

This replaces POG #01-02-08 "Shift Superintendent", dated 2013/05/03.

Procedure

PLATOON CHIEF

Responsibilities:

Reporting to the Deputy Fire Chief, this position is responsible for the efficient and effective daily operation of four (4) platoons within the SJRFD and in assisting the Deputy Fire Chief in supervising and directing firefighting, rescue operations, emergency medical response and the

day to day operation of all stations and assigned staff.

Duties:

a. Directs and inspects operations of personnel, fire stations and equipment, under his/her authority, including but not limited to:

- Assignment projections,
- Call back,
- Leave approval,
- Shift changes,
- Special duties as may be ordered by the Fire Chief (Director) or designate.

b. Communicates information among all fire stations and personnel in the SJRFD.

c. Addresses issues and questions of subordinates including complaints, and recommends appropriate action related to discipline.

d. Responds to major fires and other serious emergencies while on duty and/or when requested while off duty.

e. Assumes Incident Command and directs all tactical operations at the scene of emergencies.

f. Monitors training programs and prepares performance and progress reports for all staff under his/her authority.

g. Makes recommendations to the training division for departmental and individual staff educational and practical training programs..

h. Prepares required reports and investigates operational issues as required.

i. Ensures that subordinates perform required safety inspections of all fire stations/apparatus and rectifies any deficiencies accordingly.

j. Attends OHS Committee meetings for his/her platoon and ensures subordinates perform other OHS related duties such as hazard assessment and safe work practices as laid down by the Department.

k. Assists in implementing and enforcing Departmental and/or City policies, procedures and operational guidelines.

l. Directly supervises the work of assigned personnel and shifts.

m. Represents the Department on various committees as directed by the Fire Chief (Director) and/or Deputy Fire Chief.

n. Acts for the Deputy Fire Chief as required.

o. Performs all other related duties as required.

Approvals
Director/Chief of SJRFD

Approval Date
2015/09/16

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG # 01-02-08
Approved By:

Jerry F. Peach
Fire Chief
(Director of Regional Fire & Emergency Services)

Sept 16/2015
Date

On Behalf of the City of St. John's Human Resources Department

Appendix/Appendicies
None