

OVERBERG

DISTRIKSMUNISIPALITEIT
DISTRICT MUNICIPALITY
UMASIPALA WESITHILI



SHIFT LEADER POLICY

Council Resolution No:

Date:

Municipal Manager:

Executive Mayor

Reference No:

Municipal Code No:

TABLE OF CONTENTS

1.	Preamble	3
2.	Policy Objective	3
3.	Administrative Shift Leader Duties	3
4.	Remuneration	3
5.	Minimum Rank	3

1. PREAMBLE

Although there is no funding available to fill the senior firefighter positions on the org structure, there is still a need for a measure of control and supervision on the 24h shifts when the officer in charge and senior firefighter are not on station.

2. POLICY OBJECTIVE

The purpose of the Shift Leader Policy is to make provision for administrative supervision of a shift on station and dealing with administrative tasks on the station, and not operational.

3. ADMINISTRATIVE SHIFT LEADER DUTIES

On every shift one firefighter will be assigned to be an Administrative Shift Leader. This person will lead the shift in performing administrative tasks and assume a supervisory role in the station.

These tasks will take effect after hours and include inter alia:

- Ensuring that cleaning is done
- Ensuring proper hygiene in the station
- Ensuring operational readiness. (Communication with control center, bunker gear ready etc.)
- Ensuring that members do not leave the station without permission
- Reporting faults and problems to the officer or in an emergency immediately to the duty officer.

4. REMUNERATION

This supervisory duty can rotate, and the person will be paid an extra 10% allowance calculated on the beginning notch of a Firefighter (T8).

5. MINIMUM RANK

Minimum position of Firefighter may perform these functions.