



Fire Officer 1 NFPA 1021, 2014 Edition

Candidate: _____

Date: _____

Fire Department: _____

1021-JPR-01
Evaluation Format
Project

STANDARD: NFPA 1021: 4.2.2 and 4.2.2 (B) 4.2.6 and 4.2.6 (B)

TOPIC: Human Resource Management Non Emergency Assignments

TASK: The candidate will assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location. The instructions will be complete, clear and concise: considering safety and conveying the desired outcomes.

The candidate will coordinate the completion of assigned tasks and projects by members. The members will be given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks. The member will be supervised and will be held accountable for the completion of the assignments.

PERFORMANCE OUTCOME: The candidate will assume the role of Company Officer supervising other Firefighters at a station. The candidate will write a detailed narrative outlining how non-emergency job duties or projects to unit members such as (station duties, apparatus maintenance, and special projects) will be assigned. The assignment will be to assign specific tasks and resources to each individual firefighter, provide for adequate supervision and safety considerations, so that the assignment is completed. Make a written plan of what specific tasks and resources are assigned to each firefighter. Establish an order of priority of tasks and a timeline for completion. The company will remain response-ready at all times.

Conditions: See attached assignment instructions

No.	TASK STEPS	Task Value	Project Score
1.	Assign tasks or responsibilities to unit members during a non-emergency incident	2.0	
2.	Instructions are complete, clear and concise	2.0	
3.	Safety considerations are addressed	2.0	
4.	Desired outcomes are conveyed	1.0	
5.	Assignments are prioritized	2.0	
6.	Members are supervised during tasks	1.0	
	Total	10.0	

Total Points Possible = 10
Points Needed to Pass = 7
Points Scored = _____

Pass **Fail**



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Evaluator/Candidate Comments: _____

Evaluator (sign)

Candidate (sign)

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Instructions

The Fire Chief has policies and procedures put in place to ensure that the department remains in a response ready state at all times and all members complete training on an ongoing basis. Part of the policies and procedures includes that all members (fulltime and paid on-call) participate in non-emergency tasks for completion around the fire halls. These include the following tasks that must be completed on a weekly basis; outside of any designated training times, generally from 6:00 to 9:00 p.m. on Tuesday evenings:

- Apparatus checks (equipment, fluid levels)
- Radio checks
- Paging System checks
- SCBA inspections
- Nozzles inspections
- Tools and appliances inspections
- Small engine checks (PPV, portable pumps, power generators, etc)
- Personal Protective Equipment inspections
- Cleaning of washrooms facilities
- Medical equipment checks
- Cleaning of all floors
- Cleaning of apparatus
- Prepare training room for training
- All reports completed (training report forms, incident report forms, etc.)
- Inventory of the supply room complete

Assignment:

It is your responsibility to assume the role of Company Officer supervising other firefighters at the Highlands Fire/Rescue Department. Using your Fire Departments policies, procedures and operating guideline, write a detailed narrative outlining how all non-emergency job duties will be assigned. Be sure to assign specific tasks and resources to each individual firefighter, and establish an order of priority of the tasks and a timeline for completion. The on-shift companies will need to remain response ready at all times.