

Fire Officer IV Practical Skill Evaluation Sheets Index

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7.2.1A	Appraise Department Human Resources	7.2.1, 7.2.1(A)(B)
7.2.2A	Evaluate Employee/Management Relations	7.2.2, 7.2.2(A)(B)
7.2.3A	Establish/Evaluate Training Goals	7.2.3, 7.2.3(A)(B)
7.2.4A	Appraise Employee Assistance Program	7.2.4, 7.2.4(A)(B)
7.2.5A	Evaluate Incentive Program	7.2.5, 7.2.5(A)(B)
7.3.1A	Project Positive Image for Fire Department	7.3.1, 7.3.1(A)(B)
7.4.1A	Develop a Comprehensive Long-Range Plan	7.4.1, 7.4.1(A)(B)
7.4.2A	Evaluate/Project Training & Facilities Needs	7.4.2, 7.4.2(A)(B)
7.4.3A	Develop a Comprehensive Hazard/Risk Analysis	7.4.3, 7.4.3(A)(B)
7.4.4A	Develop Plan for a Capital Project or Program	7.4.4, 7.4.4(A)(B)
7.6.1A	Develop a Comprehensive Disaster Plan	7.6.1, 7.6.1(A)(B); 7.6.2,7.6.2(A)(B)
7.7.1A	Develop Risk Management Program	7.7.1, 7.7.1(A)(B)

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Skill Sheet No. 7.2.2A	Primary Task: Evaluate Employee/Management Relations		
Objective(s) : 7.2.2, 7.2.2(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Identifies methods for evaluating employee/management relations			
2. Identifies data sources for evaluation			
3. Compiles and summarizes data			
4. Assesses data and facts			
5. Identifies corrective action plan process			
6. Identifies timeframe for corrective action and follow-up			
7. Presents summary of findings			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

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Skill Sheet No. 7.2.3A	Primary Task: Establish/Evaluate Training Goals		
Objective(s) : 7.2.3, 7.2.3(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Completes summary of all requirements by positions			
2. Identifies department training and education needs by type			
3. Identifies timeframe for required training			
4. Evaluates existing training resources and options			
5. Identifies and evaluates training budget			
6. Selects and justifies training program goals and objectives			
7. Evaluates and enumerates steps to implement training program			
8. Identifies plan for evaluating program			
9. Presents summary of findings			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 7

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Fire Officer IV Skill Sheets

Skill Sheet No. 7.2.4A	Primary Task: Appraise Employee Assistance Program	
Objective(s) : 7.2.4, 7.2.4(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
		Pass Fail
1. Identifies evaluative method used for appraisal		<input type="checkbox"/>
2. Identifies members served by the EAP (as a whole)		<input type="checkbox"/>
3. Provides a description of the EAP		<input type="checkbox"/>
4. Identifies goals of the EAP		<input type="checkbox"/>
5. Provides summary of the EAP-including data, findings, conclusion and recommendation		<input type="checkbox"/>
6. Identifies timeframe to implement the EAP program		<input type="checkbox"/>
7. Identifies method of evaluating the EAP		<input type="checkbox"/>
8. Presents summary of findings		<input type="checkbox"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 6

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Fire Officer IV Skill Sheets

Skill Sheet No. 7.2.5A	Primary Task: Evaluate Incentive Program	
Objective(s) : 7.2.5, 7.2.5(A)(B)	NFPA Standard: 1021	Candidate No.
Performance Evaluation Sheet		
Tasks:		
		Pass Fail
1. Identifies evaluative method used for appraisal		<input type="checkbox"/> <input type="checkbox"/>
2. Identifies members served by the incentive program (as a whole)		<input type="checkbox"/> <input type="checkbox"/>
3. Provides a description of the incentive program		<input type="checkbox"/> <input type="checkbox"/>
4. Identifies goals of the incentive program		<input type="checkbox"/> <input type="checkbox"/>
5. Provides summary of the incentive program-including data, findings, conclusion and recommendation		<input type="checkbox"/> <input type="checkbox"/>
6. Identifies timeframe to implement the incentive program		<input type="checkbox"/> <input type="checkbox"/>
7. Identifies method of evaluating the incentive program		<input type="checkbox"/> <input type="checkbox"/>
8. Presents findings		<input type="checkbox"/> <input type="checkbox"/>
* Critical Task Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 6

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Fire Officer IV Skill Sheets

Skill Sheet No. 7.3.1A	Primary Task: Project Positive Image for Fire Department		
Objective(s) : 7.3.1, 7.3.1(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Identifies required role in community leadership		<input type="checkbox"/>	<input type="checkbox"/>
2. Assesses current role and determine necessary changes		<input type="checkbox"/>	<input type="checkbox"/>
3. Identifies appropriate data sources		<input type="checkbox"/>	<input type="checkbox"/>
4. Identifies departmental activities for participation in a leadership role		<input type="checkbox"/>	<input type="checkbox"/>
5. Presents findings		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 4

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Fire Officer IV Skill Sheets

Skill Sheet No. 7.4.1A	Primary Task: Develop a Comprehensive Long-Range Plan																						
Objective(s) : 7.4.1, 7.4.1(A)(B)	NFPA Standard: 1021																						
Candidate No. 																							
Performance Evaluation Sheet																							
Tasks:																							
	<table border="1" style="float: right; border-collapse: collapse;"> <thead> <tr> <th style="width: 50px;">Pass</th> <th style="width: 50px;">Fail</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </tbody> </table>	Pass	Fail																				
Pass	Fail																						
1. Develops an executive summary/statement																							
2. Reviews and analyzes the data																							
3. Identifies the departmental needs																							
4. Selects and defines goals and objectives																							
5. Develops requirements for meeting goals and objectives for department																							
6. Summarizes alternatives																							
7. Implements plan with timeframes																							
8. Identifies budget requirements																							
9. Evaluates periodically																							
10. Presents findings																							
* Critical Task	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Failure of this task mandates failure on the entire objective</td> <td style="width: 30%;">Safety is PARAMOUNT</td> <td style="width: 30%;">Total number tasks candidate must complete to pass</td> <td style="width: 10%; text-align: center; vertical-align: middle;">7</td> </tr> </table>	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass	7																		
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Fire Officer IV Skill Sheets

Skill Sheet No. 7.4.3A Primary Task: Develop a Comprehensive Hazard/Risk Analysis			
Objective(s) : 7.4.3, 7.4.3(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Identifies department mission and operational direction			
2. Identifies data sources to determine comprehensive risks, trends, issues for analysis			
3. Identifies (when applicable) potential hazards and consequences resulting from inadequate attention to:			
a. accident and/or injury prevention programs and investigations			
b. facility, apparatus, equipment and PPE inspection practices			
c. personnel health and well being policies and practices (including infection control, physical examinations and Critical Incident Stress Management)			
d. training-related health and safety issues			
e. development and maintenance of consistent, updated SOPs for operational guidance			
4. Defines considerations for assessing the role of an Occupational Safety and Health Committee within a department's overall Health and Safety Plan			
5. Presents findings			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 7

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Fire Officer IV Skill Sheets

Skill Sheet No. 7.4.4A Primary Task: Develop a Plan for Capital Project or Program			
Objective(s) : 7.4.4, 7.4.4(A)(B)	NFPA Standard: 1021	Candidate No. 	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Defines the demographics for the community, its population and its potential hazards		<input type="checkbox"/>	<input type="checkbox"/>
2. Identifies any customer and/or community special needs, unmet needs		<input type="checkbox"/>	<input type="checkbox"/>
3. Defines the specific capital improvement project or program and assigns objectives and budget proposal		<input type="checkbox"/>	<input type="checkbox"/>
4. Designs an assessment tool and analysis for the present program or project		<input type="checkbox"/>	<input type="checkbox"/>
5. Defines how the jurisdiction will fund the capital project and program		<input type="checkbox"/>	<input type="checkbox"/>
6. Reports findings		<input type="checkbox"/>	<input type="checkbox"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 5

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Skill Sheet No. 7.7.1A	Primary Task: Develop Risk Management Program		
Objective(s) : 7.7.1, 7.7.1(A)(B)	NFPA Standard: 1021	Candidate No.	
Performance Evaluation Sheet			
Tasks:			
		Pass	Fail
1. Develops an executive summary/statement			
2. Identifies mission of department			
3. Identifies risk and trends related to department health and safety issues			
4. Selects and defines risk management goals and objectives to alleviate potential concerns			
5. References appropriate laws, standards and regulations			
6. Identifies requirements for meeting goals and objectives			
7. Describes implementations process and timeframe			
8. Identifies schedule for periodic evaluation of process			
9. Presents summary findings			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 7

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