



**FIRE OFFICER I
NFPA 1021, 2009 Edition**

**4.2 Human Resource Management
4.2.2 and 4.2.6 Human Resource Management
Standard Area: Human Resource Management**

JPR# FOI -2
Revised 2/25/2010

Candidate: _____ **Date:** _____

ID#: _____

<p>STANDARD: 4.2.2 NFPA 1021, 2009 Edition</p>	<p>TASK: Assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed and the desired outcomes are conveyed.</p>
<p>STANDARD: 4.2.6 NFPA 1021, 2009 Edition</p>	<p>Task: Coordinate the completion of assigned tasks and projects by members, 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 and supervised during the completion of the assignments.</p>

PERFORMANCE OUTCOME: The Candidate will assume the role of company officer supervising other firefighters at a station. The candidate will assign non-emergent job duties our projects to unit members such as (station duties, apparatus maintenance, special projects) The assignment will be to assign specific tasks and resources to each individual firefighter, provide for adequate supervision and safety considerations, so that the company’s 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 run-ready at all times.

CONDITIONS: The Candidate will complete all elements of the assigned task. Include Candidate’s narrative on task completion, forms, photos/drawings etc., department policy or procedure..

EQUIPMENT REQUIRED: Paper, Pen/pencil, computer if applicable.

No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Establish reliable method of alerting company for emergency runs.				
2.	Provide appropriate safety equipment to each member based on task.				
3.	Give instructions that are clear, concise, and precise.				
4.	Efficiently utilize personnel and equipment available to the company.				
5.	Provide for adequate supervision of each member.				
6.	Create a written plan that fully accomplishes the assignment.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Proctor/Evaluator (Print & Sign) **Date** **Re-Test Candidate** **Date**