

Maryland Voluntary Fire Service Certification System

Maryland Fire Service Personnel Qualifications Board, Incorporated

Option 2, Breakdown Correlation Sheet

Fire Officer II, NFPA 1021, 2009 edition

5.1 General.

For qualification at Level II, The Fire Officer I shall meet the requirements of Fire Instructor I as defined in NFPA 1041 and the job performance requirements defined in Sections 5.2 through 5.7 of this standard.

5.1.1 General Prerequisite Knowledge.

The organization of local government; enabling and regulatory legislation and the law making process at the local, state/provincial, and federal levels; functions of other bureaus, divisions, agencies and organizations; and their roles and responsibilities that relate to the fire service

5.1.2 General Prerequisite Skills.

Intergovernmental and interagency cooperation.

5.2 Human Resource Management.

This duty involves evaluating member performance, according to the following job performance requirements.

5.2.1

Initiate actions to maximize member performance and/or to correct unacceptable performance, given human resource policies and procedures, so that member and/or unit performance improves or the issue is referred to the next level of supervision.

Prerequisite Knowledge. Human resource policies and procedures, problem identification, organizational behavior, group dynamics, leadership styles, types of power, and interpersonal dynamics.

Prerequisite Skills. The ability to communicate orally and in writing, to solve problems, to increase team work, and to counsel members.

5.2.2

Evaluate the job performance of assigned members, given personnel records and evaluation forms, so each member's performance is evaluated accurately and reported according to human resource policies and procedures.

Prerequisite Knowledge. Human resource policies and procedures, job descriptions, objectives of a member evaluation program, and common errors in evaluating.

Prerequisite Skills. The ability to communicate orally and in writing and to plan and conduct evaluations.

5.2.3

Create a professional development plan for a member of the organization, given the requirements for promotion, so that the individual acquires the necessary knowledge, skills, and abilities to be eligible for the examination for the position.

Prerequisite Knowledge. Development of a professional development guide and job shadowing.

Prerequisite Skills. The ability to communicate orally and in writing.

5.3 Community and Government Relations.

This duty involves dealing with inquiries of allied organizations in the community and projecting the role, mission, and image of the department to other organizations with similar goals and missions for the purpose of establishing strategic partnerships and delivering safety, injury, and fire prevention education programs, according to the following job performance requirements.

5.3.1

Explain the benefits to the organization of cooperating with allied organizations, given a specific problem or issue in the community, so that the purpose for establishing external agency relationships is clearly explained.

Prerequisite Knowledge. Agency mission and goals and the types and functions of external agencies in the community.

Prerequisite Skills. The ability to develop interpersonal relationships and to communicate orally and in writing.

5.4 Administration

This duty involves preparing a project or divisional budget, news releases, and policy changes, according to the following job performance requirements.

5.4.1

Develop a policy or procedure, given an assignment, so that the recommended policy or procedure identifies the problem and proposes a solution.

Prerequisite Knowledge. Policies and procedures and problem identification.

Prerequisite Skills. The ability to communicate in writing and to solve problems.

5.4.2

Develop a project or divisional budget, given schedules and guidelines concerning its preparation, so that capital, operating, and personnel costs are determined and justified.

Prerequisite Knowledge. The supplies and equipment necessary for ongoing or new projects; repairs to existing facilities, new equipment, apparatus maintenance, and personnel costs and appropriate budgeting system.

Prerequisite Skills. The ability to allocate finances, to relate interpersonally, and to communicate orally and in writing.

5.4.3

Describe the process of purchasing, including soliciting and awarding bids, given established specifications, in order to ensure competitive bidding.

Prerequisite Knowledge. Purchasing laws, policies, and procedures.

Prerequisite Skills. The ability to use evaluative methods and to communicate orally and in writing.

5.4.4

Prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

Prerequisite Knowledge. Policies and procedures and the format used for news releases.

Prerequisite Skills. The ability to communicate orally and in writing.

5.4.5

Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics.

Prerequisite Knowledge. The data processing system.

Prerequisite Skills. The ability to communicate in writing and to interpret data.

5.4.6

Develop a plan to accomplish change in the organization, given an agency's change policy or procedures, so that effective change is implemented in a positive manner.

Prerequisite Knowledge. Planning and implementing change.

Prerequisite Skills. The ability to clearly communicate orally and in writing.

5.5 Inspection and Investigation.

This duty involves conducting fire investigations to determine origin and preliminary cause, according to the following job performance requirements.

5.5.1

Determine the point of origin and preliminary cause of a fire, given a fire scene, photographs, diagrams, pertinent data and/or sketches, to determine if arson is suspected.

Requisite Knowledge. Methods used by arsonists, common causes of fire, basic cause and origin determination, fire growth and development, and documentation of preliminary fire investigative procedures.

Requisite Skills. The ability to communicate orally and in writing and to apply knowledge using deductive skills.

5.6 Emergency Service Delivery.

This duty involves supervising multi-unit emergency operations, conducting pre-incident planning and deploying assigned resources, according to the following job requirements.



5.6.1

Produce operational plans, given an emergency incident requiring multi-unit operations, the current edition of NFPA 1600, and AHJ approved safety procedures, so that required resources and their assignments are obtained and plans are carried out in compliance with NFPA 1600 and approved safety procedures resulting in the mitigation of the incident.



Requisite Knowledge. Standard operating procedures; national, state/provincial and local information resources available for the mitigation of emergency incidents; an incident management system; and a personnel accountability system.

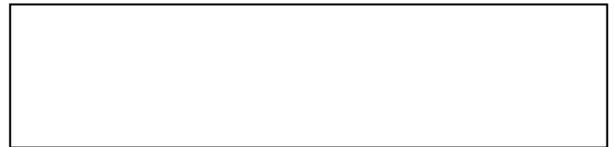


Requisite Skills. The ability to implement an incident management system, to communicate orally, to supervise and account for assigned personnel under emergency conditions; and to serve in command staff and unit supervision positions within the Incident management System.



5.6.2

Develop and conduct a post-incident analysis, given multi-unit incident and post-incident analysis policies, procedures, and forms, so that all required critical elements are identified and communicated and the approved forms are completed and processed.



Requisite Knowledge. Elements of a post-incident analysis, basic building construction, basic fire protection systems and features, basic water supply, basic fuel loading, fire growth and development and departmental procedures relating to dispatch response, strategy tactics and operations, and customer service.



Requisite Skills. The ability to write reports, to communicate orally, and to evaluate skills.



5.6.3

Prepare a written report, given incident reporting data from the jurisdiction, so that the major causes for service demands are identified for various planning areas within the service area of the organization.



Prerequisite Knowledge. Analyzing data.



Prerequisite Skills. The ability to write clearly and to interpret response data correctly to identify the reasons for service demands.



5.7 Health and Safety.

This duty involves reviewing injury, accident, and health exposure reports, identifying unsafe work environments or behaviors, and taking approved action to prevent reoccurrence, according to the following job requirements.



5.7.1

Analyze a member's accident, injury, or health exposure history, given a case study, so that a report including action taken and recommendations made is prepared for a supervisor.

Requisite Knowledge. The causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths.

Requisite Skills. The ability to communicate in writing and to interpret accidents, injuries, occupational illnesses, or death reports.

