

Maryland Voluntary Fire Service Certification System

Maryland Fire Service Personnel Qualifications Board, Incorporated

Option 2, Breakdown Correlation Sheet

Fire Officer IV, NFPA 1021, 2009 edition

7.1 General.

For certification at Fire Officer Level IV, the Fire Officer III shall meet the job performance requirements defined in Sections 7.2 through 7.7 of this standard.

7.2 Human Resource Management.

This duty involves administrating job performance requirements and evaluating and improving the department, according to the following job performance requirements.

7.2.1

Appraise the department's human resource demographics, given appropriate community demographic data, to determine if the recruitment, selection, and placement of human resources is effective and consistent with law and current best practices.

Requisite Knowledge. Policies and procedures; local, state/provincial, and federal regulations; community demographics; community issues; and formal and informal community leaders.

Requisite Skills. The ability to communicate orally and in writing, to relate interpersonally, to delegate authority, to analyze issues, and to solve problems.

7.2.2

Evaluate current employee/management relations and initiate the development of a process that supports a positive and participative employee/management program.

Requisite Knowledge. Policies and procedures, contractual agreements, and local, state/provincial, and federal regulations.

Requisite Skills. The ability to communicate orally and in writing, to negotiate, to analyze current status of employee relations, to relate interpersonally, to analyze the current employee/management relations; and to conduct program implementation.

7.2.3

Establish and evaluate a list of education and in-service training goals, given a summary of the job requirements for all positions within the department, so that all members can achieve and maintain required proficiencies.

Requisite Knowledge. Training resources, community needs, internal and external customers, policies and procedures, contractual agreements, and local, state/provincial, and federal regulations.

Requisite Skills. The ability to communicate orally and in writing, to organize data and resources.

7.2.4

Appraise a member-assistance program, given data, to determine if the program, when used, produces the desired results and benefits.

Requisite Knowledge. Policies and procedures, available assistance programs, contractual agreements, and local, state/provincial, and federal regulations.

Requisite Skills. The ability to communicate orally and in writing, to relate interpersonally to members, and to analyze needs and results

7.2.5

Evaluate an incentive program, given data, so that a determination is made regarding achievement of the desired results.

Requisite Knowledge. Policies and procedures, available incentive programs, contractual agreements, and local, state/provincial, and federal regulations.

Requisite Skills. The ability to communicate orally and in writing, to relate interpersonally, and to analyze programs.

7.3 Community and Government Relations.

This duty involves projecting a positive image of the fire department to the community, according to the following job performance requirements.

7.3.1

Attend, participate in, and assume a leadership role in given community events in order to understand and respond to community needs and enhance the image of the fire department.

Requisite Knowledge. Community demographics, community and civic issues, effective customer service methods, and formal and informal community leaders.

Requisite Skills. The ability to communicate orally and familiarity with public relations.

7.4 Administration.

This duty involves long-range planning and fiscal projections, according to the following job performance requirements.



7.4.1

Develop a comprehensive long range plan, given community requirements, current department status, and resources, so that the projected needs of the community are met.



Requisite Knowledge. Policies and procedures, physical and geographic characteristics, demographics, community plan, staffing requirements, response time benchmarks, contractual agreements, and local, state/provincial, and federal regulations.



Requisite Skills. The ability to communicate orally and in writing and familiarity with fiscal analysis, public policy processes, forecasting resources, and analyzing current department status requirements.



7.4.2

Evaluate and project training requirements, facilities, and building needs, given data that reflect community needs and resources, to meet departmental training goals.



Requisite Knowledge. Policies and procedures, physical and geographic characteristics, building and fire codes, departmental plan, staffing requirements, training standards, needs assessment, contractual agreements, and local, state/provincial, and federal regulations.



Requisite Skills. The ability to communicate orally and in writing and familiarity with fiscal analysis, forecasting needs, and analyzing data.



7.4.3

Complete a written comprehensive risk, hazard, and value analysis of the community, given the appropriate features of the service area of the organization, so that an accurate evaluation is made for service delivery decision-making.



Requisite Knowledge. Risk, hazard, and value analysis methods and process, as well as community development features, community demographics, and assessed valuation of properties in the community.

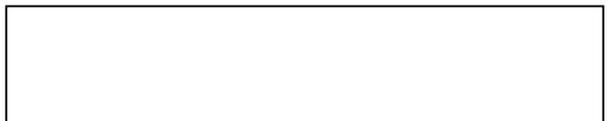


Requisite Skills. The ability to conduct a needs assessment plan, to effectively communicate in writing, problem solving.



7.4.4

Develop a plan for capital improvement project or program, given an unmet need in the community, so that there is adequate information to educate citizens about the needs of the department.



Requisite Knowledge. Strategic planning, capital improvement planning and budgeting, and facility planning.



Requisite Skills. The ability to conduct a needs assessment plan, to effectively communicate in writing, and problem solving.



7.5 Inspection and Investigation

7.5.1 Definition of Duty.

No additional job performance requirements at this level.

7.6 Emergency Services Delivery.

This duty involves developing plans for major disasters, according to the following job performance requirements.

7.6.1

Develop a comprehensive disaster plan that integrates other agencies' resources, given data, in order to rapidly and effectively mitigate the impact on a community.

Requisite Knowledge. Major incident policies and procedures, physical and geographic characteristics, demographics, target hazards, incident management systems, communications systems, contractual and mutual aid agreements, and local, state/provincial, federal regulations and resources.

Requisite Skills. The ability to communicate orally and in writing and to organize a disaster plan; and familiarity with inter-agency planning and coordination.

7.6.2

Develop a comprehensive plan, given data (including agency data), so that the agency operates at a civil disturbance, integrates with other agencies' actions, and provides for the safety and protection of members.

Requisite Knowledge. Major incident policies and procedures, physical and geographic characteristics, demographics, incident management systems, communications systems, contractual and mutual aid agreements, and local, state/provincial, and federal regulations and resources.

Requisite Skills. The ability to communicate orally and in writing, to organize a plan; and familiarity with inter-agency planning and coordination.

7.7 Health and Safety.

This duty involves administering a comprehensive risk management program, according to the following job performance requirements.

7.7.1

Maintain, develop, and provide leadership for a risk management program, given specific data, so that injuries and property damage accidents are reduced.

Requisite Knowledge. Risk management concepts, retirement qualifications, occupational hazards analysis, and disability procedures, regulations, and laws.

Requisite Skills. The ability to communicate orally and in writing, to analyze data, and to use evaluative methods.