



FIRE OFFICER III

STUDENT ***Task Book***

Agency: _____

Bring this completed PTB to test location to have it reviewed by GFSTC's test proctor, along with a signed test prerequisite form.

FAILURE TO DO THIS WILL RESULT IN DENIAL OF TESTING!

TASK BOOK ASSIGNED TO:

INDIVIDUAL'S PRINTED NAME & TITLE

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE INDIVIDUAL FOR TESTING AND CERTIFICATION

**VERIFICATION/CERTIFICATION OF COMPLETED
STUDENT TASK BOOK FOR TESTING AND CERTIFICATION**

FINAL CANDIDATE'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that I have performed all tasks satisfactorily and should therefore be considered for testing and certification.

FINAL CANDIDATE'S SIGNATURE

DATE

FINAL CANDIDATE'S PRINTED NAME

GFSTC ID

**VERIFICATION/CERTIFICATION OF COMPLETED
FIRE OFFICER III COMPETENCY TASK BOOK**

FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are documented with appropriate signatures & dates.

I also verify that _____
has performed satisfactorily and should therefore be considered for testing and certification.

FINAL EVALUATOR'S SIGNATURE

DATE

FINAL EVALUATOR'S PRINTED NAME

GFSTC ID

AGENCY/DEPARTMENT CERTIFICATION

I certify that _____ has met all requirements for testing and certification.

CERTIFYING OFFICIAL'S SIGNATURE

DATE

CERTIFYING OFFICIAL'S PRINTED NAME

GFSTC ID

A person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government of the government of any county, city, or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than \$1000.00 or by imprisonment for not less than one nor more than five years or both.

**GFSTC USE ONLY
VERIFICATION OF COMPLETED TASK BOOK**

PROCTOR'S NAME (PRINT)

GFSTC ID

DATE

SIGNATURE: _____

FIRE OFFICER III TASK BOOK

This Position Task Book (PTB) has been developed to document the required performance objectives for Fire Officer III certification. Each objective lists the performance requirements (tasks) in a format that allows the individual to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a GFSTC evaluator, will result in a recommendation to the Fire Chief (or an authorized person) of the fire department that the candidate has met part of the prerequisite requirement.

Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator. It is important that performance be critically evaluated and accurately recorded by each evaluator.

RESPONSIBILITIES

The Fire Chief or his/her authorized designee will need to ensure that the evaluators are:

1. Recognized as a GFSTC evaluator
2. Hold certification for Fire Officer III.

Individuals **may not** sign off on themselves.

The Training Officer, or designee, is normally the designated final evaluator and he/she will review each PTB prior to completion.

The "Evaluator" **CANNOT teach or coach while he/she is evaluating and must not have taught the skill to the candidate.**

The **candidate** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Satisfactorily demonstrating all tasks.
- Assuring the Evaluation Record is complete.
- Notifying his/her training officer, when the PTB is complete.
- **Bringing completed PTB to test location to have it reviewed by GFSTC's test monitor, along with a signed prerequisite form. FAILURE TO DO THIS WILL RESULT IN DENIAL OF TESTING.**

The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Explaining to the student the evaluation procedures that will be utilized.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and signing after completion of the task shall document satisfactory performance.

The **Final Evaluator** is responsible for:

- Signing the verification statement inside the front cover of the PTB when all tasks have been initialed and the candidate is recommended for testing and certification.

NFPA 1021 “Standard for Fire Officer Professional Qualifications” 2014 Edition

Skill/Task	Date	Candidate Signature	Evaluator Signature
6.1.2 General Prerequisite Skills <ul style="list-style-type: none"> • Research • Use evaluative methods • Analyze data • Communicate orally and in writing • Motivate members 			
6.2.1 Establish personnel assignments to maximize efficiency. <ul style="list-style-type: none"> • Relate interpersonally • Communicate orally and in writing 			
6.2.2 Develop procedures for hiring members. <ul style="list-style-type: none"> • Communicate orally and in writing 			
6.2.3 Develop procedures and programs for promoting members. <ul style="list-style-type: none"> • Communicate orally and in writing • Encourage professional development • Mentor members 			
6.2.4 Describe methods to facilitate and encourage members to participate in professional development. <ul style="list-style-type: none"> • Evaluate potential • Communicate orally • Counsel members 			
6.2.5 Develop a proposal for improving an employee benefit. <ul style="list-style-type: none"> • Conduct research • Communicate orally and in writing 			

<p>6.2.6 Develop a plan for providing an employee accommodation.</p> <ul style="list-style-type: none"> • Conduct research • Communicate orally and in writing 			
<p>6.2.7 Develop an ongoing education training program.</p> <ul style="list-style-type: none"> • Perform a needs assessment • Communicate orally and in writing 			
<p>6.3.1 Develop a community risk reduction program.</p> <ul style="list-style-type: none"> • Relate interpersonally • Communicate orally and in writing • Analyze and interpret data 			
<p>6.4.1 Develop a divisional or departmental budget.</p> <ul style="list-style-type: none"> • Allocate finances • Relate interpersonally • Communicate orally and in writing 			
<p>6.4.2* Develop a budget management system.</p> <ul style="list-style-type: none"> • Interpret financial data • Communicate orally and in writing 			
<p>6.4.3 Describe the agency's process for developing requests for proposal (RFPs) and soliciting and awarding bids.</p> <ul style="list-style-type: none"> • Use evaluative methods • Communicate orally and in writing 			
<p>6.4.4 Direct the development, maintenance, and evaluation of a department record and management system.</p> <ul style="list-style-type: none"> • Use evaluative methods • Communicate orally and in writing • Organize data 			

<p>6.4.5 Analyze and interpret records and data.</p> <ul style="list-style-type: none"> • Use evaluative methods • Communicate orally and in writing • Organize and analyze data 			
<p>6.4.6* Develop a model plan for continuous organizational improvement.</p> <ul style="list-style-type: none"> • Research • Use evaluative methods • Analyze data • Communicate orally and in writing • Organize 			
<p>6.5.1 Evaluate the inspection program of the AHJ.</p> <ul style="list-style-type: none"> • Use evaluative methods • Analyze data • Communicate orally and in writing 			
<p>6.5.2 Develop a plan.</p> <ul style="list-style-type: none"> • Use evaluative methods • Use consensus-building techniques • Communicate orally and in writing • Organize plans 			
<p>6.6.1 Prepare an action plan.</p> <ul style="list-style-type: none"> • Use evaluative methods • Delegate authority • Communicate orally and in writing • Organize plans 			
<p>6.6.2 Develop and conduct a post-incident analysis.</p> <ul style="list-style-type: none"> • Write reports • Communicate orally • Evaluate skills 			

<p>6.6.3 Develop a plan for the agency.</p> <ul style="list-style-type: none"> • Conduct a needs assessment • Evaluate external resources • Develop a plan 			
<p>6.7.1 Develop a measurable accident and injury prevention program.</p> <ul style="list-style-type: none"> • Use evaluative methods • Analyze data • Communicate orally and in writing 			
<p>6.8.1 Develop a plan for the integration of fire services resources in the community's emergency management plan</p> <ul style="list-style-type: none"> • Communicate orally and in writing to organize a plan • Familiarity with emergency management interagency planning and coordination 			

Each box must contain a date, Candidate Signature and Evaluator Signature for this task book to be complete.