



Idyllwild Fire Protection District
54160 Maranatha Drive Idyllwild CA 92549
Performance Evaluation

RATING CRITERIA	RATING SCALE				
RATING INSTRUCTIONS: Use the following scale to rate the Employee and comment on any category. However, a SPECIFIC comment must be made in the Company Commander Observations if a rating of BELOW STANDARD is given.					
<p>Below Standard: Frequently demonstrates difficulty in determining and performing basic job components and/or the actions necessary to accomplish required tasks. Requires substantial supervisory assistance and review. Quality and quantity of work is usually below acceptable levels. Requires prompting to start tasks.</p> <p>Standard: Determines and performs the essential job components and the actions necessary to accomplish required tasks. Requires an acceptable amount of supervisory direction and review. Quality and quantity of work is within acceptable levels. Demonstrates initiative.</p> <p>Above Standard: Exceptional ability and initiative to determine and perform virtually all job components and the actions necessary to accomplish required tasks. Requires little supervisory direction or review. Quality and quantity of work consistently exceeds requirements in accuracy, thoroughness and timeliness. Demonstrates outstanding initiative and motivation.</p>	(excellent)ABOVE STANDARD	(meets all minimum requirements)STANDARD	(fails to meet minimum requirements)BELOW STANDARD	(must undergo additional training)REMEDIAL TRAINING	NOT OBSERVED
PERFORMANCE CATEGORY					
PROFESSIONAL ORIENTATION					
1. Acceptance of feedback and personal responsibility					
2. Attitude toward duties and responsibilities					
3. Uniform and grooming					
INTERPERSONAL SKILLS					
4. Interaction with department members.					
5. Interaction with citizens.					
6. Interaction with Captain/Station Commander/Officers.					
7. Training/Self-initiated field study.					
8. Interaction with other agencies.					
KNOWLEDGE					
9. Department policies and procedures.					
10. Station SOG's/Routine Duties.					
11. Emergency operations/SOG's.					
12. Fire prevention/Fire code					

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13. EMS SOG's					
PERFORMANCE					
14. Apparatus and equipment inventory.					
15. Response time to calls.					
16. Radio and MDT use/Radio communication skills.					
17. Driving skills - routine conditions.					
18. Driving skills - emergency conditions.					
19. Firefighter safety awareness.					
Effective use of personal protective equipment.					
21. Firefighter skills.					
22. Evaluation and control of scene.					
23. Patient assessment and treatment skills.					
24. Basic communication skills.					
25. Demeanor/Teamwork.					
26. Equipment knowledge/Daily proficiency exercises.					
27. Problem solving, decision making, judgment.					
28. Fire prevention activities.					
29. Performance/Non-emergency conditions.					
30. Performance/Emergency conditions.					
31. Physical conditioning.					

COMPANY OFFICER OBSERVATIONS

OBSERVATIONS:

STRENGTHS:

WEAKNESSES:

SPECIFIC PROFICIENCY EXERCISES RECOMMENDED:

OTHER INSTRUCTION/TRAINING:

COMPANY OFFICER

Captain:	Signature:	Date:
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CHIEF OFFICER

Chief:	Signature:	Date:
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Employee:

Rank :

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Name:	Signature:	Date:
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Other Duties as Assigned:

Any Employee when assigned as:

• **Fire Marshal:**

1. Plans, develops, implements and directs fire prevention, arson detection and life safety training programs.
2. Schedules, conducts and reviews inspections, and fire investigations.
3. Determines fire origin and cause.
4. Recommends the adoption of Fire Prevention Codes.
5. Prepares, maintains and supervises preparation of various departmental records, reports and budget requirements.
6. Directs all Fire Department Fire Prevention and pre-fire planning activities.
7. Develops, revises and evaluates Fire Prevention Manuals and requirements, and schedules annual Fire Prevention Inspection Routes.
8. Attends local and state Fire Prevention Officer's meetings and seminars.
9. Conducts field inspections and reviews life/safety plans for building construction and fire protection systems.
10. Enforces federal, state, city, and all other adopted Fire Department codes and prepares necessary documents to insure compliance to include City Attorney action.
11. Coordinates legal matters pertaining to fire prevention and life safety with federal, state, city, and other officials.
12. Coordinates with the Public Works Department to ensure FPB requirements on mains, hydrants, sprinklers, standpipe systems, and other building fire protection systems.
13. Conducts internal affairs investigations.
14. Performs other related duties as required or assigned by the Assistant Fire Chief or the Fire Chief.

- CPR/CERT Coordinator:

Coordinates recruits and trains personnel and teaches cardiopulmonary resuscitation (CPR)/CERT in the City.

(All duties may not be performed by all incumbents)

1. Formulates and recommends goals, objectives, priorities, policies and procedures concerning the CPR/CERT program.
2. Plans, coordinates, directs and teaches CPR/CERT in the City.
3. Recruits, trains and supervises volunteers to assist in CPR instruction.
4. Writes and distributes a health-oriented newsletter for the City.
5. Makes presentations, provides information and answers questions concerning the CPR/CERT program to other departments, schools and the general public.
6. Performs secretarial and clerical duties in the daily operation of the program.
7. Acts as a liaison between the Fire Department, the Heart Association, the American Red Cross, Hemet Unified School District, Service Clubs, and private corporations.
8. Performs other related work/duties as assigned or required.

Qualifications:

Education: Captain or Engineer Rank and two (2) years of experience working with volunteers or any equivalent combination of education and experience.

Knowledge and Skills:

Certificate as a CPR instructor.

Knowledge of office methods and procedures.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to deal courteously and diplomatically with City staff, departmental personnel and the general public.

• **As an Administrative Captain:**

1. Serves as adjutant to the Fire Chief in the areas of operations, communications, personnel and support services.
2. Assists in coordination and processing of new hires.
3. At the direction of the Fire Chief, performs research, develops and recommends policies and procedures for existing and new programs, reviews existing policies and procedures, makes necessary recommendations and rewrites policies and standard operating procedures and general orders.
4. Coordinates in-service training between Fire Department personnel and the Communications section of the IFPD dispatch provider.
5. Assists the Fire Chief with development and determining accurate budgets and accounting issues of the Fire department.
6. Responsible for coordinating the repair and maintenance of the department's radio systems and equipment, and the radio battery maintenance program.
7. Responsible for the submission of completed fire reports to the State Fire Marshal in a timely manner.
8. May be designated as the departmental Training Officer.
9. Serve as a member of the Fire Department Command or General Staff during incidents.
10. Will work a regular duty schedule subordinate to the on duty Shift Fire Captain, unless working for the regular duty Shift Captain and then will work as Shift Captain during that duty tour.
11. Will work at Engineer Paramedic wage unless otherwise approved for an increase by the Fire Chief.

- **As a Deputy Fire Marshal:**

1. Coordinates various Fire Department programs to include homeland security, public fire education, community-based preparedness, and assists in monitoring local compliance with applicable state and local fire protection standards.
2. Assists in the development of Incident Action Plans (IAP's) for large scale special events or emergency incidents.
3. Assists the Office of Emergency Management in the training of staff, including Employee Emergency Response Team (EERT), for response to natural or man-made disasters.
4. Coordinates training exercises for terrorism and natural disaster response scenarios with Police Department, Office of Emergency Management, and other local area Fire Departments.
5. Coordinates training with Hemet Unified School District regarding mitigation, preparedness, response, and recovery from a terrorist attack or natural disaster, to include the Disaster Assistance Response Training (DART) and CPR/AED program in the Schools.
6. Coordinates and instructs the Community Emergency Response Team training (CERT) program, including development of program goals, objectives.
7. Supervises the CPR coordinator and the IFPD CPR program.
8. Acts as liaison to the Office of Emergency Management to insure that the department is in compliance with the Emergency Operations Plan. Attends Emergency Operations Center (EOC) meetings and training sessions.
9. Serves as the Department technology Officer .
10. Serves as the department's building enforcement officer.
11. Participates in making presentations to a variety of community groups, schools and the public; presents safety information on fire and life safety and emergency procedures and techniques.
12. Coordinates and liaisons with community member regarding the Firewise/Communities USA National Program.
13. Coordinates and supervises the Vegetation Clearance Program and Wildland Pre-Attack Plan program.

14. Provides technical information and assists fire company personnel in code interpretation, fire prevention training, and fire inspections.
15. Reviews existing and proposed modification of model building and fire prevention codes to include recommending adoption or changes.
16. Conducts field inspections to determine compliance with state and local codes and ordinances pertaining to fire prevention.
17. Reviews architectural plans for new construction and remodels.
18. Conducts fire investigations to determine fire cause and origin.
19. Reviews and revises fire prevention pre-plans generated by fire inspectors and Fire companies.
20. Serve as a member of the Fire Department Command or General Staff during a major incident.
21. Supervises and administers the Fire Cadet Program.

• **As EMS Coordinator:**

1. Performs various duties as they pertain to the EMS service provided by the IFPD.
2. Attends regular PMAC, HEMS and REMS meetings.
3. Updates personnel on policy and procedures pertaining to the Delivery of EMS related services.
4. Keeps informed on all changes to protocol and policies of agencies governing the delivery of EMS services.
5. Maintains department records including but not limited to: State and County Certifications, ACLS, PHTLS, CPR, PALS, AMLS, and other certification required by IFPD ALS and BLS personnel.
6. Maintains records pertaining to the continuing education of all department personnel.
7. Processes any and all licensing and permit requirements as they pertain to the delivery of BLS and ALS service and transportation provided by the IFPD.
8. Conducts investigations arising from issues pertaining to the delivery of EMS by the IFPD.
9. Maintains department records and supplies for pharmacological delivery, administration and purchasing.
10. Controls and maintains all EMS related purchases of materials, equipment and other products necessary to provide seamless delivery of our EMS program.
11. Develops and oversees a CQI (continuing quality improvement) program.
12. Informs the Chief Officer of all projects, investigations and other high priority information.
13. Builds and delivers the CE (continuing education) program and maintains the programs authenticity with all governing agencies as required.
14. Develops an EMS Training program to enhance the continuing education needs of all ALS and BLS personnel.
15. Provides support to all ALS and BLS employees with their educational and training needs.

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16. Trains and updates IFPD personnel on all EMS related equipment.

- **As Grants and Agreements Officer:**

1. Researches and obtains information as it pertains to Grant writing for the benefit of the IFPD.
2. Becomes familiar with and researches the best practices of grant writing to gain better award percentages.
3. Keeps informed on the latest grant offerings of all types to include but not limited to: Private, State, Federal, Corporate and other Grant opportunities.
4. Performs various duties as they pertain to agreements including but not limited to: Cal EMA, USFS, Cal Fire, FEMA, OES and other State, Federal and Local agencies.
5. Develops agreements with any and all agencies required by the IFPD in the performance of our service delivery.
6. Develops Mutual and Automatic aid agreements with Federal, State and Local government agencies.
7. Maintains records of the expiration dates of all agreements in order to provide seamless relationships with Federal, State and Local agencies.
8. Maintains current financial considerations of the IFPD when developing and presenting agreements so as not to cause a financial hardship for the IFPD.
9. Will communicate all activity with the IFPD Fire Chief in an effort to keep the Fire Chief apprised of all grant and agreement projects, alterations or events concerning the grants and agreements bureau.
10. Presents a current list of projects for review by the IFPD Fire Chief.
11. Presents drafts of grants and agreements for review by the IFPD Fire Chief. Follows through with alterations to drafts as required and delivers all final grants and agreements in a timely manner.

- **As a Paramedic:**

1. Performs various paramedic practices and procedures to include CPR, first aid, all aspects of advanced life support and all trained life saving and medical treatment procedures.
2. Performs various advanced life support functions to include airway management, pharmacology, E.C.G. interpretation, cardio version and defibrillation.
3. Operates two-way radio or phone to transmit information regarding patient's condition, blood pressure, pulse and any other information relevant to treatment of various life saving and medical emergencies.
4. Operates various medical equipment, devices or instruments necessary to treat various medical emergencies and to save lives.
5. Determines and provides proper method of transport to the hospital.
6. Interprets and applies various city and county regulations and policies relating to which incidents require hospital radio contact and selection of hospital suited for incident.
7. Prepares various reports and documents and may testify in court on legal cases.
8. Conducts demonstrations for community organizations and supervises field internship or paramedic trainees.
9. Teach the department's "in-house" EMT recertification program.

- **As an EMT B:**

1. Performs various EMT practices and procedures to include CPR, first aid, all aspects of basic life support and all trained life saving and treatment procedures.
2. Performs various basic life support functions to include airway management, bleeding control, trauma assessment, bandaging , splinting and other BLS procedures as required.
3. Operates radio and other communication devices. Will as needed obtain blood pressure, pulse and any other information relevant to treatment of various life saving and medical emergencies.
4. Operates various medical equipment, devices or instruments necessary to treat various medical emergencies and to save lives.
5. Determines and provides proper method of BLS care.
6. Interprets and applies various city and county regulations and policies.
7. Prepares various reports and documents and may testify in court on legal cases.
8. Conducts demonstrations for community organizations and supervises field internship of field Firefighter EMT's.
9. Re stock ALS and BLS equipment and supplies as needed.
10. Assists Paramedic with ALS care within the EMT scope of practice.

- **As Mechanic Fleet manager:**

1. Maintains and repairs emergency and non-emergency apparatus, equipment and tools.
2. Performs preventive maintenance on apparatus, equipment and stations to include conducting apparatus and pump tests.
4. Contacts vendors and suppliers and maintains shop inventory and equipment, tools and supplies.
5. Maintains Maintenance logs and records all completed and work in progress.
6. Notifies commanding Officer of any misuse, neglected or damaged equipment.