



# FIRE OFFICER I

## NFPA 1021, 2009 Edition

### 4.4 Administration

JPR# FOI -10

#### 4.4.4 Administration

Revised 2/25/2010

#### Standard Area: Administration

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

ID#: \_\_\_\_\_

<b>STANDARD:</b> 4.4.4 NFPA 1021, 2009 Edition		<b>TASK:</b> Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.			
<b>PERFORMANCE OUTCOME:</b> Candidate will provide a current copy of their department's organizational chart with defined responsibilities and duties then make recommended changes to that organizational chart that would improve the efficiency of their organization. All changes must have written justification. If no changes are identified then written reinforcement to the organizational structure must be created. If the candidate has no organizational chart in their department then they will create one with written defined responsibilities and duties.					
<b>CONDITIONS:</b> The Candidate will complete all elements of the assigned task. Include candidate's narrative on task completion, forms, charts and defined responsibilities etc., department policy or procedure.					
<b>EQUIPMENT REQUIRED:</b>					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify the structure of an organization.				
2.	Identify the functions of management.				
3.	Communicates in writing the mission of the organization.				
4.	Communicates in writing the defined responsibilities and duties of the organization.				
5.	Correct, reinforce or develop defined management components of an organization.				

Proctor/Evaluator Comments: \_\_\_\_\_

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Proctor/Evaluator (Print & Sign)

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Date

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Re-Test Proctor/Evaluator (Print & Sign)

\_\_\_\_\_  
Date

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Re-Test Candidate

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Date