

Engine Module Supervisor Planning Tool:

This tool has been developed as a means to identify developmental criteria, which will help to meet Position Competencies identified, and further outlined through the Competency Descriptors, for each position in the *IFPM Qualifications Standards and Guide*.

Introduction:

The purpose of this planning tool is to provide the current employee or an aspiring employee with **suggested** developmental activities to achieve the required competencies for this position. Individual agency requirements, employee's background and personal initiative may dictate alternate developmental activities to achieve these competencies. The suggested developmental activities can be used (a) by the employee and supervisor to customize an Individual Development Plan towards meeting position competency as described in the *IFPM Qualifications Standards and Guide*; and/or (b) to identify the employee's future training and development towards this position as a short or long term goal.

For complete competency details, refer to the Competency Descriptors for each key position in the *IFPM Qualifications Standards and Guide*.

Element	Performance Element Descriptions	Development Elements to Meet Position Competency
Program Management	<ul style="list-style-type: none"> • Supervise operation of fire engine module in responding to wildland fires and on prescribed burning projects. • Determine preparedness and suppression needs annually and facilitate procurements to meet needs. 	<ul style="list-style-type: none"> • Prior experience in program management at next lower level (ie Asst. Engine Supervisor, or squad boss). • OJT in assisting supervisor to develop module's PWP, expenditure/cost tracking, and out-year budgeting. • Job experience in team building and developing crew-cohesion. • Manage and supervise 1-2 career employees in addition to 5+ temporary-seasonal employees. • Development of module Standard Operating Procedures, and ensure compliance with agency specific manual and handbooks relating to fire suppression and preparedness. • Experience in managing unit cache including inventory, accountability, and re-stocking. • Knowledge of agency specific procurement policies and procedures. • Suggested Training: <ul style="list-style-type: none"> ○ Supervisory curriculum offered by OPM (1st 40 hr, 2nd 40 hr, and 3rd 40 hr). ○ Agency specific procurement training (ie PCMS)
Operations	<ul style="list-style-type: none"> • Make on-site evaluations of conditions, make tactical decisions, and determine appropriate responses to wildland fire emergencies and to other wildland urban intermix situations. • Serve as initial attack incident commander on wildland fires, and wildland urban interface situations occurring on the unit. • Provide for crew safety and welfare and implement a training program in compliance with applicable 	<ul style="list-style-type: none"> • Meet NWCG 310-1 or FSH 5109.17 qualification standards for ENGB and ICT5 (minimum). • Develop qualifications towards STEN or TFLD, ICT4, and RXI2 to manage varying complexity of fire suppression incidents or fire use operations, per NWCG 310-1 or FSH 5109.17. • Knowledge of fire behavior and weather to be able to make tactical decisions during initial attack to provide for safe and efficient operations.

Element	Performance Element Descriptions	Development Elements to Meet Position Competency
	<p>requirements.</p> <ul style="list-style-type: none"> • Develop and implement a comprehensive physical training program to enhance the ability of crew members to perform the required arduous firefighting duties. • Manage assigned property, and may serve as Station Manager by procuring, maintaining, and inventorying tools and equipment to meet individual crew needs, to ensure that assigned fire personnel meet fire readiness standards on a daily basis. • Plan and assign work to be accomplished by subordinates, set and adjust short term priorities, prepare schedules for completion of work, develop performance standards and evaluate work performance of subordinates. • Perform fire related assignments and project work at the unit in support of ecosystem management such as prescribed fire, development of burn plans, fuels inventory, pre-attack planning, brush disposal, back-logged fuels preparation and disposal. • Supervise a crew in performing a variety of work in building and grounds maintenance. 	<ul style="list-style-type: none"> • Knowledge of operating guidelines of cooperating federal, state, or county fire agencies. • Experience in team building and developing crew-cohesion. • Develop and implement a Physical Training program for the module, and ensure that the program is monitored for health and safety of crewmembers. • Conduct pre-season critical preparedness training, including Annual Fire Fighter Refresher, workshops for Incident Commanders, HazMat awareness, defensive driving, Work Capacity Testing, fire shelter training, First Aid / CPR... etc. • Function as a Station Manager or Cache Manager. • Ensure fire equipment and facilities are maintained and refurbished to meet initial attack mission. • Job experience in planning and implementing various types of project work including: trails maintenance, hazard tree falling, fencing projects, facilities maintenance, thinning, and pre-burn fuels work...etc. • Required training: <ul style="list-style-type: none"> ○ All NWCG courses required for ENGB and ICT5 per NWCG 310-1 or FSH 5109.17. • Suggested training: <ul style="list-style-type: none"> ○ L-280 Followship to Leadership ○ L-380 Fireline Leadership ○ S-200 Initial Attack Incident Commander ○ S-234 Firing Methods and Procedures ○ S-300 Extended Attack Incident Commander ○ S-330 Strike Team / Taskforce Leader ○ S-390 Introduction to Wildland Fire Behavior Calculations ○ RX-300 Burn Boss

Element	Performance Element Descriptions	Development Elements to Meet Position Competency
		<ul style="list-style-type: none"> ○ RX-310 Introduction to Fire Effects ○ I-300 Advanced ICS
Safety and Welfare	<ul style="list-style-type: none"> ● Provide oversight related to safety laws, policies and guidelines to include: <ol style="list-style-type: none"> 1. Occupational Safety and Health Act 2. Applicable state safety regulations 3. Department and agency policies and guidelines 4. NWCG guidelines ● Conduct safety related education programs focusing on: <ol style="list-style-type: none"> 1. Training 2. Certification 	<ul style="list-style-type: none"> ● Working knowledge of agency specific health and safety code handbook. ● Ensuring all subordinates are trained, certified, and prepared for wildland fire operations or prescribed fire implementation. ● Inspect equipment and facilities for hazards and unsafe working conditions. ● Ensure maintenance is conducted for all equipment and facilities. ● Experience in assessing hazards and risks for all projects, and ensuring risk mitigation in place prior to engagement or implementation (IRPG Risk Mitigation, Complexity Analysis, Aviation Risk Assessment...). ● Coordinate with local, regional, or national safety officers on accident reviews and prevention. ● Ensure all JHA's are updated each season, and reviewed by personnel. Ensure tailgate safety sessions or 6-minutes for Safety sessions are being conducted.