

**CITY OF RICHMOND, CALIFORNIA
Fire Engineer Performance Appraisal**

EMPLOYEE:			MUNIS EMPLOYEE NUMBER:		
RATER:					
RATING PERIOD FROM:		TO:		TYPE OF EVALUATION:	
<p>Major Work Activities and Performance Standards</p> <p style="text-align: center;">SECTION I - ROUTINE DUTIES AND RESPONSIBILITIES</p> <p>You are expected to perform and carry out all related assignments required of a Richmond Fire Engineer that supports and impacts the entire organization. This means you are expected to:</p>	A/S <small>(Above Standard)</small>	S <small>(Standard)</small>	B/S <small>(Below Standard)</small>	<p>For B/S rating, specific incidents must be cited AND written documentation attached. For A/S, specific incidents must be cited AND written documentation attached when possible.</p>	<p>Variance from STD, Reasons Why, Actions to be Taken, Specific Performance Objective (Who is to do What by When?)</p>
<p>A. Daily attendance and punctuality is required as per departmental policy.</p>					
<p>B. Follow all rules, regulations, policies and procedures instituted by the department.</p>					
<p>C. Maintains quarters, and equipment on a daily basis and performs minor repairs as needed, per your Company Officer's expectations.</p>					
<p>D. Participate in training programs, exercises, and drills to the standards adopted by the Richmond Fire Department.</p>					

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Major Work Activities and Performance Standards SECTION I - ROUTINE DUTIES AND RESPONSIBILITIES	A/S (Above Standard)	S (Standard)	B/S (Below Standard)	For B/S rating, specific incidents must be cited AND written documentation attached. For A/S, specific incidents must be cited AND written documentation attached when possible.	Variance from STD, Reasons Why, Actions to be Taken, Specific Performance Objective (Who is to do What by When?)
You are expected to perform and carry out all related assignments required of a Richmond Fire Engineer that supports and impacts the entire organization. This means you are expected to:					
E. Prepare reports and other related documents, as required by the Company Officer.					
F. Assist in Fire Prevention Inspections as required by the Company Officer.					
G. Know the Local 188 M.O.U. and operate within its limits.					
H. Drive the fire apparatus according to vehicle code and department policies and procedures and have a thorough knowledge of the Richmond Fire Department response area.					

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Major Work Activities and Performance Standards SECTION II – EMERGENCY OPERATIONS	A/S <small>(Above Standard)</small>	S <small>(Standard)</small>	B/S <small>(Below Standard)</small>	For B/S rating, specific incidents must be cited AND written documentation attached. For A/S, specific incidents must be cited AND written documentation attached when possible.	Variance from STD, Reasons Why, Actions to be Taken, Specific Performance Objective (Who is to do What by When?)
As a Richmond Fire Department Fire Engineer , you are expected to perform at a high level during emergencies.					
A. Drive apparatus adhering to vehicle code regulations and department policies and procedures.					
B. Comply with Engine/Truck Company					
C. Maintain company integrity as required by the Company Officer.					
D. Perform all tasks as trained by this department					
E. Maintain a high safety standard at all times. Observe all department safety rules per department standards.					
F. Participates effectively as a member of the emergency team to mitigate an incident.					

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Major Work Activities and Performance Standards SECTION III – INTERNAL RELATIONS You are expected to conduct your work in a manner which supports the overall effort of the department and the City. Generally, your interaction should have a positive impact on the organization and its accomplishments. This means you are expected to:	A/S (Above Standard)	S (Standard)	B/S (Below Standard)	For B/S rating, specific incidents must be cited AND written documentation attached. For A/S, specific incidents must be cited AND written documentation attached when possible.	Variance from STD, Reasons Why, Actions to be Taken, Specific Performance Objective (Who is to do What by When?)
A. Treat co-workers and supervisors with respect and dignity.					
B. Resolve differences in positive, constructive ways by trying to negotiate ways to work together harmoniously, not allowing personal differences with others to disrupt the work of you or others.					
C. Maintain compliance with City General Order #33-Policy Against Workplace Harassment and all departmental policy pertaining to proper workplace decorum.					
D. Process problems, complaints, and disagreements through the Chain of Command. Offer suggested solutions. Avoid repetitious complaints which do not contribute to a solution, but only add to the problem.					

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Major Work Activities and Performance Standards SECTION IV – EXTERNAL RELATIONS You are expected to conduct your work in a manner which fosters good relations and public support for the department and the City. This means you are to:	A/S (Above Standard)	S (Standard)	B/S (Below Standard)	For B/S rating, specific incidents must be cited AND written documentation attached. For A/S, specific incidents must be cited AND written documentation attached when possible.	Variance from STD, Reasons Why, Actions to be Taken, Specific Performance Objective (Who is to do What by When?)
A. Treat the public with respect.					
B. Avoid religious, ethnic, racial, and sexual slurs, as well as put-downs and derogatory remarks.					
C. Avoid behavior that would bring discredit to the department/City.					

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<p>Major Work Activities and Performance Standards</p> <p>SECTION V – INSPECTS, MAINTAINS APPARATUS & EQUIPMENT</p>	<p>A/S (Above Standard)</p>	<p>S (Standard)</p>	<p>B/S (Below Standard)</p>	<p>For B/S rating, specific incidents must be cited AND written documentation attached. For A/S, specific incidents must be cited AND written documentation attached when possible.</p>	<p>Variance from STD, Reasons Why, Actions to be Taken, Specific Performance Objective (Who is to do What by When?)</p>
<p>As a Fire Engineer, one of your primary responsibilities is to ensure that the apparatus that you are assigned to is in a constant state of readiness. Therefore, you are expected to:</p>					
<p>A. Inventory, check and maintain apparatus and equipment on a daily basis.</p>					
<p>B. Completes and maintains reports and records as required by department policies and directives.</p>					
<p>C. Maintains cleanliness of apparatus and equipment, per your Company Officer's expectations.</p>					

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Rater's Signature: _____ Date: _____

Employee Signature: _____ Date: _____

RECOMMENDATION IN VIEW OF THIS APPRAISAL:
(The following to be filled out only upon making the final rating sheet on a probationary employee).

I recommend that this employee be placed on permanent status.

I recommend that this employee be dismissed at the end of the probationary period.

Fire Chief's Signature: _____ Date: _____

Employee Comments: