

United States
Department of the Interior
Bureau of Land Management
National Park Service
U.S. Fish and Wildlife Service
Bureau of Indian Affairs



United States
Department of Agriculture
U.S. Forest Service



BLM FIRE AND AVIATION MANAGEMENT

TASK BOOK FOR THE POSITION OF

ENGINE OPERATOR (ENOP)

MAY 2019

Task Book Assigned To:

Trainee's Name: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Task Book Initiated By:

Official's Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____

Home Unit Address: _____

Date Initiated: _____

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

**Verification/Certification of Completed Task Book
for the Position of:**

ENGINE OPERATOR

Final Evaluator's Verification

*To be completed **ONLY** when you are recommending the trainee for certification.*

I verify that (trainee name) _____ has successfully performed as a trainee by demonstrating all tasks for the position listed above and should be considered for certification in this position. All tasks are documented with appropriate initials.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Home Unit Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

Agency Certification

I certify that (trainee name) _____ has met all requirements for qualification in the above position and that such qualification has been issued.

Certifying Official's Signature: _____

Certifying Official's Printed Name: _____

Title: _____

Home Unit/Agency: _____

Home Unit Phone Number: _____ Date: _____

BUREAU OF LAND MANAGEMENT (BLM) POSITION TASK BOOK

This BLM position task book (PTBs) has been developed for the Engine Operator position. The PTB lists the competencies, behaviors and tasks required for successful performance in the position. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this PTB.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the agency that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks may occur on one or more training assignments and may involve more than one evaluator during any opportunity.

INCIDENT/EVENT CODING

Each task has a code associated with the type of training assignment where the task may be completed. The codes are: O = other, I = incident, W = wildfire, RX = prescribed fire, W/RX = wildfire OR prescribed fire and R = rare event. The codes are defined as:

- O = Task can be completed in any situation (classroom, simulation, daily job, incident, prescribed fire, etc.).
- I = Task must be performed on an incident managed under the Incident Command System (ICS). Examples include wildland fire, structural fire, oil spill, search and rescue, hazardous material, and an emergency or non-emergency (planned or unplanned) event.
- W = Task must be performed on a wildfire incident.
- RX = Task must be performed on a prescribed fire incident.
- W/RX = Task must be performed on a wildfire OR prescribed fire incident.
- R = Rare events such as accidents, injuries, vehicle or aircraft crashes occur infrequently and opportunities to evaluate performance in a real setting are limited. The evaluator should determine, through interview, if the trainee would be able to perform the task in a real situation.

While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded. For example, tasks coded "W" must be evaluated on a wildfire; tasks coded "RX" must be evaluated on prescribed fire and so on. Performance of any task on other than the designated assignment is not valid for qualification.

Tasks within the PTB are numbered sequentially; however, the numbering does NOT indicate the order in which the tasks need to be performed or evaluated.

The bullets under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee; the bullets are not all-inclusive. Evaluate and initial ONLY the numbered tasks. DO NOT evaluate and initial each individual bullet.

A more detailed description of this process and definitions of terms are included in the *NIMS Wildland Fire Qualification System Guide*, PMS 310-1. This document can be found at <https://www.nwccg.gov/publications/310-1>.

RESPONSIBILITIES

The responsibilities of the Home Unit/Agency, Trainee, Coach, Training Specialist, Evaluator, Final Evaluator and Certifying Official are identified in the *Wildland Fire Qualification System Guide*, PMS 310-1. It is incumbent upon each of these individuals to ensure their responsibilities are met.

INSTRUCTIONS FOR THE POSITION TASK BOOK EVALUATION RECORD

Evaluation Record #

Each evaluator will need to complete an evaluation record. Each evaluation record should be numbered sequentially. Place this number at the top of the evaluation record page and also use it in the column labeled “Evaluation Record #” for each numbered task the trainee has satisfactorily performed.

Trainee Information

Print the trainee’s name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Evaluator Information

Print the Evaluator’s name, position on the incident/event, home unit/agency, and the home unit/agency address and phone number.

Incident/Event Information

Incident/Event Name: Print the incident/event name.

Reference: Enter the incident code and/or fire code.

Duration: Enter inclusive dates during which the trainee was evaluated.

Incident Kind: Enter the kind of incident (wildfire, prescribed fire, search and rescue, flood, hurricane, etc.).

Location: Enter the geographic area, agency, and state.

Management Type or Prescribed Fire Complexity Level: Circle the ICS organization level (Type 5, Type 4, Type 3, Type 2, Type 1, Area Command) or the prescribed fire complexity level (Low, Moderate, High).

Fire Behavior Prediction System (FBPS) Fuel Model Group: Circle the Fuel Model Group letter that corresponds to the predominant fuel type in which the incident/event occurred.

G = Grass Group (includes FBPS Fuel Models 1 – 3):

1 = short grass (1 foot); 2 = timber with grass understory; 3 = tall grass (1½ - 2 feet)

B = Brush Group (includes FBPS Fuel Models 4 – 6):

4 = Chaparral (6 feet); 5 = Brush (2 feet); 6 = dormant brush/hardwood slash;

7 = Southern rough

T = Timber Group (includes FBPS Fuel Models 8 – 10)

8 = closed timber litter; 9 = hardwood litter; 10 = timber (with litter understory)

S = Slash Group (includes FBPS Fuel Models 11 – 13)

11 = light logging slash; 12 = medium logging slash; 13 = heavy logging slash

Evaluator's Recommendation

For 1 – 4, initial only one line as appropriate; this will allow for comparison with your initials in the Qualifications Record.

Record additional remarks/recommendations on an Individual Performance Evaluation, or by attaching an additional sheet to the evaluation record.

Comments

Additional information specific to the evaluator's recommendation. The evaluator should note any deficiencies, additional assignment needs, or additional focus areas that were identified.

Evaluator's Signature

Sign here to authenticate your recommendations.

Date

Document the date the Evaluation Record is being completed.

Evaluator's Relevant Qualification (or agency certification)

List your qualification or certification relevant to the trainee position you supervised.

Note: Evaluators must be either qualified in the position being evaluated or supervise the trainee; Final Evaluators must be qualified in the trainee position they are evaluating.

Competency: Assume position responsibilities.

Description: Successfully assume role of Engine Operator and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure readiness for assignment.			
1. Demonstrate a working knowledge of diesel engine operation and maintenance. <ul style="list-style-type: none"> • Types of fuel. • Diesel engine components. • Diesel particulate filter regeneration. • Powertrain components and operating characteristics. • Starting procedures. 	O		
2. Perform daily/periodic and post off-road inspections as per agency/local policy. <ul style="list-style-type: none"> • Cab. • Chassis. • Pump package. 	O/I		
3. Maintain cab/chassis and pump package in accordance with guidelines as outlined in the operator’s manual and agency/local standard operating procedures. <ul style="list-style-type: none"> • Perform a driver walkaround. • Perform brake tests. • Clean radiator. • Perform pump flow tests. • Mitigate warranty repairs and recalls. 	O		
4. Maintain all tools and equipment in fully-functional and fire-ready condition. <ul style="list-style-type: none"> • Clean and orderly appearance. • Tools cleaned and sharpened. • Fuel cans full. • Tires operational (proper speed rating, inflated, lug nuts tightened). • Vehicle weight within limits. 	O		
5. Maintain normal unit stocking (NUS), according to agency standards for assigned vehicle throughout fire season. <ul style="list-style-type: none"> • Complete post-fire refurbishment per local and incident standards. 	O		

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
6. Perform winterization procedures. <ul style="list-style-type: none"> • Complete field or short-term winterizations. • Complete all necessary post-season winterization. 	O/I		
7. Demonstrate knowledge of agency policies and regulations related to driving fire vehicles. <ul style="list-style-type: none"> • Driver duty-day limitations. • Commercial driver license requirements. 	O		
8. Demonstrate ability to safely perform driving skills. <ul style="list-style-type: none"> • Identify capabilities and limitations of the apparatus (GVW, turning radius, water loads, load limits, etc.). • Demonstrate start-up and shifting procedures. • Demonstrate appropriate use of warning lights and/or siren. • Demonstrate proper braking and cornering techniques on all types of surfaces and terrain. • Demonstrate proper use of chock blocks. • Demonstrate proper backing technique. 	I		
9. Demonstrate ability to safely perform urban driving. <ul style="list-style-type: none"> • Parking. • Lane changes. • Clearance. • Stopping distances. • Pedestrian. • Turning. 	I		
10. Demonstrate ability to safely perform rural driving. <ul style="list-style-type: none"> • Negotiate blind corners and narrow roads. • Identify and mitigate hazards of livestock and wildlife. • Adjust to poor road conditions (washboards, potholes, loose gravel, etc.). • Compensate for slow-moving and emergency vehicles. 	I		

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
11. Demonstrate ability to safely perform off-road driving. <ul style="list-style-type: none"> • Use spotters where appropriate. • Drive through poor traction conditions, which may include mud, sand, gravel, rocky surfaces, gullies, side hills and steep terrain. • Negotiate water hazards (back up to water sources for drafting purposes, ford streams, etc.). • Make appropriate allowances for special conditions (sensitive habitat, cultural sites, wilderness, etc.). • Negotiate fuels and terrain without damaging vehicle. • Demonstrate ability to start and back down on mid-slope. 	I		
12. Locate a water source and fill a tank. <ul style="list-style-type: none"> • Water source(s) location, volume, cleanliness (aquatic invasive species) and owner's permission. • Fire hydrant use (adapters, threads, backflow prevention, etc.). • On-board pump to draft effectively. • Portable pump(s) use. • Ejector use. 	O		
13. Demonstrate water delivery system design and implementation for tactical work assignments. <ul style="list-style-type: none"> • Simple hose lay construction and troubleshooting. • Progressive hose lay construction and troubleshooting. • Parallel, stage, and series pumping. • Drafting. • Cavitation. • Mop-up. 	RX/W		

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
14. Demonstrate a working knowledge of effective water and chemicals application. <ul style="list-style-type: none"> • State and effectively apply the principles of wildland fire hydraulics. • State and effectively apply the principles of efficient water and/or chemical use, critical application rate and water conservation. • Sustain water and chemical supply for assignment. • Produce different consistencies of foam from nozzle in a timely manner for different fire situations. • Know the capabilities and characteristics of the most common types of foam products and their proper applications. 	RX/W		
15. Perform basic field repairs as needed. <ul style="list-style-type: none"> • Identify problem using appropriate equipment troubleshooting guides. • Determine if problem can be fixed in the field. • Fix problem or call for assistance. • Change tire. 	O		

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Establish effective relationships with relevant personnel.			
16. Coordinate and communicate effectively with various fireline and support personnel required for engine assignment. <ul style="list-style-type: none"> • Ensure that a communication system is established and maintained. • Establish and maintain positive interpersonal working relationships. 	I		
17. Effectively interface with municipal/rural fire departments. <ul style="list-style-type: none"> • Demonstrate a working knowledge of municipal/rural apparatus capabilities and limitations (thread types, flow rates, etc.). • Establish common communications with the appropriate personnel in municipal/rural fire departments. • Demonstrate a working knowledge of tactics, hazards and agency policy with regard to engine use during urban interface situations. 	O		
Behavior: Ensure ability to use tools necessary to complete assignment.			
18. Demonstrate a working knowledge of water delivery systems, their uses and capabilities, and limitations. <ul style="list-style-type: none"> • Fittings, nozzles, and thread types. • Hose types and sizes. • Hose pack types and uses. • Pump valves. • Live reel. • Back-flow prevention. 	RX/W		

Competency: Lead assigned personnel.

Description: Successfully assume role of Engine Operator and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure safety, welfare, and accountability of assigned personnel.			
19. Provide for the safety of assigned personnel. <ul style="list-style-type: none"> • Apply safety guidelines (Risk Assessment [RA], risk management worksheets, work and driving duty day limitations, etc.) appropriately. • Ensure use of seat belts. • Secure the doors, top racks, gear, equipment, etc. • Recognize potentially hazardous situations (danger zones), take action to mitigate, and inform others. • Personnel are accounted for and their locations are known. • When appropriate, conduct safety briefings. • Ensure Personal Protective Equipment (PPE) is in place and used when appropriate. • Ability to locate and use hand held fire extinguishers first aid kits. 	O		

Competency: Communicate effectively.

Description: Successfully assume role of Engine Operator and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Ensure documentation is complete and disposition is appropriate.			
20. Document all vehicle inspections for assigned apparatus as per local/state/agency policy (i.e., <i>Fire Equipment Maintenance Procedure and Record</i> or <i>FEMPR</i> for BLM).	O		
21. Document all preventative maintenance and repairs for assigned apparatus as per local/state/agency policy (i.e., <i>Fire Equipment Maintenance Procedure and Record</i> or <i>FEMPR</i> for BLM).	O		
22. Demonstrate a working knowledge of fleet management documentation procedures as per agency/state/local policy. <ul style="list-style-type: none"> • Working Capital Fund (WCF). • Fleet charge card. • Vehicle weight. • Tire speed rating. • Utilization (fuel, mileage, hours, exception cost coding). • Motor vehicle accident reporting. 	O		
23. Demonstrate a working knowledge of the equipment improvement/deficiency reporting processes as per local/state/agency policy.	O		

Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Successfully assume role of Engine Operator and initiate position activities at the appropriate time according to the following behaviors.

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Take appropriate action based on assessed risks.			
24. Perform a mobile attack. <ul style="list-style-type: none"> • Direct. • Indirect. 	RX/W		
25. Perform a stationary attack. <ul style="list-style-type: none"> • Direct. • Indirect. 	RX/W		
Behavior: Anticipate, recognize, and mitigate unsafe situations.			
26. Ensure all apparatus operations adhere to the principles of fireline safety. <ul style="list-style-type: none"> • Follow the 10 Standard Fire Orders. • Be aware of the 18 Watch Out Situations. • Follow the safety principles of Lookouts, Communications, Escape Routes, and Safety Zones (LCES). • Know your right to refuse an unsafe assignment. 	RX/W		
27. Identify vehicle safety compliance requirements that will red-tag the vehicle.	O		
28. Perform post off-road driving inspection prior to driving on public roads. <ul style="list-style-type: none"> • Duals (rocks, tire damage, etc.). • Brakes. • Under carriage (brakes, drive line, tie rod, differential, etc.). • Noxious weeds. • Aquatic invasive species. 	I		

TASK	C O D E*	EVALUATION RECORD #	EVALUATOR: Initial & date upon completion of task
Behavior: Follow established procedures and/or safety procedures relevant to given assignment.			
29. Demonstrate proper engine protection. <ul style="list-style-type: none"> • Protect engine by positioning in a fire safe area. • Set up engine protection lines. • Maintain adequate water reserve to protect engine. • Identify egress and ingress routes and methods. 	I		
30. Demonstrate a working knowledge of chemical use limitations and environmental concerns.	RX/W		

Trainee Information

Printed Name:
 Trainee Position on Incident/Event:
 Home Unit/Agency:
 Home Unit /Agency Address and Phone Number:

Evaluator Information

Printed Name:
 Evaluator Position on Incident/Event:
 Home Unit/Agency:
 Home Unit /Agency Address and Phone Number:

Incident/Event Information

Incident/Event Name: _____ Reference (Incident Number/Fire Code): _____
 Duration: _____
 Incident Kind: Wildfire, Prescribed Fire, All Hazard, Other (specify): _____
 Location (include Geographic Area, Agency, and State): _____
 Management Type (circle one): Type 5, Type 4, Type 3, Type 2, Type 1, Area Command
OR Prescribed Fire Complexity Level (circle one): Low, Moderate, High
 FBPS Fuel Model Letter: G = Grass, B = Brush, T = Timber, S = Slash

Evaluator's Recommendation
 (Initial only one line as appropriate)

- _____ 1) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. The trainee has successfully performed all tasks in the PTB for the position. I have completed the Final Evaluator's Verification section and recommend the trainee be considered for agency certification.
- _____ 2) The tasks initialed and dated by me on the Qualification Record have been performed under my supervision in a satisfactory manner. However, opportunities were not available for all tasks (or all uncompleted tasks) to be performed and evaluated on this assignment. An additional assignment is needed to complete the evaluation.
- _____ 3) The trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, guidance, or experience is recommended.
- _____ 4) The individual is severely deficient in the performance of tasks in the PTB for the position and additional training, guidance, or experience is recommended prior to another training assignment.

Comments: _____

Evaluator's Signature: _____ Date: _____
 Evaluator's Relevant Qualification (or agency certification): _____

