

SAN RAFAEL FIRE DEPARTMENT
PERFORMANCE REVIEW PROGRAM

Employee:

Classification: **ENGINEER**

OVERALL JOB PERFORMANCE

☐ Unsatisfactory*

Employee does not achieve the performance standards for a significant portion of the total job. Performance must improve significantly to reach an acceptable level.

☐ Below Standard*

Employee often does not meet standards required to adequately perform the job function.

☐ Satisfactory

Employee meets the standards of performance for practically all functions of the job. Performance is generally steady, reliable, and competent.

☐ Above Standard

Employee performs all functions of the job competently and effectively while often exceeding the standards of performance.

☐ Outstanding

Employee excels in virtually all functions of the job. This employee brings many assets to the job in the areas of ability and performance.

*Date (within 90 days) – Unsatisfactory or Below Standard performance is again to be reviewed: _____

Command Comments:

California Driver License Annual Review/Expiration Date: _____

EMPLOYEE: You may attach comments regarding this evaluation. Initial if attached _____

My Overall Job Performance has been discussed with me:

Employee's Signature

Date

Training Captain's Signature

Date

Captain's Signature

Date

Battalion Chief's Signature

Date

Fire Chief's Signature

Date

**SAN RAFAEL FIRE DEPARTMENT
PERFORMANCE REVIEW PROGRAM**

Employee:

Classification: **ENGINEER**

PERFORMANCE DEVELOPMENT PLAN

PERFORMANCE DESCRIPTION – Describe specific performance areas requiring improvement.

PERFORMANCE DEVELOPMENT PLAN – Actions to be taken to improve performance.

Instructions: Develop specific, clear objectives for next rating period, with due dates, for employee. As possible, break the objectives into steps, and identify completion date for each step. Describe assistance to be provided by Supervisor/Department.

This section should be completed together by employee and evaluator/supervisor.

FOLLOW-UP REVIEW – Identify what developmental actions have been taken and describe current performance.

☐ See supplemental performance report

Employee's Signature

Date

Rating Officer's Signature

Date

**SAN RAFAEL FIRE DEPARTMENT
PERFORMANCE REVIEW PROGRAM**

Employee:				Classification: ENGINEER	
FUNCTION: CARE AND MAINTENANCE					
Weak	Average	Strong	Not Observed	STANDARDS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performs daily, weekly and monthly apparatus checks to insure operational readiness.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performs routine maintenance 1. Cleanliness of equipment 2. Displays mechanical ability to perform minor maintenance on assigned apparatus.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains tools and equipment assigned to apparatus.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintains thorough and accurate written records on apparatus and related equipment.	
OVERALL PERFORMANCE FUNCTION					
<input type="checkbox"/> Unsatisfactory Employee does not fulfill the performance standards for a significant portion of the function		<input type="checkbox"/> Below Standard Employee often does not meet standards required to perform the function		<input type="checkbox"/> Satisfactory Performance standards for the function are generally competent and reliable	
		<input type="checkbox"/> Above Standard Employee often fulfills standards required to perform function in and above average manner		<input type="checkbox"/> Outstanding Employee consistently excels in standards required to perform function.	
Comments:					

Employee's Signature

Date

Rating Officer's Signature

Date

**SAN RAFAEL FIRE DEPARTMENT
PERFORMANCE REVIEW PROGRAM**

Employee:					Classification: ENGINEER				
FUNCTION: COMMUNICATION AND INTERACTION WITH OTHERS									
Weak	Average	Strong	Not Observed	STANDARDS					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to communicate with others and work effectively in team efforts to accomplish tasks with minimum conflicts.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exchanges all necessary information with relief Engineer and other members of the assigned Station.					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicates in a calm, precise manner during emergency operations.					
OVERALL PERFORMANCE FUNCTION									
<input type="checkbox"/> Unsatisfactory Employee does not fulfill the performance standards for a significant portion of the function		<input type="checkbox"/> Below Standard Employee often does not meet standards required to perform the function		<input type="checkbox"/> Satisfactory Performance standards for the function are generally competent and reliable		<input type="checkbox"/> Above Standard Employee often fulfills standards required to perform function in and above average manner		<input type="checkbox"/> Outstanding Employee consistently excels in standards required to perform function.	
Comments:									

Employee's Signature

Date

Rating Officer's Signature

Date

**SAN RAFAEL FIRE DEPARTMENT
PERFORMANCE REVIEW PROGRAM**

Employee:				Classification: ENGINEER	
FUNCTION: DECISION MAKING & PROBLEM SOLVING					
Weak	Average	Strong	Not Observed	STANDARDS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handle normal work activities without referral to the Supervisor unless required for unusual circumstances.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Analyze situations to make appropriate and timely decisions.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inform Supervisor at earliest possible time of any problems that cannot be routinely handled.	
OVERALL PERFORMANCE FUNCTION					
<input type="checkbox"/> Unsatisfactory Employee does not fulfill the performance standards for a significant portion of the function		<input type="checkbox"/> Below Standard Employee often does not meet standards required to perform the function		<input type="checkbox"/> Satisfactory Performance standards for the function are generally competent and reliable	
<input type="checkbox"/> Above Standard Employee often fulfills standards required to perform function in and above average manner		<input type="checkbox"/> Outstanding Employee consistently excels in standards required to perform function.			
Comments:					

Employee's Signature

Date

Rating Officer's Signature

Date

**SAN RAFAEL FIRE DEPARTMENT
PERFORMANCE REVIEW PROGRAM**

Employee:				Classification: ENGINEER	
FUNCTION: DRIVING AND OPERATING					
Weak	Average	Strong	Not Observed	STANDARDS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operates vehicle in a safe manner by observing all traffic regulations.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operates apparatus proficiently on drill ground and in emergency situations.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has working knowledge of assigned apparatus. Has comprehensive knowledge of assigned area.	
OVERALL PERFORMANCE FUNCTION					
<input type="checkbox"/> Unsatisfactory Employee does not fulfill the performance standards for a significant portion of the function		<input type="checkbox"/> Below Standard Employee often does not meet standards required to perform the function		<input type="checkbox"/> Satisfactory Performance standards for the function are generally competent and reliable	
<input type="checkbox"/> Above Standard Employee often fulfills standards required to perform function in and above average manner		<input type="checkbox"/> Outstanding Employee consistently excels in standards required to perform function.			
Comments:					

Employee's Signature

Date

Rating Officer's Signature

Date

**SAN RAFAEL FIRE DEPARTMENT
PERFORMANCE REVIEW PROGRAM**

Employee:				Classification: ENGINEER	
FUNCTION: FIRE PREVENTION ABILITY					
Weak	Average	Strong	Not Observed	STANDARDS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Under supervision, conducts Fire Prevention inspections and has a working knowledge of the Department's Company Inspection Program.	
OVERALL PERFORMANCE FUNCTION					
<input type="checkbox"/> Unsatisfactory Employee does not fulfill the performance standards for a significant portion of the function		<input type="checkbox"/> Below Standard Employee often does not meet standards required to perform the function		<input type="checkbox"/> Satisfactory Performance standards for the function are generally competent and reliable	
<input type="checkbox"/> Above Standard Employee often fulfills standards required to perform function in and above average manner		<input type="checkbox"/> Outstanding Employee consistently excels in standards required to perform function.			
Comments:					

Employee's Signature

Date

Rating Officer's Signature

Date

**SAN RAFAEL FIRE DEPARTMENT
PERFORMANCE REVIEW PROGRAM**

Employee:				Classification: ENGINEER	
FUNCTION: SAFETY					
Weak	Average	Strong	Not Observed	STANDARDS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operates tools and equipment in a safe manner during all Company operations.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understands and observes Department safety guidelines.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilizes all safety equipment, when necessary.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is aware of overall safety operations necessary during emergency operations and communicates potential problems to the rest of the Company.	
OVERALL PERFORMANCE FUNCTION					
<input type="checkbox"/> Unsatisfactory Employee does not fulfill the performance standards for a significant portion of the function		<input type="checkbox"/> Below Standard Employee often does not meet standards required to perform the function		<input type="checkbox"/> Satisfactory Performance standards for the function are generally competent and reliable	
<input type="checkbox"/> Above Standard Employee often fulfills standards required to perform function in and above average manner		<input type="checkbox"/> Outstanding Employee consistently excels in standards required to perform function.			
Comments:					

Employee's Signature

Date

Rating Officer's Signature

Date