

# Emergency Vehicle Technician 3 (NFPA Emergency Vehicle Technician III)

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## Certification Task Book (2020)



California Department of Forestry and Fire Protection  
Office of the State Fire Marshal  
State Fire Training

## Overview

### Authority

This certification task book includes the certification training standards set forth in the Emergency Vehicle Technician 3 Certification Training Standards Guide (2020) which is based on NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications (2020).

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Published by: State Fire Training, PO Box 944246, Sacramento, CA 94244-2460

Cover photo courtesy of Lawrence Achen, Central Fire Protection District, Santa Cruz, CA.

### Purpose

The State Fire Training certification task book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required position if applicable, and has demonstrated the job performance requirements to obtain that certification.

### Assumptions

State Fire Training holds the opinion that an Emergency Vehicle Technician 1, Emergency Vehicle Technician 2, or Emergency Vehicle Technician 3 certification candidate may initiate a task book and obtain verification signatures for job performance requirements (JPR) demonstrated during training. A fire chief retains the option to require a candidate to repeat any JPR completed and signed off on during training and to document that performance with a second signature in the candidate's task book.

For candidates who do not work for a California Fire Agency (i.e. non-fire public agency or private industry), the highest-ranking individual (i.e. Fleet Manager) assumes the Fire Chief's responsibilities as listed within this certification task book.

Each job JPR shall be evaluated after the candidate initiates the task book.

An evaluator may verify satisfactory execution of a job performance requirement (JPR) through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. Any State Fire Training issued update or addendum is required for task book completion.

A candidate must complete a task book within five years its initiation date. Otherwise, a candidate must initiate a new task books using the certification's current published version.

## Roles and Responsibilities

### Candidate

The candidate is the individual pursuing certification.

### Initiation

The candidate shall:

1. Complete all **Initiation Requirements**.
  - Please print or type.

### Completion

The candidate shall:

1. Complete all **Job Performance Requirements**.
  - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all **Completion Requirements**.
3. Sign and date the candidate verification statement under **Review and Approval** with a handwritten signature.
4. Obtain their fire chief's handwritten (not stamped) signature on the fire chief verification section.
5. Create and retain a physical or high-resolution digital copy of the completed task book

### Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
  - See Submission and Review below.

A candidate should not submit a task book until they have completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

### Evaluator

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement (JPR).

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

A qualified evaluator is designated by the candidate's fire chief and holds an equivalent or higher-level certification. If no such evaluator is present, the fire chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements. If the candidate is being evaluated in a public agency or private industry, the highest-ranking individual familiar with the candidate's experience should sign this task book.

A task book evaluator may be, but is not required to be, a registered skills evaluator who oversees a State Fire Training certification exam.

A certification task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
2. Review and understand the candidate's certification task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
  - Sign all appropriate lines in the certification task book with a handwritten signature or approved digital signature (e.g. Docusign or Adobe Sign) to record demonstrated performance of tasks.

## Fire Chief

The fire chief is the individual who reviews and confirms the completion of a candidate's certification task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

If the candidate is being evaluated in a public agency or private industry, the highest-ranking individual familiar with the candidate's experience should sign this task book.

## Completion

The fire chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
2. Confirm that the candidate meets the **Completion Requirements**.
3. Sign and date the Fire Chief verification statement under **Review and Approval** with a handwritten signature.
  - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

## Submission and Review

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

To submit a completed task book, please send the following to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation
- Payment

State Fire Training  
Attn: Certification  
PO Box 944246  
Sacramento, CA 94244-2460

State Fire Training reviews all submitted task books.

- If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's State Fire Training file.
- If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this certification task book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for certification.

## Initiation Requirements

The following requirements must be completed prior to initiating this task book.

### Candidate Information

Name: \_\_\_\_\_

SFT ID Number: \_\_\_\_\_

Fire Agency: \_\_\_\_\_

Initiation Date: \_\_\_\_\_

The following requirements must be completed prior to initiating this task book.

### Prerequisites

State Fire Training confirms that there are no prerequisites for initiating this certification task book.

### Education

State Fire Training confirms that there are no education requirements for initiating this certification task book.

### Position

State Fire Training confirms that there are no position requirements for initiating this certification task book.

### Fire Chief Approval

State Fire Training confirms that a Fire Chief's approval is not required to initiate this task book.

## Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required. Add additional signature pages as needed.

**Name:** \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Name:** \_\_\_\_\_  
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**Name:** \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Signature: \_\_\_\_\_



## Job Performance Requirements

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

All JPRs must be completed within a California fire agency, California Public Agency, California Private Industry or while attending the California Fire Mechanics Academy.

For JPRs that are not part of a candidate's regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each JPR shall be evaluated after the candidate initiates the task book.

### Human Resource Management and Evaluation

1. Assign tasks or responsibilities to technicians, given a work order, an emergency vehicle, work space, and required tools, equipment, and parts, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the work is completed and within the scheduled time. (NFPA 6.2.1) (CTS 11-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

2. Conduct individual training for technicians, given an apparatus, an assignment, a workspace, and all necessary tools, so that the technician understands the procedure and is able to demonstrate proficiency at the given task. (NFPA 6.2.2) (CTS 11-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

3. Provide input on the performance level of the technician, given a time record, pertinent work orders, and evaluation forms, so that the abilities and weaknesses of a technician can be determined; required counseling and training can be scheduled to maintain or improve a technician's proficiency; or an issue can be referred to the next level of supervision. (NFPA 6.2.3.1) (CTS 11-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

4. Recommend, specify, and enforce discipline, given employee history and department SOPs, so that the employee is given the guidance necessary to improve or resolve issues. NFPA 6.2.3.2) (CTS 11-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

5. Recommend and enforce safety policies and procedures, given agency safety policies and procedures; federal, state, local, and industry standards for workplace safety; and safety hazards, so that workplace safety is monitored and recommendations for deficiencies are documented. (NFPA 6.2.3.3 / OSFM) (CTS 11-5)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

6. Monitor compliance of applicable environmental regulations, given agency policies and procedures; federal, state, and local environmental regulations; and material safety data sheets (MSDS), so that the workplace is in compliance with all required regulations; and all deficiencies are identified and corrected. (NFPA 6.2.3.4) (CTS 11-6)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Inspection

7. Inspect a completed vehicle, given a vehicle, a deficiency list, completed tasks, and required license, so that all deficiencies are repaired; documentation is completed; and the vehicle is diagnostically checked to manufacturer's specifications. (NFPA 6.3.1.1) (CTS 12-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

8. Monitor outsourced repairs, given a completed vehicle, a deficiency list, and a list of completed tasks, so that all repairs are verified; and diagnostic checks are completed and documented. (NFPA 6.3.1.2) (CTS 12-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Equipment and Parts Management

9. Monitor inventory levels within the relevant level of responsibility, given current inventory, agency equipment lists, manufacturer specification, a maintenance schedule, previous repair history, and manufacturer parts manuals, so that the inventory is maintained at the required levels. (NFPA 6.4.1) (CTS 13-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

10. Order appropriate parts, given a part number of specification and application of part required, a purchase order form and procedures, and a vendor list, so that the correct part is ordered from the vendor; purchase orders are tracked; and purchase is recorded. (NFPA 6.4.2) (CTS 13-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Documentation

11. Prepare an estimate of deficiencies or upgrades to be completed on an emergency vehicle, given an emergency vehicle, repair history, estimate forms, parts lists, required repair or upgrade hours, and a calculator, so that the costs are calculated, documented, and communicated. (NFPA 6.5.1) (CTS 14-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

12. Adhere to a schedule for maintenance or repair of an emergency vehicle, given an emergency vehicle, a schedule, forms, a repair or maintenance request, current staffing and workload, work estimate, and work space availability, so that required repairs or maintenance can be assigned and completed in accordance with the projected times. (NFPA 6.5.2) (CTS 14-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

13. Document warranty repairs, given a repaired vehicle, applicable warranties, a deficiency list, technical service bulletins, and a list of completed tasks, so that all repairs are completed, and diagnostically checked and performance tested if required; and the warranty claim is processed. (NFPA 6.5.3) (CTS 14-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

14. Create work orders, given an emergency response vehicle, an assignment, and agency work order forms, so that all work to be performed is documented; all required information is recorded; all necessary information is communicated to the technician(s); and the emergency response vehicle is prepared for repair or maintenance. (NFPA 6.5.4) (CTS 14-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

15. Validate maintenance records, given completed documentation of maintenance records and agency record-keeping policies, so that accurate records are maintained. (NFPA 6.5.5) (CTS 14-5)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Apparatus Specifications

16. Develop a specification through review and research of existing fire apparatus, given agency recommendations, agency policies and procedures, and applicable NFPA and industry standards, so that technical criteria are presented as a completed specification. (NFPA 6.6.1 / OSFM) (CTS 15-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Completion Requirements

The following requirements must be completed prior to submitting this task book.

### Experience

The candidate meets the following experience requirements.

- Have a minimum of four (4) years full-time, paid experience in a California fire department, public agency, or private industry as an automotive or truck mechanic, with one (1) year of which must be related to the maintenance of emergency response vehicles

OR

- Have a minimum of five (5) years full-time, paid experience in a California fire department, public agency, or private industry as a truck mechanic with no emergency response vehicles required

OR

- Have a minimum of six (6) years volunteer time or paid part-time, paid experience in a California fire department, public agency, or private industry as a truck mechanic with primary duties performing as a truck mechanic.

Agency	Experience	Start Date	End Date

### Position

The candidate meets the qualifications for this level of certification. The position requirement is met when the applicant fulfills the role of the specific duties as defined by the Fire Chief.

## Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: \_\_\_\_\_

## Completion Timeframe

The candidate has completed all requirements documented in this certification task book within five years of its initiation date.

Initiation Date (see Fire Chief signature under **Initiation Requirements**): \_\_\_\_\_

## Review and Approval

### Candidate

Candidate (please print): \_\_\_\_\_

I, the undersigned, am the person applying for Emergency Vehicle Technician 3 certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Fire Chief

Candidate's Fire Chief (please print): \_\_\_\_\_

I, the undersigned, am the person authorized to verify the candidate's qualifications for Emergency Vehicle Technician 3 certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_