

JAC Supervisor Guide

This form is intended to give the BTU JAC Supervisor a summary of tasks, responsibilities, and actions which will allow for communication and instruction between CFFJAC apprentices and their Supervisor.

1. Orientation:

- a. Welcome and insure the employee has been given an orientation to review the Unit and Battalion expectations of the program (304's, syllabus, notebook, record keeping, forms, substitutions, classes). Review the Units procedures for submitting 304's etc.
- b. Compile a copy of all apprentices' training certificates and forward to training.
- c. Assist apprentice in receiving "Initial local orientation" training.

2. Record Keeping:

- a. 304's- MINIMUM 12 HOURS PER MONTH. Ensure compliance
- b. Review for accuracy, sign, and forward to training.
- c. Review 304's and training to ensure training matches progress note book objectives.
- d. 304's are to be done on Train Tracker.

3. During apprenticeship:

- a. Conduct a twice a year a sit down meeting with apprentices to review progress and identify any class needs, substitution needs, or other short comings.
- b. Assist apprentice with substitution training on 304's etc. and identifying appropriate substitute training hours. Assist apprentice in understanding substitute needs.

In short: **As a Supervisor** you assist the apprentice in getting started as soon as they get to the Unit. The sooner they begin, the better they understand the program, the easier they will have with it. You are there to motivate and encourage their involvement, they will only get out of the program what they put into it.

You will be a big help to them as well as the Unit JAC Supervisor!!

IMPORTANT NOTES

- You would be surprised how much time is spent by me correction 304s. As their Supervisor I would appreciate you looking over the entire document of errors before forwarding it on to me. Please don't just sign it and send it on its way.
- Assure that all the boxes are filled out in the header area.
- Always continue to submit 304's even if hours are excess or not needed, FTS money comes back to the unit. All hours must be logged under "JAC Hours".
- 304's are to be done on Train Tracker.
- All training must be done on duty. Their time slip and/or log book must reflect them on duty somewhere even if it is a trade work day.
- Training done at, or ran through any college must be documented in College hours column. The third letter of the 4 letter code must be a "G". Very Important!!!
- Substitutions: understand substitution policy, a Power Point presentation is on the Units Training web site describing the procedure.
- They may do any years hours in any year, i.e.- 3rd year hours in first year of apprentice. There is no since to have 15 hrs of hose evolutions on the first year and have hours required on the 2nd and 3rd year.
- Training of multiple days requires multiple entries on 304's, i.e.- no more that 12 hours per day on each line.
- 304's of length that require more than 1 page must be divided into multiple pages with totals on the bottom of each page.
- No staples, paper clips OK.
- Do not send in duplicate 304's. i.e.- do not send in "a copy of everything" just in case you think I don't have one or two. They can call me or email me to determine which 304 they believe are missing.
- If the employee falls behind, a notice will be sent to them, their direct supervisor, and their Battalion Chief.