

**GRADER OPERATOR
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

GRADER OPERATOR

Training Needs Assessment Evaluation Form

Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency:

Each competency is to be rated as follows:

- 1 – Needs significant improvement – employee is unable to complete task or perform function in a satisfactory manner even though assistance is routinely provided
- 2 – Needs improvement - employee can complete task or perform function with considerable assistance
- 3 – Satisfactory – employee can complete task or perform function in a satisfactory manner with little or no assistance
- 4 – Very good – employee consistently completes task or performs functions in an above average manner with little or no assistance
- 5 – Outstanding – employee consistently completed task or performs function at a very high level with little or no assistance

- 1 – Competency has little significance to the position
- 2 – Competency has minor significance to the position
- 3 – Competency is important to the position
- 4 – Competency has major significance to the position
- 5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

GRADER OPERATOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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Community Works Programs

Maintain roads

Maintain roads	Ensure access to houses, tank farms, water supply and waste sites	Maintain easements	Perform pre-winter, winter, spring and summer maintenance on roads	Conduct pre-op	Use equipment for snow removal
P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>

Use equipment to level roads	Operate equipment to ensure proper drainage	Construct and maintain ice/snow roads and bridges	Possess working knowledge of road construction and maintenance		
P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>		

Maintain Workplace Safety

Practice workplace health and safety

Adhere to occupational health and safety regulations	Possess knowledge of spill response guidelines and procedures	Assess workplace hazards	Meet Transportation of Dangerous Goods guidelines	Maintain CPR and First Aid certification	Meet WHMIS guidelines
P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>

Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures	Posses knowledge of fire fighting procedures	Safely store chemicals		
P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>		

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Major Category	Skill	Subskill																		
	Maintain operational safety	Possess knowledge of safety standards for operation of heavy equipment	Possess knowledge of safety check required for safe operation of heavy equipment																	
		P	S	5	P	S	5													
Perform Administrative Functions	Participate in risk management planning	Assess risk	Manage risk																	
		P	S	4	P	S	4													
	Provide information management	Keep daily reports	Generate daily report data	Generate activity reports for clients and council	Operate the computerized maintenance management system	Take inventory														
		P	S	4	P	S	4	P	S	4	P	S	4	P	S	4				
	Schedule work	Establish preventive maintenance schedules	Follow work plans	Organize tasks																
		P	S	4	P	S	4	P	S	4										
	Possess operational skills	Possess ability to safely operate all required heavy equipment	Possess mechanical skills to assist with maintenance	Possess ability to cope with noisy equipment	Possess ability to read manuals and instructions	Possess ability to complete basic reports	Possess ability to deal with severe weather conditions													
		P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	

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Major Category	Skill	Subskill																																										
Technical Skills/Qualifications	Possess required qualifications	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Possess HEO Journeyman certificate</td> <td style="width: 15%;">Possess Class 3 Driver's License with Air Brakes</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P</td> <td>S</td> <td>5</td> <td>P</td> <td>S</td> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Possess HEO Journeyman certificate	Possess Class 3 Driver's License with Air Brakes																				P	S	5	P	S	5															
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Human Resource Management	Work in a team environment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Work cooperatively with others</td> <td style="width: 15%;">Oversee casual employees</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P</td> <td>S</td> <td>4</td> <td>P</td> <td>S</td> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Work cooperatively with others	Oversee casual employees																				P	S	4	P	S	4															
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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Practice listening skills</td> <td style="width: 15%;">Speak effectively</td> <td style="width: 15%;">Maintain customer service</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P</td> <td>S</td> <td>4</td> <td>P</td> <td>S</td> <td>4</td> <td>P</td> <td>S</td> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Practice listening skills	Speak effectively	Maintain customer service																			P	S	4	P	S	4	P	S	4												
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Legislation	Comply with policies and regulations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Comply with territorial acts and regulations</td> <td style="width: 15%;">Comply with federal acts and regulations</td> <td style="width: 15%;">Comply with municipal acts and regulations</td> <td style="width: 15%;">Comply with council resolutions and policies</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P</td> <td>S</td> <td>5</td> <td>P</td> <td>S</td> <td>5</td> <td>P</td> <td>S</td> <td>5</td> <td>P</td> <td>S</td> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Comply with territorial acts and regulations	Comply with federal acts and regulations	Comply with municipal acts and regulations	Comply with council resolutions and policies																		P	S	5	P	S	5	P	S	5	P	S	5									
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P	S	5	P	S	5	P	S	5	P	S	5																																	

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Professionalism

Demonstrate good work habits

Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Maintain confidentiality	Make decisions
P S 4	P S 4	P S 4	P S 5	P S 5	P S 4

Manage time	Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision
P S 4	P S 4	P S 5	P S 4	P S 5	P S 5

Meet deadlines	Employ analytical skills	Demonstrate responsibility	Be a team player	Cooperate with others	Respond positively to others
P S 5	P S 5	P S 5	P S 5	P S 5	P S 5

Demonstrate positive personal attributes and ethical behaviour

Accept change	Adapt to situations	Compromise	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience
P S 4	P S 4	P S 4	P S 4	P S 4	P S 5

Demonstrate positive personal attributes and ethical behaviour

Maintain a positive attitude	Demonstrate honesty	Possess sense of humour	Display tact	Demonstrate diplomacy	Demonstrate courtesy
P S 4	P S 5	P S 4			

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Professionalism	Demonstrate positive personal attributes and ethical behaviour	Demonstrate honesty	Possess sense of humour																	
	Respect self and others	Display tact	Cooperate with others	Demonstrate courtesy																
	Demonstrate leadership skills	Act as a role model	Seek professional and technical advice																	

**GRADER OPERATOR
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Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

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3. Employee goals and objectives

4. Career Goals

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5. Recommended training

6. Employee Comments

Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: