

HEAD MECHANIC
Training Needs Assessment Evaluation Form

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

HEAD MECHANIC

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 (P):

Each competency is to be rated as follows (S):

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

- 1 – Competency has little significant 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.

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Major Category	Skill	Subskill	Subskill	Subskill	Subskill	Subskill	
Community Works Programs	Maintain mobile and stationary vehicles and equipment	Assist in preparation of capital equipment budgets	Assist in preparation of operation and maintenance budgets	Advise foreman of need to replace major parts, vehicles, heavy equipment and stationary equipment	Replace inventory	Maintain sufficient inventory and supplies to maintain and repair vehicles, heavy equipment and stationary equipment	Supervise and train apprentice mechanics
		P S 3	P S 3	P S 4	P S 4	P S 4	P S 3
		Forecast short and long term repairs	Review records, requisitions and other statistical records	Remain current on vehicles, heavy equipment and stationary equipment			
		P S 3	P S 3	P S 4			
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 S 4	P S 4	P S 4	P S 4	P S 4	P S 4

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Major Category	Skill	Subskill												
Perform Administrative Functions	Participate in risk management planning	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Assess risk</td> <td style="width: 25%;">Manage risk</td> <td style="width: 25%;">Review insurance coverage</td> <td style="width: 25%;">Implement loss control system</td> <td style="width: 25%;">Address liability issues</td> <td></td> </tr> <tr> <td>P S 3</td> <td>P S 3</td> <td>P S 3</td> <td>P S 3</td> <td>P S 3</td> <td></td> </tr> </table>	Assess risk	Manage risk	Review insurance coverage	Implement loss control system	Address liability issues		P S 3	P S 3	P S 3	P S 3	P S 3	
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P S 3	P S 3	P S 3	P S 3	P S 3										
Provide information management	Maintain inventory	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Keep daily reports</td> <td style="width: 25%;">Track data using computer software applications</td> <td style="width: 25%;">Generate daily report data</td> <td style="width: 25%;">Analyze daily report data</td> <td style="width: 25%;">Generate activity reports for clients and council</td> <td></td> </tr> <tr> <td>P S 4</td> <td>P S 3</td> <td>P S 3</td> <td>P S 3</td> <td>P S 3</td> <td></td> </tr> </table>	Keep daily reports	Track data using computer software applications	Generate daily report data	Analyze daily report data	Generate activity reports for clients and council		P S 4	P S 3	P S 3	P S 3	P S 3	
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P S 4	P S 3	P S 3	P S 3	P S 3										
Perform Administrative Functions	Schedule work	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain purchase order system</td> <td style="width: 25%;">Maintain capital asset inventory</td> <td style="width: 25%;">Maintain stock inventory</td> <td style="width: 25%;">Take inventory</td> <td></td> <td></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td></td> <td></td> </tr> </table>	Maintain purchase order system	Maintain capital asset inventory	Maintain stock inventory	Take inventory			P S 4	P S 4	P S 4	P S 4		
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P S 4	P S 4	P S 4	P S 4											
Technical Skills/Qualifications	Possess technical skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Develop work plans, strategies and contingencies</td> <td style="width: 25%;">Establish preventive maintenance schedules</td> <td style="width: 25%;">Follow work plans</td> <td style="width: 25%;">Organize tasks</td> <td style="width: 25%;">Coordinate staff and contractor</td> <td style="width: 25%;">Monitor results</td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> </tr> </table>	Develop work plans, strategies and contingencies	Establish preventive maintenance schedules	Follow work plans	Organize tasks	Coordinate staff and contractor	Monitor results	P S 4	P S 4	P S 4	P S 4	P S 4	P S 4
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P S 4	P S 4	P S 4	P S 4	P S 4	P S 4									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Possess working knowledge of operation and maintenance of heavy equipment</td> <td style="width: 25%;">Possess working knowledge of pumps, valves, motors and gauges</td> <td style="width: 25%;">Possess working knowledge of operation and maintenance of power tools</td> <td style="width: 25%;">Operate the computerized maintenance management system</td> <td></td> <td></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 4</td> <td></td> <td></td> </tr> </table>	Possess working knowledge of operation and maintenance of heavy equipment	Possess working knowledge of pumps, valves, motors and gauges	Possess working knowledge of operation and maintenance of power tools	Operate the computerized maintenance management system			P S 5	P S 5	P S 5	P S 4		
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P S 5	P S 5	P S 5	P S 4											

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Major Category	Skill	Subskill													
	Possess operational skills	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	Possess journeyman mechanic certificate								
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4								
Communication	Use effective communication	Practice listening skills	Speak effectively	Maintain customer service											
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4											
Legislation	Comply with policies and regulations	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 <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4										

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Major Category	Skill	Subskill
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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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Comments:

1. Supervisor's comments

2. Expectations for the coming year/work plan

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3. Employee goals and objectives

4. Career Goals

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5. Recommended training

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6. Employee Comments

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