

**AIRPORT MAINTAINER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

AIRPORT MAINTAINER

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 Training Needs Assessment 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:

- 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

Each competency is to be rated as follows:

- 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.

AIRPORT MAINTAINER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																				
Community Works Programs	Operate heavy equipment	Safely operate heavy equipment	Operate front end loaders	Operate graders	Operate trucks	Operate CAT	Operate snowblowers	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5
		Conduct pre-operating checks of equipment as set out by standard operating procedures	Conduct operating checks of equipment as set out by standard operating procedures	Report mechanical problems to the Maintenance Foreman	Ensure vehicles are parked in their proper place	Ensure vehicles are secured to prevent vandalism and danger to the public	Participate in routine maintenance	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5
		Keep vehicles and equipment clean	Possess working knowledge of service and maintenance schedules and procedures					P	S	5	P	S	5									

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Major Category	Skill	Subskill
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Community Works Programs

Maintain municipal airports

Maintain all airport transportation surfaces, landing strips, runways and roads	Compact gravel surfaces	Grade transportation surfaces	Maintain drainage systems	Conduct snow removal	Compact snow
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"/>

Replace lights	Pull drags	Maintain ice control and dye marking	Conduct weekly and monthly preventive maintenance and checks	Respond to emergency situations	
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 Workplace Safety

Practice workplace health and safety

Assess workplace hazards	Meet Transportation of Dangerous Goods guidelines	Maintain CPR and First Aid certification	Meet WHMIS guidelines	Maintain minimum housekeeping standards	Adhere to occupational health and safety regulations
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"/>

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Major Category	Skill	Subskill												
Maintain Workplace Safety	Maintain operational safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess knowledge of safety standards for operation of heavy equipment</td> <td style="width: 16.6%;">Possess knowledge of safety check required for safe operation of heavy equipment</td> <td style="width: 16.6%;">Possess knowledge of spill response guidelines and procedures</td> <td style="width: 16.6%;">Possess knowledge of emergency response procedures</td> <td style="width: 16.6%;">Safely store chemicals</td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> </tr> </table>	Possess knowledge of safety standards for operation of heavy equipment	Possess knowledge of safety check required for safe operation of heavy equipment	Possess knowledge of spill response guidelines and procedures	Possess knowledge of emergency response procedures	Safely store chemicals		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"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Perform Administrative Functions	Participate in risk management planning	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Assess risk</td> <td style="width: 16.6%;">Manage risk</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> </tr> </table>	Assess risk	Manage risk					P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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	Provide information management	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Keep daily reports</td> <td style="width: 16.6%;">Generate daily inspection reports</td> <td style="width: 16.6%;">Follow work plans</td> <td style="width: 16.6%;">Organize tasks</td> <td style="width: 16.6%;">Possess working knowledge of operation and maintenance of heavy equipment</td> <td style="width: 16.6%;">Take inventory</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> </tr> </table>	Keep daily reports	Generate daily inspection reports	Follow work plans	Organize tasks	Possess working knowledge of operation and maintenance of heavy equipment	Take inventory	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"/>
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Operational Skills	Possess operational skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess ability to safely operate all required heavy equipment</td> <td style="width: 16.6%;">Possess ability to cope with noisy equipment</td> <td style="width: 16.6%;">Possess ability to read manuals and instructions</td> <td style="width: 16.6%;">Possess ability to complete basic reports</td> <td style="width: 16.6%;">Possess ability to deal with severe weather conditions</td> <td style="width: 16.6%;">Possess working knowledge of operation and maintenance of heavy equipment</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></td> </tr> </table>	Possess ability to safely operate all required heavy equipment	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 working knowledge of operation and maintenance of heavy equipment	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"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Qualifications	Possess required qualifications	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Possess HEO journeyman certificate</td> <td style="width: 25%;">Possess class 3 driver's license with air brakes</td> <td style="width: 25%;">Possess airport vehicle operators permit</td> <td style="width: 25%;">Operate the computerized maintenance management system</td> </tr> <tr> <td>P S 3</td> <td>P S 5</td> <td>P S 5</td> <td></td> </tr> </table>	Possess HEO journeyman certificate	Possess class 3 driver's license with air brakes	Possess airport vehicle operators permit	Operate the computerized maintenance management system	P S 3	P S 5	P S 5	
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <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></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td></td> </tr> </table>	Establish preventive maintenance schedules	Follow work plans	Organize tasks		P S 4	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: 25%;">Practice listening skills</td> <td style="width: 25%;">Speak effectively</td> <td style="width: 25%;">Maintain customer service</td> <td></td> </tr> <tr> <td>P S 3</td> <td>P S 3</td> <td>P S 3</td> <td></td> </tr> </table>	Practice listening skills	Speak effectively	Maintain customer service		P S 3	P S 3	P S 3	
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Legislation	Comply with policies and regulations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Comply with territorial acts and regulations</td> <td style="width: 25%;">Comply with federal acts and regulations</td> <td style="width: 25%;">Comply with municipal acts and regulations</td> <td style="width: 25%;">Comply with council resolutions and policies</td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 4</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 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							

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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	Make decisions	Manage time
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"/>

Demonstrate willingness to perform alternate duties as required	Demonstrate punctuality	Demonstrate flexibility	Demonstrate organizational abilities	Work with minimal supervision	Meet deadlines
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"/>

Employ analytical skills	Demonstrate responsibility	Be a team player			
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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Comments:

1. Supervisor's comments

2. Expectations for the coming year/workplan

AIRPORT MAINTAINER
Training Needs Assessment Evaluation Form

3. Employee goals and objectives

4. Career Goals

AIRPORT MAINTAINER Training Needs Assessment Evaluation Form

5. Recommended training

6. Employee Comments

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