

BUILDING MAINTAINER
Training Needs Assessment Evaluation Form

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

BUILDING MAINTAINER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																		
Maintain Buildings and Facilities	Manage maintenance and repair to public buildings	Inspect fire protection systems and equipment	Inspect boilers	Maintain fire protection systems and equipment	Coordinate maintenance and repairs to structural systems	Coordinate maintenance and repairs to electrical systems	Coordinate maintenance and repairs to small equipment, pumps and motors													
		P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	
		Training Requested?																		
		Coordinate maintenance and repairs to standby generators	Coordinate maintenance and repairs to mechanical systems	Coordinate repairs to HVAC systems	Coordinate repairs to boilers	Promote energy conservation programs	Supervise landscaping and grounds maintenance													
		P	S	4	P	S	5	P	S	5	P	S	5	P	S	3	P	S	3	
		Training Requested?																		
Community Works Programs	Maintain mobile and stationary vehicles and equipment	Maintain an inventory control system	Establish preventative maintenance schedules	Maintain preventative maintenance programs	Maintain work order system	Maintain records of maintenance and repairs	Prepare requisitions for parts and supplies													
		P	S	4	P	S	5	P	S	5	P	S	4	P	S	4	P	S	4	
		Training Requested?																		
		Order parts and supplies	Perform major repairs on buildings and facilities	Maintain tools and equipment	Possess knowledge of mechanical repair and maintenance	Prepare work orders														
		P	S	4	P	S	4	P	S	4	P	S	4	P	S	4				
		Training Requested?																		
	Identify needs, plan and forecast capital budgets	Assist in preparation of capital equipment budgets	Assist in preparation of operation and maintenance budgets	Advise foreman of need to maintain buildings and facilities,	Replace inventory	Maintain sufficient inventory and supplies to maintain and repair buildings														
		P	S	4	P	S	4	P	S	4	P	S	4	P	S	4				
		Training Requested?																		

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Major Category	Skill	Subskill												
Community Works Programs cont'd	Manage maintenance and repair to public buildings	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess knowledge of building codes</td> <td style="width: 16.6%;">Possess working knowledge of building construction</td> <td style="width: 16.6%;">Possess working knowledge of HVAC systems</td> <td style="width: 16.6%;">Possess knowledge of electrical standards</td> <td style="width: 16.6%;">Possess working knowledge of electrical systems</td> <td style="width: 16.6%;">Inspect public buildings</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Possess knowledge of building codes	Possess working knowledge of building construction	Possess working knowledge of HVAC systems	Possess knowledge of electrical standards	Possess working knowledge of electrical systems	Inspect public buildings	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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Training Requested? <input type="checkbox"/>														
Maintain Workplace Safety	Practice workplace health and safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Adhere to occupational health and safety regulations</td> <td style="width: 16.6%;">Assess workplace hazards</td> <td style="width: 16.6%;">Maintain CPR and First Aid certification</td> <td style="width: 16.6%;">Meet WHMIS guidelines</td> <td style="width: 16.6%;">Maintain minimum housekeeping standards</td> <td style="width: 16.6%;">Safely store chemicals</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Adhere to occupational health and safety regulations	Assess workplace hazards	Maintain CPR and First Aid certification	Meet WHMIS guidelines	Maintain minimum housekeeping standards	Safely store chemicals	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
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Training Requested? <input type="checkbox"/>														
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></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Assess risk	Manage risk					P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4				
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P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4													
Training Requested? <input type="checkbox"/>														
Perform Administrative Functions	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%;">Track data using computer software applications</td> <td style="width: 16.6%;">Generate daily report data</td> <td style="width: 16.6%;">Analyze daily report data</td> <td style="width: 16.6%;">Generate activity reports for clients and council</td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</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 <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	
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Training Requested? <input type="checkbox"/>														
Perform Administrative Functions	Maintain inventory	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain capital asset inventory</td> <td style="width: 16.6%;">Maintain stock inventory</td> <td style="width: 16.6%;">Take inventory</td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain capital asset inventory	Maintain stock inventory	Take inventory				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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Training Requested? <input type="checkbox"/>														
Perform Administrative Functions	Schedule work	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Develop work plans, strategies and contingencies</td> <td style="width: 16.6%;">Establish preventive maintenance schedules</td> <td style="width: 16.6%;">Follow work plans</td> <td style="width: 16.6%;">Organize tasks</td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> </tr> </table>	Develop work plans, strategies and contingencies	Establish preventive maintenance schedules	Follow work plans	Organize tasks			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		
	Develop work plans, strategies and contingencies	Establish preventive maintenance schedules	Follow work plans	Organize tasks										
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											
Training Requested? <input type="checkbox"/>														

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Major Category	Skill	Subskill					
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Technical Skills/Qualifications </div>	<div style="border: 1px solid black; padding: 5px;"> Possess technical skills </div>	<div style="border: 1px solid black; padding: 5px;"> Read building specifications, blueprints and as-builds </div>	<div style="border: 1px solid black; padding: 5px;"> Read technical documents </div>	<div style="border: 1px solid black; padding: 5px;"> Possess working knowledge of pumps, valves, motors and gauges </div>	<div style="border: 1px solid black; padding: 5px;"> Possess working knowledge of operation and maintenance of power tools </div>	<div style="border: 1px solid black; padding: 5px;"> Operate the computerized maintenance management system </div>	
		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"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
	<div style="border: 1px solid black; padding: 5px;"> Possess operational skills </div>	<div style="border: 1px solid black; padding: 5px;"> Possess mechanical skills to assist with maintenance </div>	<div style="border: 1px solid black; padding: 5px;"> Possess ability to cope with noisy equipment </div>	<div style="border: 1px solid black; padding: 5px;"> Possess ability to read manuals and instructions </div>	<div style="border: 1px solid black; padding: 5px;"> Possess ability to complete basic reports </div>	<div style="border: 1px solid black; padding: 5px;"> Possess ability to deal with severe weather conditions </div>	<div style="border: 1px solid black; padding: 5px;"> Possess ability to complete minor carpentry repairs </div>
		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"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Technical Skills/Qualifications </div>	<div style="border: 1px solid black; padding: 5px;"> Possess required qualifications </div>	<div style="border: 1px solid black; padding: 5px;"> Possess journeyman housing maintainer certification </div>					
		P <input type="checkbox"/> S <input type="checkbox"/> 3 <input type="checkbox"/>					
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Communication </div>	<div style="border: 1px solid black; padding: 5px;"> Use effective communication </div>	<div style="border: 1px solid black; padding: 5px;"> Practice listening skills </div>	<div style="border: 1px solid black; padding: 5px;"> Speak effectively </div>	<div style="border: 1px solid black; padding: 5px;"> Maintain customer service </div>			
		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"/>			
<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Legislation </div>	<div style="border: 1px solid black; padding: 5px;"> Comply with policies and regulations </div>	<div style="border: 1px solid black; padding: 5px;"> Comply with territorial acts and regulations </div>	<div style="border: 1px solid black; padding: 5px;"> Comply with federal acts and regulations </div>	<div style="border: 1px solid black; padding: 5px;"> Comply with municipal acts and regulations </div>	<div style="border: 1px solid black; padding: 5px;"> Comply with council resolutions and policies </div>		
		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												
Professionalism	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage stress</td> <td style="width: 16.6%;">Take direction</td> <td style="width: 16.6%;">Motivate self</td> <td style="width: 16.6%;">Demonstrate dependability and accountability</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make decisions</td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> <td>P S 4</td> </tr> </table>	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
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	P S 4	P S 4	P S 4	P S 5	P S 5	P S 4								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage time</td> <td style="width: 16.6%;">Demonstrate willingness to perform alternate duties as required</td> <td style="width: 16.6%;">Demonstrate punctuality</td> <td style="width: 16.6%;">Demonstrate flexibility</td> <td style="width: 16.6%;">Demonstrate organizational abilities</td> <td style="width: 16.6%;">Work with minimal supervision</td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 5</td> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	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	
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Meet deadlines</td> <td style="width: 16.6%;">Employ analytical skills</td> <td style="width: 16.6%;">Demonstrate responsibility</td> <td style="width: 16.6%;">Be a team player</td> <td style="width: 16.6%;">Cooperate with others</td> <td style="width: 16.6%;">Respond positively to others</td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> </tr> </table>	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		
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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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Accept change</td> <td style="width: 16.6%;">Adapt to situations</td> <td style="width: 16.6%;">Compromise</td> <td style="width: 16.6%;">Separate personal and professional life</td> <td style="width: 16.6%;">Pursue personal and professional development</td> <td style="width: 16.6%;">Demonstrate patience</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 5</td> </tr> </table>	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	
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P S 4	P S 4	P S 4	P S 4	P S 4	P S 5									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain a positive attitude</td> <td style="width: 16.6%;">Demonstrate honesty</td> <td style="width: 16.6%;">Possess sense of humour</td> <td style="width: 16.6%;">Display tact</td> <td style="width: 16.6%;">Demonstrate diplomacy</td> <td style="width: 16.6%;">Demonstrate courtesy</td> </tr> <tr> <td>P S 4</td> <td>P S 5</td> <td>P S 4</td> <td></td> <td></td> <td></td> </tr> </table>	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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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

6. Employee Comments

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