

**GARBAGE TRUCK DRIVER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

GARBAGE TRUCK DRIVER

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.

GARBAGE TRUCK DRIVER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill					
Community Works Programs	Maintain sanitation system	Pick up refuse from residential buildings, businesses and other facilities as per schedule	Deliver refuse to solid waste site	Maintain records of pickups	Safely operate garbage truck	Conduct pre-operation vehicle check	Keep equipment clean as per Public Health Standards
		P S 5	P S 5	P S 5	P S 5	P S 5	P S 5
		Inform foreman of mechanical problems	Assist mechanics with vehicle repair	Ensure vehicle is parked in its proper place after hours	Ensure vehicle is secured to prevent vandalism	Follow schedules	Inform foreman of client concerns
		P S 4	P S 4	P S 4	P S 4	P S 4	P S 4
	Manage mobile equipment	Inspect mobile and stationary equipment	Possess working knowledge of mobile and stationary equipment	Maintain mobile and stationary equipment	Repair mobile and stationary equipment	Operate mobile and stationary equipment	Monitor equipment standards and specifications
		P S 4	P S 4	P S 4	P S 4	P S 4	P S 4
	Operate heavy equipment	Conduct pre-operating checks of equipment as set out by standard operating procedures	Conduct operating checks 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 4	P S 4	P S 4	P S 4	P S 4	P S 4

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Community Works Programs	Maintain sanitation system	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Keep vehicles and equipment clean</td> <td style="width: 50%; padding: 5px;">Possess working knowledge of service and maintenance schedules and procedures</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 style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">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> </tr> </table>	Keep vehicles and equipment clean	Possess working knowledge of service and maintenance schedules and procedures																			P	S	4	P	S	4														
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Maintain Workplace Safety	Practice workplace health and safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; padding: 5px;">Adhere to occupational health and safety regulations</td> <td style="width: 16.6%; padding: 5px;">Possess knowledge of spill response guidelines and procedures</td> <td style="width: 16.6%; padding: 5px;">Assess workplace hazards</td> <td style="width: 16.6%; padding: 5px;">Meet Transportation of Dangerous Goods guidelines</td> <td style="width: 16.6%; padding: 5px;">Maintain CPR and First Aid certification</td> <td style="width: 16.6%; padding: 5px;">Meet WHMIS guidelines</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 style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td></td> <td></td> </tr> </table>	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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Perform Administrative Functions	Participate in risk management planning	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Maintain minimum housekeeping standards</td> <td style="width: 50%; padding: 5px;">Possess knowledge of emergency response procedures</td> <td style="width: 50%; padding: 5px;">Posses knowledge of fire fighting procedures</td> <td style="width: 50%; padding: 5px;">Safely store chemicals</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 style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td style="text-align: center; padding: 5px;">P</td> <td style="text-align: center; padding: 5px;">S</td> <td style="text-align: center; padding: 5px;">4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures	Posses knowledge of fire fighting procedures	Safely store chemicals																	P	S	4	P	S	4	P	S	4	P	S	4								
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Perform Administrative Functions	Maintain inventory	Take inventory
		P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
	Schedule work	Establish preventive maintenance schedules
		P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
Technical Skills/Qualifications	Possess computer skills	Operate the computerized maintenance management system
		P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
	Possess operational skills	Possess mechanical skills to assist with maintenance
		P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
	Possess required qualifications	Possess ability to cope with noisy equipment
		P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
		Possess ability to read manuals and instructions
		P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
		Possess ability to complete basic reports
		P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
		Possess ability to deal with severe weather conditions
		P <input type="checkbox"/> S <input type="checkbox"/> 4 <input type="checkbox"/>
		Possess class 3 driver's license with air brakes
		P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/>

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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></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>3</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	3																
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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></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></td><td>S</td><td>4</td> <td>P</td><td></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																				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></td><td>S</td><td>5</td> <td>P</td><td></td><td>S</td><td>5</td> <td>P</td><td></td><td>S</td><td>5</td> <td>P</td><td></td><td>S</td><td>5</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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Professionalism	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Manage stress</td> <td style="width: 15%;">Take direction</td> <td style="width: 15%;">Motivate self</td> <td style="width: 15%;">Demonstrate dependability and accountability</td> <td style="width: 15%;">Make decisions</td> <td style="width: 15%;">Manage time</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></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> <td>P</td><td></td><td>S</td><td>4</td> </tr> </table>	Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Make decisions	Manage time																P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4
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Professionalism	Demonstrate good work habits	Employ analytical skills	Demonstrate responsibility	Be a team player																			
		P		S	4	P		S	4	P		S	4										
	Possess cultural and political knowledge	Practice cross cultural skills	Be familiar with political situation	Be familiar with political situation	Possess knowledge of community																		
		P		S	4	P		S	4	P		S	4	P		S	4						
	Demonstrate positive personal attributes and ethical behaviour	Accept change	Adapt to situations	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience	Maintain a positive attitude																
P			S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S
Respect self and others	Demonstrate honesty	Possess sense of humour																					
		P		S	4	P		S	4														
	Display tact	Cooperate with others	Demonstrate courtesy																				
		P		S	4	P		S	4	P		S	4										

**GARBAGE TRUCK DRIVER
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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

GARBAGE TRUCK DRIVER Training Needs Assessment Evaluation Form

5. Recommended training

6. Employee Comments

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