

# HEAVY EQUIPMENT OPERATOR Training Needs Assessment Evaluation Form

## Personal/Position Information

Name: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Position: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Position Start Date: \_\_\_\_\_

Community: \_\_\_\_\_

Region: \_\_\_\_\_

# HEAVY EQUIPMENT 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:

- 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 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.

# HEAVY EQUIPMENT OFFICER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																																
Community Works Programs	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	5	P		S	5	P		S	4	P		S	4	P		S	5	P		S	4			
		Safely operate heavy equipment	Operate front end loaders	Operate dozers	Operate graders	Operate trucks	Operate compactors	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5			
	Operate snowblowers	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	P		S	5	P		S	5	P		S	5	P		S	4	P		S	4	P		S	4	P		S	4
	Participate in routine maintenance	Keep vehicles and equipment clean	Possess working knowledge of service and maintenance schedules and procedures				P		S	4	P		S	4	P		S	4																

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## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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**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	S	5	P	S	5	P	S	4	P	S	5	P	S	4	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	3	P	S	5	P	S	5	P	S	5	P	S	5

Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures	Possess knowledge of fire fighting procedures	Safely store chemicals														
P	S	3	P	S	4	P	S	3	P	S	3						

**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	4	P	S	4												

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<b>Perform Administrative Functions</b>	<b>Provide information management</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Keep daily reports</td> <td style="width: 15%;">Generate daily report data</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>P</td><td>S</td><td>4</td> <td>P</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> </tr> </table>	Keep daily reports	Generate daily report data					P	S	4	P	S	3											
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	<b>Maintain inventory</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Take inventory</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>P</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><td></td> </tr> </table>	Take inventory						P	S	3														
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<b>Schedule work</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Follow preventive maintenance schedules</td> <td style="width: 15%;">Follow work plans</td> <td style="width: 15%;">Organize tasks</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></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>3</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Follow preventive maintenance schedules	Follow work plans	Organize tasks				P	S	4	P	S	4	P	S	3									
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<b>Possess computer skills</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Operate the computerized maintenance management system</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <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> </tr> </table>	Operate the computerized maintenance management system						P	S	4															
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Major Category	Skill	Subskill																																									
<div style="border: 1px solid black; padding: 5px;"><b>Technical Skills/Qualifications</b></div>	<div style="border: 1px solid black; padding: 5px;"><b>Possess required qualifications</b></div>	<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 style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></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></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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<div style="border: 1px solid black; padding: 5px;"><b>Human Resource Management</b></div>	<div style="border: 1px solid black; padding: 5px;"><b>Work in a team environment</b></div>	<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 style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></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><td></td> </tr> </table>	Work cooperatively with others	Oversee casual employees																			P		S	4	P		S	3													
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# HEAVY EQUIPMENT OFFICER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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<b>Professionalism</b>
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<b>Demonstrate good work habits</b>
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Manage stress	Take direction	Motivate self	Demonstrate dependability and accountability	Make decisions	Manage time
P <input type="checkbox"/> S <input type="checkbox"/> 3	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"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3

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"/> 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"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4

Employ analytical skills	Demonstrate responsibility	Be a team player			
P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4			

<b>Demonstrate positive personal attributes and ethical behaviour</b>
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Accept change	Adapt to situations	Separate personal and professional life	Pursue personal and professional development	Demonstrate patience	Maintain a positive attitude
P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4

<b>Demonstrate positive personal attributes and ethical behaviour</b>
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Demonstrate honesty	Possess sense of humour				
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4				

**HEAVY EQUIPMENT OFFICER  
Training Needs Assessment Evaluation Form**

**Comments:**

1. Supervisor's comments

2. Expectations for the coming year/workplan



# HEAVY EQUIPMENT OFFICER Training Needs Assessment Evaluation Form

3. Employee goals and objectives

4. Career Goals

# HEAVY EQUIPMENT OFFICER Training Needs Assessment Evaluation Form

5. Recommended training

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6. Employee Comments

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