

**OIL BURNER MECHANIC
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

OIL BURNER 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.

OIL BURNER MECHANIC

Training Needs Assessment Evaluation Form

| Major Category | Skill | Subskill | | | | | | | | | | | | | | | |
|--|---|---|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Heating Systems and Components</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Maintain systems</div> <div style="border: 1px solid black; padding: 5px;">Be familiar with systems and components</div> | <div style="border: 1px solid black; padding: 5px;"> Review building plans and specifications </div> | <div style="border: 1px solid black; padding: 5px;"> Determine layout of heating system P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/> </div> | <div style="border: 1px solid black; padding: 5px;"> Determine layout of heating components P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/> </div> | <div style="border: 1px solid black; padding: 5px;"> Identify required tools P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/> </div> | <div style="border: 1px solid black; padding: 5px;"> Identify special equipment P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/> </div> | <div style="border: 1px solid black; padding: 5px;"> Determine the type and size of pipe P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/> </div> | | | | | | | | | | | |
| | <div style="border: 1px solid black; padding: 5px;"> Install and maintain oil burner and heating systems </div> | <div style="border: 1px solid black; padding: 5px;"> Troubleshoot oil burner and heating systems P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/> </div> | <div style="border: 1px solid black; padding: 5px;"> Test and repair systems and components P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/> </div> | <div style="border: 1px solid black; padding: 5px;"> Carry out emergency repairs P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/> </div> | <div style="border: 1px solid black; padding: 5px;"> Carry out planned and preventative maintenance P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/> </div> | <div style="border: 1px solid black; padding: 5px;"> Respond to emergency calls for service or repair P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/> </div> | | | | | | | | | | | |
| | <div style="border: 1px solid black; padding: 5px;"> Oil burners </div> | <div style="border: 1px solid black; padding: 5px;"> Hot water and steam boilers </div> | <div style="border: 1px solid black; padding: 5px;"> Circulators and associated heating systems </div> | <div style="border: 1px solid black; padding: 5px;"> Boiler controls and wiring, cleaning tubes and compressors </div> | <div style="border: 1px solid black; padding: 5px;"> Cushion tanks, fuel lines, tanks </div> | <div style="border: 1px solid black; padding: 5px;"> Other mechanical machinery, plant and utility systems </div> | | | | | | | | | | | |
| | <div style="border: 1px solid black; padding: 5px;"> Install thermostats, motors, piping and safety devices </div> | <div style="border: 1px solid black; padding: 5px;"> Connect components to fuel supply, ventilation and electrical system </div> | <div style="border: 1px solid black; padding: 5px;"> Test installed systems and components and adjust controls for proper functioning </div> | <div style="border: 1px solid black; padding: 5px;"> Troubleshoot and repair malfunctioning oil burners, and their components and controls </div> | | | | | | | | | | | | | |

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|---|--|---|--|--|---|---|--|--|--|--|--|--|
| Heating Systems and Components | Prepare building | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Locate and mark all positions</td> <td style="width: 25%; padding: 5px;">Cut holes as required</td> <td style="width: 25%; padding: 5px;">Maintain clean and orderly conditions in all working areas</td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td></td> </tr> </table> | Locate and mark all positions | Cut holes as required | Maintain clean and orderly conditions in all working areas | | 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"/> | | | |
| | | Locate and mark all positions | Cut holes as required | Maintain clean and orderly conditions in all working areas | | | | | | | | |
| 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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| 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"/> | | | | | | | | | | |
| | Prepare components | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Install supports and hangers</td> <td style="width: 25%; padding: 5px;">Measure and cut pipe</td> <td style="width: 25%; padding: 5px;">Thread, bend and clamp pipe</td> <td style="width: 25%; padding: 5px;">Join pipe</td> <td style="width: 25%; padding: 5px;">Assemble and install valves and fittings</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> </tr> </table> | Install supports and hangers | Measure and cut pipe | Thread, bend and clamp pipe | Join pipe | Assemble and install valves and fittings | 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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| 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"/> | | | | | | | | | | |
| | Install, repair and maintain heating systems | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Install, repair and maintain heating equipment, piping and controls</td> <td style="width: 25%; padding: 5px;">Install, repair and maintain heating components</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td></td> <td></td> </tr> </table> | Install, repair and maintain heating equipment, piping and controls | Install, repair and maintain heating components | | | 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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| 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"/> | | | | | | | | | | |
| Building Codes and Requirements | Be familiar with all relevant codes and requirements | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Identify applicable building codes</td> <td style="width: 25%; padding: 5px;">Identify applicable legislation</td> <td style="width: 25%; padding: 5px;">Identify requirements of heating systems and components</td> <td style="width: 25%; padding: 5px;">Ensure all work is done according to standard trade practices, Canadian Plumbing Code, and territorial and local building codes</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5 <input type="checkbox"/></td> </tr> </table> | Identify applicable building codes | Identify applicable legislation | Identify requirements of heating systems and components | Ensure all work is done according to standard trade practices, Canadian Plumbing Code, and territorial and local building codes | 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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OIL BURNER MECHANIC

Training Needs Assessment Evaluation Form

| Major Category | Skill | Subskill | | | | | | | | | | | | |
|---|---|--|--|--|--|--|--|---|---|---|---|---|---|---|
| Building Codes and Requirements | Ensure Compliance | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Perform scheduled maintenance service on heating systems and components</td> <td style="width: 16.6%;">Apply all codes to installations, repairs and maintenance</td> <td style="width: 16.6%;">Ensure all requirements as specified by the manufacturer of the systems and components are met</td> <td style="width: 16.6%;">Ensure all installations, repairs and maintenance meet the requirements of the appropriate legislation and codes</td> <td style="width: 16.6%;">Ensure all installations, repairs and maintenance meet environmental protection requirements</td> <td style="width: 16.6%;">Possess Journeyman Certification in Oil Burner Mechanic Program</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table> | Perform scheduled maintenance service on heating systems and components | Apply all codes to installations, repairs and maintenance | Ensure all requirements as specified by the manufacturer of the systems and components are met | Ensure all installations, repairs and maintenance meet the requirements of the appropriate legislation and codes | Ensure all installations, repairs and maintenance meet environmental protection requirements | Possess Journeyman Certification in Oil Burner Mechanic Program | 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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| 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 | | | | | | | | | |
| Work Schedules | Administer installation, repairs and maintenance | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Prepare budgets</td> <td style="width: 16.6%;">Prepare orders of supplies</td> <td style="width: 16.6%;">Keep daily reports</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </table> | Prepare budgets | Prepare orders of supplies | Keep daily reports | | | | 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 | | | |
| Prepare budgets | Prepare orders of supplies | Keep daily reports | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |
| | Schedule Work | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Schedule work in cooperation with other trades and suppliers</td> <td style="width: 16.6%;">Follow work plans</td> <td style="width: 16.6%;">Organize tasks</td> <td style="width: 16.6%;">Coordinate staff and contractors</td> <td style="width: 16.6%;">Monitor results</td> <td style="width: 16.6%;">Evaluate results</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table> | Schedule work in cooperation with other trades and suppliers | Follow work plans | Organize tasks | Coordinate staff and contractors | Monitor results | Evaluate results | 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 |
| Schedule work in cooperation with other trades and suppliers | Follow work plans | Organize tasks | Coordinate staff and contractors | Monitor results | Evaluate results | | | | | | | | | |
| 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 | | | | | | | | | |
| 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%;">Maintain minimum housekeeping standards</td> <td style="width: 16.6%;">Possess knowledge of emergency response procedures</td> <td style="width: 16.6%;"></td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;"></td> </tr> </table> | Adhere to Occupational Health And Safety Regulations | Assess workplace hazards | Maintain CPR and First Aid Certification | Maintain minimum housekeeping standards | Possess knowledge of emergency response procedures | | 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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|-------------------------|--|--|--|--|---|--|--------------------------------|---|---|---|---|---|---|---|---|---|
| Technical Skills | Possess Computer Skills | Use word processing software programs | Use spreadsheet software programs | Use database software programs | Operate e-mail and internet | Use the Maintenance Management Systems | | | | | | | | | | |
| | | P | S | 3 | P | S | 3 | P | S | 3 | P | S | 3 | P | S | 5 |
| Technical Skills | Keep records and prepare reports | Keep records on equipment repair history | Keep records on work orders and daily logs | Keep records on test reports, and other data | Provide written reports on inspections and/or tests | Make recommendations | | | | | | | | | | |
| | | P | S | 4 | P | S | 4 | P | S | 4 | P | S | 4 | P | S | 4 |
| Technical Skills | Assist with budgeting and costing | Determine quantities and potential work time for proposed upgrades | Estimate the costs for installations and repairs | Assist with budgets | | | | | | | | | | | | |
| | | P | S | 4 | P | S | 3 | P | S | 4 | | | | | | |
| Communication | Use effective communication | Read and comprehend business documents | Write clearly and concisely | Practice listening skills | Speak effectively | Make presentations | Demonstrate negotiation skills | | | | | | | | | |
| | | P | S | 4 | P | S | 4 | P | S | 4 | P | S | 4 | P | S | 3 |
| Communication | Maintain public relations | Maintain customer service | Assist with community events | Liaise with community organizations and agencies | Liaise with consultants, contractors, inspectors and suppliers, on maintenance and project work | | | | | | | | | | | |
| | | P | S | 4 | P | S | 3 | P | S | 3 | 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: 16.6%;">Manage stress</td> <td style="width: 16.6%;">Take direction</td> <td style="width: 16.6%;">Be self-motivated</td> <td style="width: 16.6%;">Be depended-able</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make effective decisions</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</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"/> 4</td> </tr> </table> | Manage stress | Take direction | Be self-motivated | Be depended-able | Maintain confidentiality | Make effective decisions | P <input type="checkbox"/> S <input type="checkbox"/> 4 | 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"/> 4 |
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| | Demonstrate good work habits | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage time</td> <td style="width: 16.6%;">Perform related duties</td> <td style="width: 16.6%;">Be punctual</td> <td style="width: 16.6%;">Be flexible</td> <td style="width: 16.6%;">Be organized</td> <td style="width: 16.6%;">Work with minimal supervision</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</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> | Manage time | Perform related duties | Be punctual | Be flexible | Be organized | Work with minimal supervision | P <input type="checkbox"/> S <input type="checkbox"/> 5 | P <input type="checkbox"/> S <input type="checkbox"/> 4 | P <input type="checkbox"/> S <input type="checkbox"/> 5 | P <input type="checkbox"/> S <input type="checkbox"/> 4 | P <input type="checkbox"/> S <input type="checkbox"/> 5 | P <input type="checkbox"/> S <input type="checkbox"/> 5 |
| | Manage time | Perform related duties | Be punctual | Be flexible | Be organized | Work with minimal supervision | | | | | | | | |
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| | Demonstrate positive personal attributes and ethical behaviour | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Meet deadlines</td> <td style="width: 16.6%;">Use analytical skills</td> <td style="width: 16.6%;">Be responsible</td> <td style="width: 16.6%;">Be a team player</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</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></td> <td></td> </tr> </table> | Meet deadlines | Use analytical skills | Be responsible | Be a team player | | | 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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| Maintain a positive attitude | Be honest | Possess a sense of humour | | | | | | | | | | | | |
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| Respect self and others | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Display tact</td> <td style="width: 16.6%;">Cooperate with others</td> <td style="width: 16.6%;">Respond positively to others</td> <td style="width: 16.6%;">Be courteous</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</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"/> 4</td> <td></td> <td></td> </tr> </table> | Display tact | Cooperate with others | Respond positively to others | Be courteous | | | 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"/> 4 | | | |
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OIL BURNER MECHANIC

Training Needs Assessment Evaluation Form

| Major Category | Skill | Subskill | | | | | | | | | | | |
|-----------------|--|--|--------------------------------------|--|--------------------------------|--|--|--|--|--|--|--|--|
| Professionalism | Possess cultural and political knowledge | Practice cross cultural skills | Be familiar with political situation | Demonstrate awareness of traditional knowledge | Possess knowledge of community | | | | | | | | |
| | | P S 5 | P S 4 | P S 4 | P S 4 | | | | | | | | |
| | Demonstrate leadership skills | Demonstrate fair, equitable and consistent behaviour | Be accessible | Seek professional and technical advice | | | | | | | | | |
| | | P S 5 | P S 4 | P S 4 | | | | | | | | | |

OIL BURNER MECHANIC
Training Needs Assessment Evaluation Form

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

**OIL BURNER MECHANIC
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

OIL BURNER MECHANIC Training Needs Assessment Evaluation Form

5. Recommended Training

6. Employee Comments

| | |
|------------|-------------|
| Employee: | Supervisor: |
| Title: | Title: |
| Signature: | Signature: |
| Date: | Date: |