

PLUMBER
Training Needs Assessment Evaluation Form

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

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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.

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Major Category	Skill	Subskill																							
Plumbing systems and components	Review building plans and specifications	Determine layout of plumbing system	Determine layout of plumbing fixtures	Identify required tools	Identify special equipment	Determine the type and size of pipe																			
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5				
	Prepare building	Locate and mark all positions	Cut holes as required																						
		P		S	5	P		S	5																
	Prepare pipe	Install supports and hangers for pipe	Measure and cut pipe	Thread, bend and clamp pipe	Join pipe	Assemble and install valves and fittings																			
	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5					
Install, repair and maintain water systems	Install, repair and maintain water treatment equipment, piping and controls	Install, repair and maintain water treatment equipment, piping and controls	Install underground storm sanitary and water piping systems																						
		P		S	5	P		S	5																
Install, repair and maintain plumbing fixtures	Install, repair and maintain plumbing fixtures	Install, repair and maintain sinks, tubs and toilets	Install, repair and maintain water heaters and water conditioners	Install, repair and maintain plumbing fixtures, appliances and trim																					
		P		S	5	P		S	5	P		S	5												

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Major Category	Skill	Subskill																		
Building Codes and Requirements	Be familiar with all relevant codes and requirements	Identify applicable building codes	Identify applicable legislation	Identify requirements of plumbing systems and fixtures																
		P		S	5	P		S	5	P		S	5							
Work Schedules	Ensure Compliance	Perform scheduled maintenance service on plumbing systems and fixtures	Apply all codes to installations, repairs and maintenance	Ensure all requirements as specified by the manufacturer of the systems and fixtures are met	Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded	Ensure all installations, repairs and maintenance meet the requirements of the appropriate codes	Ensure all installations, repairs and maintenance meet environmental protection requirements													
		P		S	5	P		S	5	P		S	5	P		S	5	P		S
Work Schedules	Administer installation, repairs and maintenance	Prepare budgets	Prepare orders of supplies	Keep daily reports																
		P		S	3	P		S	5	P		S	5							
Work Schedules	Schedule Work	Schedule work in cooperation with other trades and suppliers	Follow work plans	Organize tasks	Coordinate staff and contractors	Monitor results	Evaluate results													
		P		S	5	P		S	5	P		S	5	P		S	5	P		S

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Major Category	Skill	Subskill												
Maintain Workplace Safety	Practice Workplace Health And Safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Adhere to Occupational Health And Safety Regulations</td> <td style="width: 15%;">Assess workplace hazards</td> <td style="width: 15%;">Maintain CPR and First Aid Certification</td> <td style="width: 15%;">Maintain minimum housekeeping standards</td> <td style="width: 15%;">Possess knowledge of emergency response procedures</td> <td style="width: 15%;"></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> <td> </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 S 5	P S 5	P S 4	P S 5	P S 5	
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P S 5	P S 5	P S 4	P S 5	P S 5										
Technical Skills	Possess Computer Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Use word processing software programs</td> <td style="width: 15%;">Use spreadsheet software programs</td> <td style="width: 15%;">Use database software programs</td> <td style="width: 15%;">Use utility software programs</td> <td style="width: 15%;">Operate e-mail and internet</td> <td style="width: 15%;">Use presentation programs</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 3</td> </tr> </table>	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Use utility software programs	Operate e-mail and internet	Use presentation programs	P S 4	P S 4	P S 4	P S 4	P S 4	P S 3
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P S 4	P S 4	P S 4	P S 4	P S 4	P S 3									
Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Read and comprehend business documents</td> <td style="width: 15%;">Write clearly and concisely</td> <td style="width: 15%;">Practice good listening skills</td> <td style="width: 15%;">Speak effectively</td> <td style="width: 15%;">Maintain good employee relations</td> <td style="width: 15%;"></td> </tr> <tr> <td>P S 4</td> <td>P S 3</td> <td>P S 5</td> <td>P S 4</td> <td>P S 4</td> <td> </td> </tr> </table>	Read and comprehend business documents	Write clearly and concisely	Practice good listening skills	Speak effectively	Maintain good employee relations		P S 4	P S 3	P S 5	P S 4	P S 4	
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P S 4	P S 3	P S 5	P S 4	P S 4										
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%;">Be self-motivated</td> <td style="width: 15%;">Be dependable</td> <td style="width: 15%;">Maintain confidentiality</td> <td style="width: 15%;">Make effective decisions</td> </tr> <tr> <td>P S 4</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 5</td> <td>P S 4</td> </tr> </table>	Manage stress	Take direction	Be self-motivated	Be dependable	Maintain confidentiality	Make effective decisions	P S 4	P S 5	P S 5	P S 5	P S 5	P S 4
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P S 4	P S 5	P S 5	P S 5	P S 5	P S 4									
	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Manage time</td> <td style="width: 15%;">Perform related duties</td> <td style="width: 15%;">Be punctual</td> <td style="width: 15%;">Be flexible</td> <td style="width: 15%;">Be organized</td> <td style="width: 15%;">Work with minimal supervision</td> </tr> <tr> <td>P S 5</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	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision	P S 5	P S 4	P S 5	P S 4	P S 5	P S 5
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P S 5	P S 4	P S 5	P S 4	P S 5	P S 5									

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Professionalism	Demonstrate positive personal attributes and ethical behaviour	Meet deadlines	Use analytical skills	Be responsible	Be a team player				
		P 4 S 5	P 4 S 5	P 4 S 5	P 4 S 5				
		Demonstrate positive personal attributes and ethical behaviour	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient	
			P S 5	P S 4	P S 5	P S 5	P S 5	P S 5	
			Respect self and others	Maintain a positive attitude	Be honest	Possess a sense of humour			
				P S 5	P S 5	P 4 S 4			
	Display tact			Cooperate with others	Respond positively to others	Be courteous			
	P S 5			P S 5	P S 5	P S 4			

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Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

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3. Employee Goals And Objectives

4. Career Goals

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5. Recommended Training

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6. Employee Comments

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