

**PUMPHOUSE MAINTAINER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

PUMPHOUSE MAINTAINER

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.

PUMPHOUSE MAINTAINER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																				
Waste Treatment Systems	Manage water and sanitation	Inspect water and sanitation systems	Test potable water quality standards	Assist with maintaining and repairing mobile and stationary equipment	Operate mobile and stationary equipment	Read water meters	Possess working knowledge of mobile and stationary equipment	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5
	Operate water/sewer systems	Assist with water/sewer installation	Maintain water/sewer distribution system	Maintain water/sewer pipes, lines, manholes, etc.	Supervise contractors	Regulate the flow of sewage through settling, aeration and digestion tanks	Operate and monitor computerized control systems and related equipment in wastewater treatment, sewage treatment and liquid waste plants	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5
		Treat and dispose of sewage and wastes	Patrol plant to check pumps, motors, filters, chlorinators and other plant equipment; monitor	Read gauges, meters and other recording instruments to detect equipment malfunctions	Ensure plant systems and equipment are operating within prescribed limits	Maintain filtering processes	Inspect, adjust, service and repair water storage vessels	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5

PUMPHOUSE MAINTAINER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
Waste Treatment Systems	Operate water/sewer systems	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Collect waste and sewage samples, test and</td> <td style="width: 16.6%;">Analyze waste and sewage sample and test results</td> <td style="width: 16.6%;">Make adjustments to plant equipment and systems as required</td> <td style="width: 16.6%;">Perform security checks in plant and on grounds</td> <td style="width: 16.6%;">Complete and maintain plant logs and reports</td> <td style="width: 16.6%;">Maintain tools and equipment</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>	Collect waste and sewage samples, test and	Analyze waste and sewage sample and test results	Make adjustments to plant equipment and systems as required	Perform security checks in plant and on grounds	Complete and maintain plant logs and reports	Maintain tools and equipment	P S 5	P S 5	P S 5	P S 5	P S 5	P S 5
		Collect waste and sewage samples, test and	Analyze waste and sewage sample and test results	Make adjustments to plant equipment and systems as required	Perform security checks in plant and on grounds	Complete and maintain plant logs and reports	Maintain tools and equipment							
P S 5	P S 5	P S 5	P S 5	P S 5	P S 5									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain water pumping systems</td> <td style="width: 16.6%;">Maintain reservoir storage</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Maintain water pumping systems	Maintain reservoir storage					P S 5	P S 5						
Maintain water pumping systems	Maintain reservoir storage													
P S 5	P S 5													
Mobile Equipment	Maintain mobile and stationary vehicles and equipment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain an inventory control system</td> <td style="width: 16.6%;">Establish preventative maintenance schedules</td> <td style="width: 16.6%;">Maintain preventative maintenance programs</td> <td style="width: 16.6%;">Maintain records of maintenance and repairs</td> <td style="width: 16.6%;">Prepare requisitions for parts and supplies</td> <td style="width: 16.6%;">Order parts and supplies</td> </tr> <tr> <td>P S 5</td> <td>P S 5</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Maintain an inventory control system	Establish preventative maintenance schedules	Maintain preventative maintenance programs	Maintain records of maintenance and repairs	Prepare requisitions for parts and supplies	Order parts and supplies	P S 5	P S 5				
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P S	P S 4	P S 4	P S 4	P S 4										
Certifications	Obtain required certifications	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Possess knowledge of mechanical repair and maintenance</td> <td style="width: 16.6%;">Level 1 Water & Waste Water Maintainer Certificate</td> <td style="width: 16.6%;">Level 2 Water & Waste Water Maintainer Certificate</td> <td style="width: 16.6%;">Level 3 Water & Waste Water Maintainer Certificate</td> <td></td> <td></td> </tr> <tr> <td>P S 4</td> <td>P S 4</td> <td>P S 5</td> <td>P S 3</td> <td></td> <td></td> </tr> </table>	Possess knowledge of mechanical repair and maintenance	Level 1 Water & Waste Water Maintainer Certificate	Level 2 Water & Waste Water Maintainer Certificate	Level 3 Water & Waste Water Maintainer Certificate			P S 4	P S 4	P S 5	P S 3		
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Skills	Possess operational skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Mechanical skills to assist with maintenance</td> <td style="width: 16.6%;">Ability to cope with noisy equipment</td> <td style="width: 16.6%;">Ability to read manuals and instructions</td> <td style="width: 16.6%;">Ability to complete basic reports</td> <td style="width: 16.6%;">Ability to operate the waster treatment plant</td> <td style="width: 16.6%;">Work cooperatively with others</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"/> 3</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>	Mechanical skills to assist with maintenance	Ability to cope with noisy equipment	Ability to read manuals and instructions	Ability to complete basic reports	Ability to operate the waster treatment plant	Work cooperatively with others	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"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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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: 16.6%;">Assess risk</td> <td style="width: 16.6%;">Manage risk</td> <td style="width: 16.6%;">Establish risk management plans</td> <td style="width: 16.6%;"></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></td> <td></td> <td></td> </tr> </table>	Assess risk	Manage risk	Establish risk management plans				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											
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 style="width: 16.6%;"></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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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%;">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%;"></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>	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Coordinate staff and contractors	Monitor 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		
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Technical Skills	Possess computer skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Operate e-mail and Internet</td> <td style="width: 16.6%;">Operate the computerized maintenance management system</td> <td style="width: 16.6%;">Possess working knowledge of pumps, valves, motors and gauges</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></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>	Operate e-mail and Internet	Operate the computerized maintenance management system	Possess working knowledge of pumps, valves, motors and gauges				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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Legislation	Comply with policies and regulations	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Comply with territorial acts and regulations</td> <td style="width: 25%;">Comply with federal acts and regulations</td> <td style="width: 25%;">Comply with municipal acts and regulations</td> <td style="width: 25%;">Comply with council resolutions and policies</td> <td></td> <td></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>	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 <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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Communication	Use effective communication	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Practice listening skills</td> <td style="width: 25%;">Speak effectively</td> <td style="width: 25%;">Maintain customer service</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>	Practice listening skills	Speak effectively	Maintain customer service				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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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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Professionalism	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%;">Take training</td> <td style="width: 16.6%;">Be patient</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"/> 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>	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient	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	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
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	Demonstrate positive personal attributes and ethical behaviour	Maintain a positive attitude	Be honest	Possess a sense of humour																			
		P		S	5	P		S	5	P		S	4										
	Respect self and others	Display tact	Cooperate with others	Respond positively to others	Be courteous																		
		P		S	5	P		S	5	P		S	5	P		S	4						
	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	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

6. Employee Comments

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