

**RECREATION FACILITY OPERATOR
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

RECREATION FACILITY 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 (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.

RECREATION FACILITY OPERATOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																							
Operate Facilities and Equipment	Operate and maintain facilities and equipment	Assist in preparing facility use schedules	Conduct regular facility and equipment inspections	Complete routine repairs to facilities and equipment	Arrange for complex repairs to facilities and equipment	Ensure facilities and equipment are maintained in a safe and clean condition	Operate equipment																		
		P		S	4	P		S	5	P		S	5	P		S	5	P		S	5				
		Use small tools	Sharpen tools	Repair and maintain small engines	Conduct life-cycle planning	Practice good housekeeping	Understand preventive maintenance																		
		P		S	4	P		S	4	P		S	4	P		S	5	P		S	5				
		Complete an operating log	Be familiar with cleaning materials and procedures	Wash and wax floors	Strip wax	Operate cleaning equipment	Understand Public Health Regulations																		
		P		S	4	P		S	5	P		S	4	P		S	3	P		S	4	P		S	4
Maintain plumbing, heating and electrical systems		Maintain plumbing systems	Install and repair pipes and fittings	Thaw frozen pipes	Repair faucets	Unplug drains and fixtures	Repair toilets																		
		P		S	4	P		S	5	P		S	5	P		S	4	P		S	5	P		S	5
		Maintain pumps	Operate a drain auger	Maintain heating systems	Complete minor repairs to heating and ventilation systems	Be familiar with forced air furnaces	Be familiar with fuel oil systems																		
P		S	5	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4		

RECREATION FACILITY OPERATOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
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Operate Facilities And Equipment

Maintain plumbing, heating and electrical systems
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Use carbon dioxide tester	Replace dirty fuel filters	Check fuel level	Inspect the fuel tank for water, dirt, etc.	Maintain the fuel pump	Remove and replace burner nozzle												
P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4

Maintain the blower fan	Maintain the chimney	Clean ventilation system	Be familiar with and maintain the oil burner unit	Recalibrate or replace thermostats	Complete minor electrical repairs												
P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4

Understand electrical conductors and plugs	Understand electrical boxes, switches, receptacles and ground fault circuit interrupters	Be familiar with the main service panel	Understand basic electrical theory	Identify wire sizes and types	Reset the breaker												
P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4

Complete minor carpentry repairs	Measure and cut framing materials	Measure, cut and install drywall	Frame a wall	Install stairs and handrails													
P	S	4	P	S	4	P	S	4	P	S	4	P	S	4			

RECREATION FACILITY OPERATOR

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																													
Operate Facilities And Equipment	Make and maintain ice for skating rinks and maintain arena facilities	Prepare indoor and/or outdoor ice for skating arenas	Coordinate initial ice-making	Maintain ice	Shave and flood the ice	Use self-propelled and tractor driven ice-resurfacers	Inspect and repair boards	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
	Make and maintain ice for skating rinks and maintain arena facilities	Install paper lines on arena ice	Paint the ice	Maintain dressing rooms and other areas within the arena	Maintain the ice plant and related equipment	Coordinate shut down procedures	Remove ice or let ice melt	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
	Make and maintain ice for curling rinks and maintain facilities	Coordinate start-up procedures	Level gravel/sand base or clean cement	Coordinate initial ice-making	Flood the ice	Maintain ice	Shave and flood the ice	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
	Maintain recreational facilities and pools	Assist in the installation of playground equipment	Be familiar with national play space standards	Develop and maintain play spaces	Develop and maintain ball diamonds	Be familiar with outside courts and play fields	Regularly inspect playground equipment, playfield surfaces and tracks	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4	P		S	4

RECREATION FACILITY OPERATOR

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Major Category	Skill	Subskill															
Operate Facilities And Equipment	Maintain recreational areas	Plan and design trails	Construct trails	Develop waterfront recreational space	Dredge waterfront	Coordinate pool start up procedures	Handle chemicals for pool										
		P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P
		Operate and clean filter	Check heating equipment and controls	Maintain pumps	Drain and clean the pool												
		P	S	4	P	S	4	P	S	4	P	S	4				
	Ensure safety in the workplace	Be familiar with WHMIS	Implement emergency procedures	Conduct safety inspections	Maintain security against vandalism, etc.	Lift objects safely											
		P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	
Perform Administrative Functions	Be familiar with legislation, regulations, standards and policies	Understand and comply with rules and regulations	Be familiar with relevant by-laws and legislation	Be familiar building checklist	Be familiar with safety standards and procedures												
		P	S	5	P	S	5	P	S	5	P	S	5				
	Complete administrative duties	Coordinate materials and equipment for volunteer groups	Complete required reports	Assist in developing operations and maintenance budgets	Monitor the budget	Track expenses	Keep records										
		P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P

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Major Category	Skill	Subskill												
Communications	Use effective communications and public relations skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Demonstrate customer service skills</td> <td style="width: 16.6%;">Use public relations skills</td> <td style="width: 16.6%;">Practice effective listening skills</td> <td style="width: 16.6%;">Provide feedback</td> <td style="width: 16.6%;">Speak Effectively</td> <td style="width: 16.6%;">Follow directions</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>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Demonstrate customer service skills	Use public relations skills	Practice effective listening skills	Provide feedback	Speak Effectively	Follow directions	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
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Read basic instructions</td> <td style="width: 16.6%;">Write basic reports</td> <td style="width: 16.6%;">Have good numeracy and mathematics skills</td> <td style="width: 16.6%;">Possess basic literacy skills</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>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> </tr> </table>	Read basic instructions	Write basic reports	Have good numeracy and mathematics skills	Possess basic literacy skills			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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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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	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	Demonstrate good work habits	<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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RECREATION FACILITY OPERATOR

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Major Category	Skill	Subskill																					
Professionalism	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		4	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	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 leadership skills	Demonstrate fair, equitable and consistent behaviour	Be accessible	Seek professional and technical advice																			
		P		S	5	P		S	5	P		S	5										

**RECREATION FACILITY OPERATOR
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

**RECREATION FACILITY OPERATOR
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

RECREATION FACILITY OPERATOR 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: