

**WATER/SEWER TRUCK DRIVER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

WATER/SEWAGE TRUCK DRIVER

Training Needs Assessment Evaluation Form

| Major Category | Skill | Subskill | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|-------------------------|--|---|---|---|--|--|---|--|---|--|---|--|---|--|---|--|---|--|---|--|---|--|--|
| 1. Community Works Programs | A. Deliver water | 1.A.1 Deliver water to residential buildings, businesses and facilities as per schedule | 1.A.2 Maintain daily records of delivery | 1.A.3 Safely operate water pump system | 1.A.4 Clean tank thoroughly as scheduled and/or required | 1.A.5 Ensure water tank is full after working hours | 1.A.6 Conduct pre-operation vehicle check | P | | S | | P | | S | | P | | S | | P | | S | | |
| | | 1.A.7 Keep equipment clean as per Public Health Standards | 1.A.8 Inform foreman of mechanical problems | 1.A.9 Assist mechanics with vehicle repair | 1.A.10 Ensure water tank is full after working hours | 1.A.11 Ensure vehicle is parked in its proper place after hours | 1.A.12 Ensure vehicle is secured to prevent vandalism | P | | S | | P | | S | | P | | S | | P | | S | | |
| | | 1.A.13 Follow schedules | 1.A.14 Inform foreman of client concerns | | | | | P | | S | | P | | S | | | | | | | | | | |
| | | Training Requested? | | | | | | | | | | | | | | | | | | | | | | |
| B. Manage mobile equipment | | 1.B.1 Inspect mobile and stationary equipment | 1.B.2 Possess working knowledge of mobile and stationary equipment | 1.B.3 Maintain mobile and stationary equipment | 1.B.4 Repair mobile and stationary equipment | 1.B.5 Operate mobile and stationary equipment | 1.B.6 Monitor equipment standards and specifications | P | | S | | P | | S | | P | | S | | P | | S | | |
| | | Training Requested? | | | | | | | | | | | | | | | | | | | | | | |

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|----------------|-------|----------|
|----------------|-------|----------|

| |
|---|
| 1. Community Works Programs cont'd |
|---|

| |
|--|
| C. Provide sewage services |
| Training Requested? <input type="checkbox"/> |

| | | | | | |
|--|---|--|---|---|---|
| 1.C.1 Pump out septic tanks/sewage systems of residential, business and other buildings and facilities | 1.C.2 Maintain records of pick ups | 1.C.3 Dispose of sewage as per established standards | 1.C.4 Conduct pre-operation vehicle check | 1.C.5 Keep equipment clean as per Public Health Standards | 1.C.6 Inform foreman of mechanical problems |
| P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> |

| | | | | | |
|---|--|--|---|---|--|
| 1.C.7 Assist mechanics with vehicle repair | 1.C.8 Ensure vehicle is parked in its proper place after hours | 1.C.9 Ensure vehicle is secured to prevent vandalism | 1.C.10 Follow schedules | 1.C.11 Inform foreman of client concerns | |
| P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | |

| |
|--|
| D. Operate heavy equipment |
| Training Requested? <input type="checkbox"/> |

| | | | | | |
|---|--|---|--|---|---|
| 1.D.1 Conduct pre-operating checks of equipment as set out by standard operating procedures | 1.D.2 Conduct -operating checks of equipment as set out by standard operating procedures | 1.D.3 Report mechanical problems to the Maintenance Foreman | 1.D.4 Ensure vehicles are parked in their proper place | 1.D.5 Ensure vehicles are secured to prevent vandalism and danger to the public | 1.D.6 Participate in routine maintenance |
| P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> |

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| 1. Community Works Programs cont'd | D. Operate heavy equipment cont'd | 1.D.7 Keep vehicles and equipment clean | 1.D.8 Possess working knowledge of service and maintenance schedules and procedures | | | | | | | | | | | | | | | | |
| | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| 2. Maintain Workplace Safety | A. Practice workplace health and safety | 2.A.1 Adhere to occupational health and safety regulations | 2.A.2 Possess knowledge of spill response guidelines and procedures | 2.A.3 Assess workplace hazards | 2.A.4 Meet Transportation of Dangerous Goods guidelines | 2.A.5 Maintain CPR and First Aid certification | 2.A.6 Meet WHMIS guidelines | | | | | | | | | | | | |
| | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | |
| | Training Requested? <input type="checkbox"/> | | 2.A.7 Maintain minimum housekeeping standards | 2.A.8 Possess knowledge of emergency response procedures | 2.A.9 Possess knowledge of fire fighting procedures | 2.A.10 Safely store chemicals | | | | | | | | | | | | | |
| | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | |
| 3. Perform Administrative Functions | A. Participate in risk management planning | 3.A.1 Assess risk | 3.A.2 Manage risk | | | | | | | | | | | | | | | | |
| | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | |
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| 3. Perform Administrative Functions cont'd | B. Provide information management | 3.B.1 Keep daily reports | 3.B.2 Generate daily report data | | | | | | | | | | | | | | | | | | | |
| | | P | S | P | S | | | | | | | | | | | | | | | | | |
| | Training Requested? | | | | | | | | | | | | | | | | | | | | | |
| | C. Maintain inventory | 2.C.1 Take inventory | | | | | | | | | | | | | | | | | | | | |
| | | P | S | | | | | | | | | | | | | | | | | | | |
| | Training Requested? | | | | | | | | | | | | | | | | | | | | | |
| | D. Schedule work | 2.D.1 Establish preventive maintenance schedules | 2.D.2 Follow work plans | 2.D.3 Organize tasks | | | | | | | | | | | | | | | | | | |
| | | P | S | P | S | P | S | | | | | | | | | | | | | | | |
| | Training Requested? | | | | | | | | | | | | | | | | | | | | | |
| 4. Technical Skills/Qualifications | A. Possess technical skills | 4.A.1 Possess working knowledge of pumps, valves, motors and gauges | | | | | | | | | | | | | | | | | | | | |
| | | P | S | | | | | | | | | | | | | | | | | | | |
| | Training Requested? | | | | | | | | | | | | | | | | | | | | | |
| | B. Possess Computer Skills | 4.B.1 Operate the computerized maintenance management system | | | | | | | | | | | | | | | | | | | | |
| | | P | S | | | | | | | | | | | | | | | | | | | |
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| 4. Technical Skills/Qualifications cont'd | C. Possess operational skills | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">4.C.1 Possess mechanical skills to assist with maintenance</td> <td style="width: 16.6%;">4.C.2 Possess ability to cope with noisy equipment</td> <td style="width: 16.6%;">4.C.3 Possess ability to read manuals and instructions</td> <td style="width: 16.6%;">4.C.4 Possess ability to complete basic reports</td> <td style="width: 16.6%;">4.C.5 Possess ability to deal with severe weather conditions</td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td></td> </tr> </table> | 4.C.1 Possess mechanical skills to assist with maintenance | 4.C.2 Possess ability to cope with noisy equipment | 4.C.3 Possess ability to read manuals and instructions | 4.C.4 Possess ability to complete basic reports | 4.C.5 Possess ability to deal with severe weather conditions | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | |
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| P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | |
| Training Requested? <input type="checkbox"/> | | | | | | | | | | | | | | |
| | D. Possess required qualifications | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">4.D.1 Possess Class 3 driver's license with air brakes</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | 4.D.1 Possess Class 3 driver's license with air brakes | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | |
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| P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | |
| Training Requested? <input type="checkbox"/> | | | | | | | | | | | | | | |
| 5. Human Resource Management | A. Work in a team environment | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">5.A.1 Work cooperatively with others</td> <td style="width: 16.6%;">5.A.2 Oversee casual employees</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | 5.A.1 Work cooperatively with others | 5.A.2 Oversee casual employees | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | |
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| P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | |
| Training Requested? <input type="checkbox"/> | | | | | | | | | | | | | | |
| | B. Administer personnel policies | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">5.B.1 Comply with collective agreements</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | 5.B.1 Comply with collective agreements | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | |
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| P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | |
| Training Requested? <input type="checkbox"/> | | | | | | | | | | | | | | |
| 6. Communication | A. Use effective communication | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">6.A.1 Practice listening skills</td> <td style="width: 16.6%;">6.A.2 Speak effectively</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td>P <input type="checkbox"/> S <input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | 6.A.1 Practice listening skills | 6.A.2 Speak effectively | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | |
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| P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | |
| Training Requested? <input type="checkbox"/> | | | | | | | | | | | | | | |

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|--------------------------------|--|--|---|---|---|---|---|---|--|--|--|--|--|---|---|---|---|---|---|---|---|--|--|--|--|---------------------|---------------------|---------------------------|--|---|--|---|---|--|---|--------------------------|--|--|--|---------------------------|--|---|--|---|---|---|---|---|---|---|--|--|--|---|---|---|---|---|---|---|---|---|--|--|--|---------------------|---------------------|--|--|---------------------------|--|------------------------|--|--------------------------------------|---|--|---|--------------------------|--|---------------------------|--|------------------------|--|----------------------------------|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|--|--|--|--|---------------------|--|--|--|--|--|--|--|--|--------------------------------------|----------------------------------|--|---|--------------------------|--|--|--|----------------------------------|------------------------------------|--|---|--------------------------|---|---|---|---|---|---|--|--|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------------------------------------|--------------------------------------|----------------------------|--|--|--|--|--|------------------------------------|--------------------------------------|----------------------------|--|--|--|---|---|---|--|--|--|--|--|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 6. Communication cont'd | B. Maintain public relations | 6.B.1 Maintain customer service | 6.B.2 Maintain tenant relations | 6.B.3 Assist with community events | 6.B.4 Liaise with community organizations and agencies | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | Training Requested? | | | | | | | | | | | | | | 7. Legislation | A. Comply with policies and regulations | 7.A.1 Comply with territorial acts and regulations | 7.A.2 Comply with federal acts and regulations | 7.A.3 Comply with municipal acts and regulations | 7.A.4 Comply with council resolutions and policies | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | Training Requested? | | | | | | | | | | | | | | 8. Professionalism | A. Demonstrate good work habits | 8.A.1 Manage stress | 8.A.2 Take direction | 8.A.3 Motivate self | 8.A.4 Demonstrate dependability and accountability | 8.A.5 Make decisions | 8.A.6 Manage time | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | Training Requested? | | | | | | | | | | | | | | | | 8.A.7 Demonstrate willingness to perform alternate duties as required | 8.A.8 Demonstrate punctuality | 8.A.9 Demonstrate flexibility | 8.A.10 Demonstrate organizational abilities | 8.A.11 Work with minimal supervision | 8.A.12 Meet deadlines | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | 8.A.13 Employ analytical skills | 8.A.14 Demonstrate responsibility | 8.A.15 Be a team player | | | | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | |
| | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | Training Requested? | | | | | | | | | | | | | | 7. Legislation | A. Comply with policies and regulations | 7.A.1 Comply with territorial acts and regulations | 7.A.2 Comply with federal acts and regulations | 7.A.3 Comply with municipal acts and regulations | 7.A.4 Comply with council resolutions and policies | | | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | Training Requested? | | | | | | | | | | | | | | 8. Professionalism | A. Demonstrate good work habits | 8.A.1 Manage stress | 8.A.2 Take direction | 8.A.3 Motivate self | 8.A.4 Demonstrate dependability and accountability | 8.A.5 Make decisions | 8.A.6 Manage time | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | Training Requested? | | | | | | | | | | | | | | | | 8.A.7 Demonstrate willingness to perform alternate duties as required | 8.A.8 Demonstrate punctuality | 8.A.9 Demonstrate flexibility | 8.A.10 Demonstrate organizational abilities | 8.A.11 Work with minimal supervision | 8.A.12 Meet deadlines | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | 8.A.13 Employ analytical skills | 8.A.14 Demonstrate responsibility | 8.A.15 Be a team player | | | | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Training Requested? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. Legislation | A. Comply with policies and regulations | 7.A.1 Comply with territorial acts and regulations | 7.A.2 Comply with federal acts and regulations | 7.A.3 Comply with municipal acts and regulations | 7.A.4 Comply with council resolutions and policies | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | Training Requested? | | | | | | | | | | | | | | 8. Professionalism | A. Demonstrate good work habits | 8.A.1 Manage stress | 8.A.2 Take direction | 8.A.3 Motivate self | 8.A.4 Demonstrate dependability and accountability | 8.A.5 Make decisions | 8.A.6 Manage time | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | Training Requested? | | | | | | | | | | | | | | | | 8.A.7 Demonstrate willingness to perform alternate duties as required | 8.A.8 Demonstrate punctuality | 8.A.9 Demonstrate flexibility | 8.A.10 Demonstrate organizational abilities | 8.A.11 Work with minimal supervision | 8.A.12 Meet deadlines | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | 8.A.13 Employ analytical skills | 8.A.14 Demonstrate responsibility | 8.A.15 Be a team player | | | | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | Training Requested? | | | | | | | | | | | | | | 8. Professionalism | A. Demonstrate good work habits | 8.A.1 Manage stress | 8.A.2 Take direction | 8.A.3 Motivate self | 8.A.4 Demonstrate dependability and accountability | 8.A.5 Make decisions | 8.A.6 Manage time | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | Training Requested? | | | | | | | | | | | | | | | | 8.A.7 Demonstrate willingness to perform alternate duties as required | 8.A.8 Demonstrate punctuality | 8.A.9 Demonstrate flexibility | 8.A.10 Demonstrate organizational abilities | 8.A.11 Work with minimal supervision | 8.A.12 Meet deadlines | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | 8.A.13 Employ analytical skills | 8.A.14 Demonstrate responsibility | 8.A.15 Be a team player | | | | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Training Requested? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. Professionalism | A. Demonstrate good work habits | 8.A.1 Manage stress | 8.A.2 Take direction | 8.A.3 Motivate self | 8.A.4 Demonstrate dependability and accountability | 8.A.5 Make decisions | 8.A.6 Manage time | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | Training Requested? | | | | | | | | | | | | | | | | 8.A.7 Demonstrate willingness to perform alternate duties as required | 8.A.8 Demonstrate punctuality | 8.A.9 Demonstrate flexibility | 8.A.10 Demonstrate organizational abilities | 8.A.11 Work with minimal supervision | 8.A.12 Meet deadlines | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | 8.A.13 Employ analytical skills | 8.A.14 Demonstrate responsibility | 8.A.15 Be a team player | | | | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | Training Requested? | | | | | | | | | | | | | | | | 8.A.7 Demonstrate willingness to perform alternate duties as required | 8.A.8 Demonstrate punctuality | 8.A.9 Demonstrate flexibility | 8.A.10 Demonstrate organizational abilities | 8.A.11 Work with minimal supervision | 8.A.12 Meet deadlines | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | 8.A.13 Employ analytical skills | 8.A.14 Demonstrate responsibility | 8.A.15 Be a team player | | | | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Training Requested? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 8.A.7 Demonstrate willingness to perform alternate duties as required | 8.A.8 Demonstrate punctuality | 8.A.9 Demonstrate flexibility | 8.A.10 Demonstrate organizational abilities | 8.A.11 Work with minimal supervision | 8.A.12 Meet deadlines | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | 8.A.13 Employ analytical skills | 8.A.14 Demonstrate responsibility | 8.A.15 Be a team player | | | | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | 8.A.13 Employ analytical skills | 8.A.14 Demonstrate responsibility | 8.A.15 Be a team player | | | | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | 8.A.13 Employ analytical skills | 8.A.14 Demonstrate responsibility | 8.A.15 Be a team player | | | | | | | | | | | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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WATER/SEWAGE TRUCK DRIVER

Training Needs Assessment Evaluation Form

| Major Category | Skill | Subskill | | | | | | | | | | | |
|----------------------------------|--|---|---|---|---|---|---|--|--|--|--|--|--|
| 8. Professionalism cont'd | B. Possess cultural and political knowledge | 8.B.1 Practice cross cultural skills | 8.B.2 Be familiar with political situation | 8.B.3 Demonstrate awareness of traditional knowledge | 8.B.4 Possess knowledge of community | | | | | | | | |
| | Training Requested? | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | |
| | C. Demonstrate positive personal attributes and ethical behaviour | 8.C.1 Accept change | 8.C.2 Adapt to situations | 8.C.3 Separate personal and professional life | 8.C.4 Pursue personal and professional development | 8.C.5 Demonstrate patience | 8.C.6 Maintain a positive attitude | | | | | | |
| | Training Requested? | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | |
| | D. Demonstrate positive personal attributes and ethical behaviour | 8.D.1 Demonstrate honesty | 8.D.2 Possess sense of humour | | | | | | | | | | |
| | Training Requested? | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | | |
| | E. Respect self and others | 8.E.1 Display tact | 8.E.2 Cooperate with others | 8.E.3 Demonstrate courtesy | | | | | | | | | |
| | Training Requested? | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | P <input type="checkbox"/> S <input type="checkbox"/> | | | | | | | | | |

**WATER/SEWAGE TRUCK DRIVER
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's comments

2. Expectations for the coming year/work plan

**WATER/SEWAGE TRUCK DRIVER
Training Needs Assessment Evaluation Form**

3. Employee goals and objectives

4. Career Goals

WATER/SEWAGE TRUCK DRIVER Training Needs Assessment Evaluation Form

5. Recommended training

6. Employee Comments

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