

CONCRETE APPRENTICE

Roles	Goals	Responsibilities	Skills	1 – 6 S E	Examples / Comments	Training Program
Apprentice	<ul style="list-style-type: none"> Master all skills that are part of a Concrete Apprentice position Jobs come in within the allotted time, quality, and safety standards. 	<ul style="list-style-type: none"> General knowledge of certain equipment and there use General knowledge of certain tools and there use General knowledge of all safety equipment and its use Abides by _____'s safety policies and procedures on a daily basis Actively participate in the SQP program 	<ul style="list-style-type: none"> Specific equipment (listed below) Specific tools(listed below) General understanding of all safety equipment and there use Heavy lifting of 90 lb wall forms, footing forms, and lumber Carry and tie rebar and mesh Set footing, wall panels and floor forms Pour and rake flat concrete Push wheelbarrow containing material up to 150 lbs Drive in wood stakes with an 8# sledgehammer Pound nails Accurately cut material and use saws 			
Tools & Equipment of the Trade	<ul style="list-style-type: none"> Can effectively operate and use safely each tool and piece of equipment specified for my skill level 	<ul style="list-style-type: none"> Learn how to operate each tool in my skill level Learn how to operate each piece of equipment associated with my skill level Learn all the safety factors involved with each tool and piece of equipment Make sure not to use any tool or piece of equipment not properly trained on Learn proper use and maintenance of tools and equipment used on site 	<p>Tools: Bull float Laser level Conv trowel Dual trowels Solo screed Mil core drill Soft cut saw G2000 Soft cut electric Palm grader Auger Palm roller Skil saw Sawzall Grinders Rotohammer Concrete vibrator Impact Concrete hopper Ground pounder Rebar cutter Power guard generator Stihl saw Power washer Electric pump Sprayer. All basic hand tools such as hammer, tape measure, wrenches etc.</p> <p>Equipment: Aerial lift Forklift Skytrak Skidsteer Power Buggy</p>			
Employee Is employed as a member of the _____	<ul style="list-style-type: none"> _____ creates an environment where employees support one another. All stakeholders recognize _____ as an organization that they can rely on when a commitment is made. Clients recognize _____ as a quality Design/Build service provider and they seek us out to do all their work. _____ continues to improve on their level of service and expands their capabilities in serving their clients. 	<ul style="list-style-type: none"> Supports the Company's value statement and lives it on a daily basis Incorporates and practices the four (4) disciplines of a healthy organization on a daily basis 				

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Evaluate the Following Traits

Traits	<ul style="list-style-type: none">• Quality – The extent to which an employee’s work is accurate, thorough and neat Rating:• Productivity – The extent to which an employee produces significant volume of work efficiently in a specified period of time Rating:• Job Knowledge – The extent to which an employee possesses the practice/technical knowledge required on the job Rating:• Reliability – The extent to which an employee can be relied upon regarding tasks completion and follow-up Rating:• Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record Rating:• Independence – The extent to which an employee performs work with little to no supervision Rating:• Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things Rating:• Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary Rating:• Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adherence to company policies Rating:• Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts Rating:• Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary Rating:	Rating Scale: Unsatisfactory (1) Improvement Needed (2) Good (3) Very Good (4) Outstanding (5)
Growth / Aspiration	<ul style="list-style-type: none">• Areas of personal growth to focus on • Career Aspirations - Where do you see yourself in the next few years	

Skills Rating: 1- Untrained
2- In Process of Learning
3- Needs Improvement
4- Meets basic expectations of roles and responsibilities
5- Meets and at times exceeds expectations of roles and responsibilities
6- Has a complete understanding and performs roles and responsibilities

Date _____ **Reviewer** _____ **Employee** _____