

# SHOP SERVICE WORKER

Roles	Goals	Responsibilities	1 - 6	Examples / Comments	Training Program
<b>Shop Mechanic</b>	<ul style="list-style-type: none"> <li>All vehicles and trailers are repaired in a timely and efficient manner.</li> <li>All vehicles and trailers are maintained in good operating condition.</li> </ul>	<ul style="list-style-type: none"> <li>Trailer repairs</li> <li>Hydraulic Brake jobs</li> </ul>			
<b>Repair/Maintenance Worker</b>	<ul style="list-style-type: none"> <li>Equipment and tools are repaired effectively and efficiently.</li> <li>All equipment and tools are maintained in good operating condition.</li> <li>Building is operating efficiently</li> </ul>	<ul style="list-style-type: none"> <li>Perform all repairs and maintenance as assigned.</li> <li>Perform building maintenance tasks as assigned.</li> </ul>			
<b>Field – Servicing and Repairs</b>	<ul style="list-style-type: none"> <li>All field service work and repairs are done in a timely, efficient and safe manner.</li> </ul>	<ul style="list-style-type: none"> <li>Service and repair equipment and tools in the field as required.</li> <li>Cord checks are done as scheduled.</li> </ul>			
<p>_____ <b>Employee</b></p> <p>Is employed as a member of the _____ Team</p>	<ul style="list-style-type: none"> <li>_____ creates an environment where employees support one another.</li> <li>All stakeholders recognize _____ as an organization that they can rely on when a commitment is made.</li> <li>Clients recognize _____ as a quality Design/Build service provider and they seek us out to do all their work.</li> <li>_____ continues to improve on their level of service and expands their capabilities in serving their clients.</li> </ul>	<ul style="list-style-type: none"> <li>Supports the Company’s value statement and lives it on a daily basis</li> <li>Incorporates and practice the four (4) disciplines of a healthy organization on a daily basis</li> </ul>			

**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 \_\_\_\_\_