

Technical Skill Level Review Form B

Employee Name: _____

Supervisor: _____

Date Distributed: _____

		Date	Date	Date	Date
	5th Man				
1	Is self motivated/seekes out tasks/training.				
2	Understands and follows all safety rules.				
3	Understands and can demonstrate proper use of (Company) Truss Fall System.				
4	Understands and follows all company rules and policies.				
5	Is on time and a reliable worker.				
6	Knows the chain of command and works well with crew members.				
7	Shows customer service knowledge by directing customer to Foremen for answers.				
8	Shows respect to leadership, crew members and customers.				
9	Understand their role on the crew and works toward filling that role				
10	Asks lots of questions and uses answer to begin problem solving.				
11	Willing to accept (Company) process for installation and make the needed changes.				
12	Retains knowledge of skills sets taught.				
13	Properly reads tape measure.				
14	Has all required tools and PPE daily.				
15	Is a willing member of the clean up team.				
16	Knows and understands building terminology.				
17	Can maintain work pace of crew and is effect and productive.				
18	Understands what is going on around him, thinks ahead and tries to foresee problems.				
19	Can climb and work effectively at high heights.				
20	Safety : Performs tasks in safe manner, follows all safety guidelines				
21	Can identify all tools on truck, knows what use is and how to maintain.				
22	Knows how to correctly and safely use the following tools: Level/Hammer/Speed Square/Drills/Screw Guns/Circular Saw/Sawz All				
23	Can set a skill saw to true "0" setting.				
24	Can identify by name and shape the following trims: Rake, Ridge, SS and Corner.				
25	Knows actual dimension lumber sizes & grades for: 1x4, 2x4, 2x6, 2x8, 2x10, 2x12, MSR, SPF and TR				
26	Knows difference between common nails & screws: 16d, 10d, 20d, Hnagover nails, 11/2" screws and 2" screws				
27	Knows how lay bottom plate.				
28	Knows how to screw off steel on roof and walls.				
29	Knows to crown an board and which way it should crown.				
30	Able to set trusses effectively as part of the team.				
31	Shows interest in reading and understanding blue prints.				
	OSHA 10 hour trained				
	Fork Lift Certification				
	Scissor Lift Certification				
	Boom Lift Certification				
	Crane Rigging & Signaling				
	Totals	0	0	0	0
	5th Man Average Attainment	0.0			

1- Does not meet minimum skill level 2- Meets minimally 3-Meets standard 4- Is proficient 5-Exceeds expectations

COMMENTS: (Must comment on any skill that is 2 or less)

Supervisor Signature: _____

Employee Signature: _____

H. R. Manager Signature: _____

DATE: _____

Technical Skill Level Review Form Building

Employee Name: _____

Supervisor: _____

Date Distributed: _____

		Date	Date	Date	Date
4th Man					
1	All of 5th Man knowledge and skills retained.				
2	Willing and able to work with 5th Man to help train them in their tasks.				
3	Keeps job site clean and orderly to facilitate production and is willing member of clean up team.				
4	Frequently solves own job related problems and is comfortable with it.				
5	Makes good decisions that are in line with knowledge base.				
6	Performs many tasks independently and or with little direction.				
7	Asks lots of questions to increase knowledge base.				
8	Knows and understands the building process and how Brickl performs work.				
9	Can see what needs to be done and moves on to tasks as needed.				
10	Can maintain work pace of crew and is effect and productive.				
11	Seeks out additional training.				
12	Safety : Performs tasks in safe manner, follows all safety guidelines				
13	Has full use of a Speed Square and is comfortable and accurate in use.				
14	Has gained proficiency in the use of all power tools and their safety and maintenance.				
15	Correctly applies appropriate tools and materials to complete tasks.				
16	Can identify and knows application of more complex trims.				
17	Can install meeting the Brickl quality expectations and production expectations - trim, doors, windows and base.				
18	Can install meeting the Brickl quality and production expectations - steel siding.				
19	Can install meeting the Brickl quality and production expectations - soffit and face trim				
20	Knows and can train/explain how Brickl sets trusses. Demonstrate able knowledge.				
21	Can lay-out and stud frame walls.				
22	Basic concept understanding and ability to cut steel around windows and gables sheets.				
23	Can measure and cut Purlins				
24	Can read and understand Material Tickets.				
25	Basic understanding of shooting grades and squaring buildings.				
26	Can read and interpret blue prints.				
27	Demonstrates willingness to learn and accept additional responsibility.				
Has obtained the following certifications:					
	OSHA 10 Hour Safety				
	MSHA 40 Hour Safety				
	Fork Lift Certification				
	Scissor Lift Certification				
	Boom Lift Certification				
	Crane Rigging & Signaling				
	1st Aid / CPR				
Totals		0	0	0	0
4th Man Average Attainment		0.0			

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COMMENTS: (Must comment on any skill that is 2 or less)

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H. R. Manager Signature: _____

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Employee Name: _____

Supervisor: _____

Date Distributed: _____

3rd Man				
	Date	Date	Date	Date
1	All of 4th and 5th Man knowledge retained.			
2	Willing and able to work with 4th Man to help train them in their tasks.			
3	Has full understanding of all safety practices and uses them to lead by example.			
4	Interacts with customers professionally and tactfully.			
5	Is self motivated/seekes out tasks/training.			
6	Keeps job site clean and orderly to facilitate production and is willing member of clean up team.			
7	Understand blue prints and can read details.			
8	Understands the construction and build process.			
9	Routinely problem solves and has confidence in decisions. Checks when necessary.			
10	Is able to help 2nd Man in planning when Foremen is absent.			
11	Beginning knowledge of lay-out for a new build-out.			
12	Beginning knowledge of start-up process assists in squaring building, setting battenboard,ect.			
13	Involved in pre-planning for next days work (What do we need to have?) for tools & materials.			
14	Runs steel walls with proficiency.			
15	Safety : Performs tasks in safe manner, follows all safety guidelines			
16	Meets production demands in door and window installations.			
17	Proficient in all tools and equipment usage.			
18	Can direct and work with another crew member to accomplish two and three person tasks.			
19	Proficient in grade shooting squaring buildings.			
20	Able to frame complex walls, roofs including hips and valleys.			
21	Understands the building process for multiple types of buildings.			
22	Able to build sliders.			
23	Able to lay-out trusses and catwalks.			
24	Can read blue prints and materials tickets and is able to interpret and make corrections when needed.			
25	Shows interest in becoming a leader and demonstrates basic leadership qualities.			
Has obtained the following certifications:				
	OSHA 10 Hour Safety			
	MSHA 40 Hour Safety			
	Fork Lift Certification			
	Scissor Lift Certification			
	Boom Lift Certification			
	Crane Rigging & Signaling			
	1st Aid / CPR			
Totals		0	0	0
3rd Man Average Attainment		0.0		

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COMMENTS: (Must comment on any skill that is 2 or less)

Supervisor Signature: _____

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H. R. Manager Signature: _____

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Assistant Crew Leader					
	Date	Date	Date	Date	
1	All of 3rd, 4th and 5th Man knowledge retained.				
2	Willing and able to work with all levels to help train them in their tasks.				
3	Leads by example and enforces company rules and policies.				
4	Is self motivated/seekes out tasks/training.				
5	Assures job site cleanliness and is a willing member of clean up team.				
6	Can read blue prints and materials tickets and is able to interpret and make corrections when needed.				
7	Understand the complete job and construction of job from beginning to end.				
8	Makes decisions and accepts responsibility for them.				
9	Involved in customer and supervisor relations in absence of Foremen.				
10	Is developing management and organizational skills.				
11	Accepts full responsibility when foremen is gone or off site.				
12	Ability to delegate task appropriately based on crew member skill set.				
13	Is making effort to learn about other crew members, their strengths and weaknesses to better manage them.				
14	Sets daily and weekly production goals with Foremen.				
15	Gives input to review process of 3rd, 4th & 5th Men.				
16	Safety : Performs tasks in safe manner, follows all safety guidelines				
17	Understands and correctly complete all required project paperwork.				
18	Has obtained the following certifications:				
19	Can proficiently square up a building.				
20	Can layout and run roof.				
21	Can direct truss setting team on own.				
22	Deals effectively with sub-contractors in scheduling, performance, quality and relationship building.				
23	Watches materials sheets for shortages and makes schedule adjustments as needed.				
24	Takes charge of tool repair needs and maintenance.				
25	Shows leadership skills and desire to advance to Foremen level.				
	Has obtained the following certifications:				
	OSHA 10 Hour Safety				
	MSHA 40 Hour Safety				
	Fork Lift Certification				
	Scissor Lift Certification				
	Boom Lift Certification				
	Crane Rigging & Signaling				
	1st Aid / CPR				
	Leadership Development Training				
	DOT Certifications				
	Is the competent certified man in the following:				
	Scaffold Erecting				
	Crane Rigging & Signaling				
	Rough Terrain and Lifts				
	Safety Leadership				
Totals		0	0	0	0
Assistant Crew Leader Average Attainment		0.0			

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Supervisor Signature: _____

Employee Signature: _____

H. R. Manager Signature: _____

DATE: _____

Technical Skill Level Review Form Building

Employee Name: _____

Supervisor: _____

Date Distributed: _____

		Date	Date	Date	Date
Crew Leader //Leadership on Job					
1	All of 2nd, 3rd, 4th and 5th Man knowledge retained.				
2	Is self motivated/seeks out tasks/training.				
3	Assures job site cleanliness and is a willing member of clean up team.				
4	Cultivates good customer relation.				
5	Makes decisions and accepts responsibility for them.				
6	Shows leadership on the job and off, leads crew by setting a professional example.				
7	Enforces all safety, work and company policy rules fairly and consistently.				
8	Carries out discipline and communicates to HR and other Crew Leader when necessary.				
9	Certified in Reasonable Suspicion Training				
10	Understands the business of Brickl Bros and strives to meet profit goals when managing projects.				
11	Accepts full responsibility for success of crew, customer and project.				
Mentoring of Crew Members					
12	Willing and able to work with all levels to help train and develop				
13	Mentors and guides crew members to their personal best production levels.				
14	Fully responsible for all crew members understanding of company policies and work rules.				
15	Provides consistent feedback to crew members and conduct annual reviews.				
16	Creates an atmosphere of team work and promotes the career path of subordinates.				
17	Is able to "look around corners" and foresee what is coming or what needs to be done.				
18	Able to guide crew members and solve interpersonal problems that may arise.				
19	Knows crew members skill sets, attitudes and capabilities, works to promote their growth.				
Technical Skills					
20	Able to read, understand and interpret and make needed adjustments to blue prints.				
21	Understand the complete job and construction of job from beginning to end.				
22	Able to solve problems and answer questions during the construction production.				
23	Understands paperwork required to facilitate project.				
24	Responsible for customer and supervisor relations and communicates in a professional manner.				
25	Is responsible for truck and tools in truck including care, maintenance and use.				
26	Has a deep and extensive knowledge of the trade, its techniques and processes.				
27	Paperwork is organized, complete, legible and timely.				
Planning and Production					
28	Sets daily and weekly production and safety goals and communicates them clearly to crew, Supervisors and customers.				
29	Is able to plan work and forecast needed materials, labor and equipment.				
30	Communicates project needs and issues to Supervisor and Upper Management in a timely manner.				
31	Keeps site and project organized to facilitate production.				
32	Manages time and actives of self and crew in a productive manner.				
Totals		0	0	0	0
Average Attainment		0.0			

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COMMENTS: (Must comment on any skill that is 2 or less)

Supervisor Signature: _____

Employee Signature: _____

H. R. Manager Signature: _____

DATE: _____

