

Technical Skill Level Review Form Concrete

Employee Name: _____

Supervisor: _____

Date Distributed: _____

	Date	Date	Date	Date
5th Man				
1 Is self motivated/seeks out tasks/training.				
2 Understands and follows all safety rules.				
3 Understands and follows all company rules and policies.				
4 Is on time and a reliable worker.				
5 Knows the chain of command and works well with crew members.				
6 Shows respect to leadership, crew members and customers.				
7 Understand their role on the crew and works toward filling that role				
8 Asks lots of questions and uses answer to begin problem solving.				
9 Willing to accept Brickl process for installation and make the needed changes.				
10 Retains knowledge of skills sets taught.				
11 Properly reads tape measure.				
12 Has all required tools and PPE daily.				
13 Is a willing member of the clean up team.				
14 Able to assemble and remove forms.				
15 Can identify all tools on truck, knows what use is and how to maintain.				
16 Knows how to correctly & safely use: Post Hole Digger // Shovel, Rake & Broom // Hand trowels // Cordless drill // Chain saw				
17 Trained in use and maintenance of Bobcat and Off Road Equipment.				
18 Shows interest in reading and understanding blue prints.				
Has obtained the following certifications:				
OSHA 10 Hour Safety				
MSHA 40 Hour Safety				
Fork Lift Certification				
Boom Lift Certification				
Crane Rigging & Signaling				
1st Aid / CPR				
Totals	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: _____

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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 Is self motivated/seekes out tasks/training.				
4 Keeps job site clean and orderly to facilitate production.				
5 Frequently solves own job related problems and is comfortable with it.				
6 Makes good decisions that are in line with knowledge base.				
7 Performs many tasks independently and or with little direction.				
8 Asks lots of questions to increase knowledge base.				
9 Seeks out additional training.				
10 Is a willing member of the clean up team.				
11 Shows ability to use to Bobcat with increased comfort level. Can maintain.				
12 Able to sand screed.				
13 Able to make wet screeds.				
15 Safety : Performs tasks in safe manner, follows all safety guidelines				
14 Able to use a mag/hand trowel and help finish concrete.				
15 Has an idea of what the start up process entails i.e. squaring, batten board, etc.				
16 Shows understanding of basic blue print reading.				
Has obtained the following certifications:				
OSHA 10 Hour Safety				
MSHA 40 Hour Safety				
Fork Lift Certification				
Boom Lift Certification				
Crane Rigging & Signaling				
1st Aid / CPR				
Totals	0			
4th 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 Concrete

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	Date	Date	Date	Date
3rd Man				
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 Is self motivated/seekes out tasks/training.				
4 Is a willing member of the clean up team.				
5 Understand blue prints and can read details.				
6 Understands the construction and build process.				
7 Routinely problem solves and has confidence in decisions. Checks when necessary.				
8 Is able to help 2nd Man in planning when Crew Leaser is absent.				
9 Beginning knowledge of lay-out for a new build-out.				
10 Beginning knowledge of start-up process assists in squaring building, setting battenboard,ect.				
11 Involved in pre-planning for next days work (What do we need to have?) for tools & materials.				
12 Proficient in using laser and shooting grades.				
13 Safety : Performs tasks in safe manner, follows all safety guidelines				
14 Able to set, level and pour walls.				
15 Proficient at screeding concrete pours in a timely manners.				
16 Proficient with hand trowels and hand tools.				
17 Proficient at power troweling with three footer and basic riding.				
18 Is able to run Bobcat and becoming competent in grading with same.				
19 Is able to perform overhead cut down without constant supervision.				
20 Is able to perform drain cut down without constant supervision.				
21 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				
Boom Lift Certification				
Crane Rigging & Signaling				
1st Aid / CPR				
Totals	0			
3rd Man 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: _____

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Employee Name: _____

Supervisor: _____

Date Distributed: _____

	Date	Date	Date	Date
Assistant Crew Leader				
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 Is self motivated/seekes out tasks/training.				
4 Assures job site cleanliness and is a willing member of clean up team.				
5 Able to read, understand and interpret blue prints.				
6 Understand the complete job and construction of job from beginning to end.				
7 Makes decisions and accepts responsibility for them.				
8 Involved in customer and supervisor relations in absence of Crew Leader.				
9 Accepts full responsibility when Crew Leader is gone or off site.				
10 Sets daily and weekly production goals with Crew Leader.				
11 Gives input to review process of 3rd, 4th & 5th Men.				
12 Understands paperwork required to facilitate project.				
13 Safety : Performs tasks in safe manner, follows all safety guidelines				
14 Knows steps in finishing concrete.				
15 Can figure square on a building.				
16 Can establish grade on site and determine heights that are needed.				
17 Can determine and order needed concrete.				
18 Shows leadership skills and desire to advance to Crew Leader level.				
Has obtained the following certifications:				
OSHA 10 Hour Safety				
MSHA 40 Hour Safety				
Fork Lift Certification				
Boom Lift Certification				
Crane Rigging & Signaling				
1st Aid / CPR				
Totals	0	0	0	0
Assistant Crew Leader Average Attainment	0.0			

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

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Employee Signature: _____

H. R. Manager Signature: _____

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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 Leaders 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			
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: _____

