

Duty/Task:									
E-1 Inspect production equipment & facilities									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Conduct a walk through inspection of the facilities for maintenance and repair needs	1 Thoroughly inspected all parts of the facilities; all general maintenance and repair needs accurately identified	1 Paper, pen, computer, pressure gauges, rags	1 Observational skills; time management skills; critical thinking skills; problem solving skills	1 None	1 Thorough; observant; self-motivated	1 Is there any obvious damage to the building or structure? Are utilities functioning correctly and safely? Are there any other safety concerns? Are supplies being stored in assigned locations?	1 Leaks or damaged roofs; unusual noises; sounds and smells; chipping paint or loose boards; rodent droppings	1 Won't identify potential dangers and unsafe conditions; small problems may become major problems; costly repairs	
2 Compile a list of facility maintenance and repair needs	2 Compiled a thorough list that identified all maintenance and repair tasks	2 Paper, pen, computer	2 Observational skills; time management skills; critical thinking skills; problem solving skills	2 None	2 Organized; timely; accurate	2 Is routine maintenance required? What kind of maintenance? Who do I need to share the list with to ensure the documented concerns are addressed?	2 Items identified on walk through	2 Won't identify potential dangers and unsafe conditions; small problems may become major problems; costly repairs	
3 Inspect equipment for maintenance and repair needs	3 All equipment thoroughly inspected; all general maintenance and repair needs identified	3 Paper, pen, computer, pressure gauges, rags; PPE; safety glasses	3 Observational skills; time management skills; critical thinking skills; problem solving skills	3 Use care around equipment	3 Thorough; observant; self-motivated	3 Does each piece of equipment operate properly? Are there any maintenance records to know when oil was changed, filters were replaced, etc.? Are fluid levels correct? Are there any obvious problems?	3 Leaks, loose, or damaged parts; unusual noises; sounds and smells; lack of maintenance records	3 Equipment will not function when it's needed; costly repairs	
4 Compile a list of equipment maintenance and repair needs	4 Compiled a thorough list of all maintenance and repair tasks	4 Paper, pen, computer	4 Observational skills; time management skills; critical thinking skills; problem solving skills	4 None	4 Organized; timely; accurate	4 Is routine maintenance required? What maintenance is required? Are there records of previous maintenance? Does the equipment appear to be well maintained, or has it been neglected?	4 Inspection results	4 Equipment will not function when it's needed; costly repairs	
5 Recommend follow up actions	5 Relevant recommendations for further actions made in a timely manner based on inspection results and equipment manufacturer specifications	5 Paper, pen, computer	5 Critical thinking skills; communication skills	5 None	5 Responsible; timely; accurate; self-motivated	5 What appropriate follow-up is recommended? How do I establish a routine maintenance program for equipment and facilities? Who will be responsible for performing the recommended	5 Items on the list; priorities; equipment manuals	5 Will not have a good maintenance program to keep equipment and facilities in good working order	
Analyst: Mike Loyd			Specific Relevant References:						
Expert Workers:			1 Equipment manuals						
Brad Bergefurd									
Rev. Donovan Larkins									