

Duty/Task:									
E-3 Repair production equipment									
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 Prioritize equipment repairs needed	1 Repairs prioritized based on safety concerns, priority need for equipment, costs, time needed, and work schedules	1 List of repairs; paper; pen; computer; budget; warranties	1 Analytical skills; mechanical knowledge; computer skills	1 None	1 Detail oriented; accurate; conscientious; analytical	1 Should I replace instead of repair? How do I prioritize? How do I know a repair can wait? How do I know a repair should be made immediately? How long do I want a repair to last? What is the budget?	1 List of repairs needed, budget	1 Equipment won't get repaired; more costly repairs; later loss of production; dissatisfied staff	
2 Determine who will do the repairs	2 Person selected to do the repair(s) was skilled and qualified; person selected was the most efficient and of reasonable cost	2 Computer with Internet; directories; staff records; warranties	2 Analytical skills; mechanical knowledge; computer skills; communication skills; computer research skills	2 None	2 Analytical; discerning	2 Can the repair be done by our staff? Is a contractor needed? Is a specialist needed? Must the person doing the repair be certified?	2 Complexity and type of repairs needed	2 Equipment may not get repaired; more costly repairs; later loss of production; dissatisfied staff	
3 Determine parts and supplies needed for the repairs	3 All materials and parts selected were of acceptable quality and reasonably priced	3 Computer with Internet; directories; owners manuals; warranties; catalogs	3 Analytical skills; mechanical knowledge; computer skills; investigative skills; computer research skills	3 None	3 Discerning; detail oriented; accurate	3 What parts and supplies are needed? Where do we get the parts and supplies? Should the parts and supplies be part of a contract or self purchased?	3 List of repairs needed; catalogs; tasks to be done as part of the repairs	3 Won't have parts and supplies needed to make necessary repairs	
4 Purchase parts and supplies	4 All purchased supplies and parts selected were of acceptable quality and reasonably priced	4 Computer with Internet; directories; owners manuals; warranties; catalogs; purchase order	4 Purchasing knowledge; mechanical knowledge; computer skills	4 None	4 Analytical; detail oriented; accurate; frugal	4 Where do I get the parts and supplies? Should I purchase the parts and supplies online or locally? Can I save money by using close out, used, or remanufactured parts?	4 List of parts and supplies needed, list of suppliers	4 Won't have parts and supplies needed to make necessary repairs	
5 Schedule repairs	5 Repairs scheduled based on availability of the repair person and the business work schedule	5 Maintenance schedule; employee schedule	5 Analytical skills; contracting skills; mechanical knowledge; computer skills; time management skills	5 None	5 Conscientious; detail oriented; accurate; timely	5 When is a good time to complete the repairs? When does the repair need to be completed? How might weather impact the repair work? Is the budget approved to complete the repairs? Are the repairs needed?	5 List of repairs needed; schedules	5 Repairs won't be done at convenient time or when the people are available to do them	
6 Perform repairs	6 All repairs were made correctly by the assigned repair person as scheduled with the correct supplies and parts	6 Materials, parts, supplies, and tools for the repairs; diagnostic facilities, gauges, and tools	6 Construction knowledge; mechanical skills; computer skills; time management skills; facilities knowledge	6 Use care when working with power tools and equipment	6 Knowledgeable; detail oriented; hard working; timely; safety minded	6 Who will complete the repairs? Are weather conditions right for repairs to be made? What should I do if there is something unexpected about the repairs? What needs to be done to ensure worker safety?	6 List of repairs needed; schedules; checklist	6 Needed repairs won't get completed	
7 Evaluate repairs	7 Accurately assessed the quality of all repairs	7 Materials, parts, supplies, and tools for the repairs; diagnostic facilities, gauges, and tools	7 Construction knowledge; mechanical skills; computer skills; time management skills; facilities knowledge; evaluation skills	7 None	7 Analytical; detail oriented; accurate; timely; safety minded	7 Are the repairs completed as specified? Do they meet codes and standards? Do repairs keep the facilities within manufacturer specifications? How do I best evaluate the repairs?	7 List of repairs made; schedules; checklist; codes and standards; manufacturer specifications	7 Repairs may not be done according to code or specified standards; could result in further problems or possible citations	
Analyst: Mike Loyd			Specific Relevant References:						
Expert Workers:			1 Equipment manuals						
Brad Bergelurd									
Rev. Donovan Larkins									