

Duty/Task:									
E-4 Upgrade inefficient 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 upgrades needed	1 All equipment upgrades were identified and prioritized based on safety concerns, efficiency, functionality, enhanced quality, labor and cost savings	1 List of potential equipment upgrades; paper; pen; computer; budget; warranties	1 Analytical skills; knowledge of agricultural equipment; computer skills; financial management skills; mechanical knowledge	1 None	1 Detail oriented; accurate; conscientious; analytical	1 Should I repair some equipment instead of upgrade? How do I prioritize? How do I know it is time to upgrade? How long do I want an upgrade to last? How do I calculate the payback on my upgrade?	1 List of equipment upgrades needed, cost of upgrades, budget	1 Existing equipment without upgrades may be less efficient; loss of quality; loss of production; dissatisfied staff	
3 Research alternatives for upgrading equipment	3 Alternative equipment selected was of enhanced quality and reasonably priced; new technologies used; alternatives thoroughly researched using valid, reliable, and unbiased resources; warranties and service contract researched	3 Computer with Internet; directories; warranties; catalogs; consumer safety reports	3 Analytical skills; research skills; mechanical knowledge; computer skills; investigative skills; communication skills	3 None	3 Analytical; detail oriented; accurate	3 Do the alternative(s) offer a warranty? How do I know my alternatives are reliable, valid, and unbiased? What do I want to find out about each alternative? What are typical places to research the equipment I want to upgrade? How will the alternative enhance production and operations? What will the payback be on	3 List of equipment upgrades needed; catalogs; tasks to be done as part of the upgrade; safety data; warranty data; list of manufacturers	3 Existing equipment without upgrades may be less efficient; loss of quality; loss of production; dissatisfied staff	
4 Purchase upgraded equipment	4 Equipment was purchased from a reputable vendor at competitive cost; extended warranty considered, if applicable; service contract considered	4 Computer with Internet; directories; owners manuals; warranties; catalogs; order forms; purchase order	4 Analytical skills; negotiating skills; mechanical knowledge; communication and interpersonal skills; financial management knowledge	4 None	4 Assertive; detail oriented; accurate; personable	4 Where do I purchase the equipment? Should I purchase the equipment online or locally? Can I save money by purchasing close out, used, or remanufactured equipment? What kind of warranty do I get? Can I finance the purchase? At what rate? Can I trade in old	4 Purchase details; manufacturer information; financing information	4 Existing equipment without upgrades may be less efficient; loss of quality; loss of production; dissatisfied staff	
5 Evaluate the upgraded equipment in operation	5 Upgraded equipment performed safely, efficiently and effectively; equipment met upgrade expectations; all manufacturer adjustments made	5 Materials, supplies, and tools to evaluate performance; diagnostic equipment, gauges and tools	5 Agricultural equipment knowledge and skills; diagnostic evaluation skills	5 None	5 Analytical; detail oriented; accurate; timely; safety minded	5 Am I satisfied with the performance of the new equipment? Does the equipment save labor and/or time? How do I evaluate the operation of the equipment? What are normal operating conditions for the equipment? How will I ensure warranty tasks are	5 Equipment operation and performance data; warranty requirements	5 Existing equipment without upgrades may be less efficient; loss of quality; loss of production; dissatisfied staff	
Analyst: Mike Loyd			Specific Relevant References:						
Expert Workers:									
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