

Maryland State Department of Education
Division of Rehabilitation Services
Workforce & Technology Center

Occupational Readiness Record: General Service Technician 1

To The Employer: The occupational readiness record is both an inventory of the training course content and the level of proficiency achieved. The certified actual level of achievement demonstrated is indicated by a check mark.

Name: _____ **DORS PID#:** _____

Length of Training: _____ **Certified By:** _____ **Title:** _____

Key To Proficiency Code

- **LEVEL L: Limited Skill** – Does simple parts of task using required tools, but requires instruction or close supervision to do the more difficult or complex parts of job. Identifies parts by name, knows simple facts about the job.
- **LEVEL M: Moderate Skill** – Generally can perform tasks competently with limited supervision. Can use most tools and special equipment needed, but may require help on difficult or complex tasks. May not meet all the demands of speed and accuracy on the job.
- **LEVEL S: Skill** – Can work independently in the accomplishment of most assigned tasks. Can tell or show others the fundamentals of many tasks. Meets the full demands of speed and accuracy on the job.

Safety & Shop Rules

	L	M	S
Use of Personal Protective Equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye Wash Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Safety Data Sheet (MSDS) Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste and Hazardous Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools & Equipment Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shop Rules and Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lubrication Fundamentals

	L	M	S
Purpose of Lubrication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determining the Correct Lubricant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil Filtering System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil Viscosity & Additives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil Filter Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tools & Equipment

	L	M	S
Oil Pan Drain Bolt Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil Filter Wrenches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic Lift Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper Use of Oil Drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Troubleshooting

	L	M	S
Oil Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filter Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mechanical Skills

	L	M	S
Removing & Replacing Oil Filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil Removal and Draining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refilling Crankcase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking Oil Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tire Fundamentals

	L	M	S
Tire Sidewall Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speed Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of Tires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tools & Equipment

	L	M	S
Types of Wheel Weights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wheel Lugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Torque Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dynamic Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	L	M	S
Tire Wear Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inflation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alignment Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	L	M	S
Works Well with Coworkers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goal Oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to Learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[illegible]

Instructor: _____ **Date:** _____