

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

Occupational Readiness Record: General Service Technician 2

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"/>

Tools & Equipment

	L	M	S
Lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic Jacks and Stands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Hand Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tire Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tire Balancer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Torque Wrenches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Micrometers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brake Lathe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Multi-Meter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coolant Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alignment Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Engine Fundamentals

	L	M	S
Lubrication System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooling System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Troubleshooting Skills

	L	M	S
Engine Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brake and Hydraulics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Battery Starting & Charging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspension Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steering Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mechanical Skills

	L	M	S
Perform Oil and Filter Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replace oil pan gaskets seals and drain plugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replace Battery/Terminals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test, flush and replace engine coolant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replace hoses, belts, & radiators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform Brake Service Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refinish Brake Rotors/Drums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair Front or Rear Suspension Components	<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"/>

	L	M	S
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:** _____