

# GROW YOUR CAREER WITH MAREK

Whether you want to strengthen performance of your current skills, learn new ones, or lead others – contact your local Head Coach to discuss steps you can take to further your career with MAREK

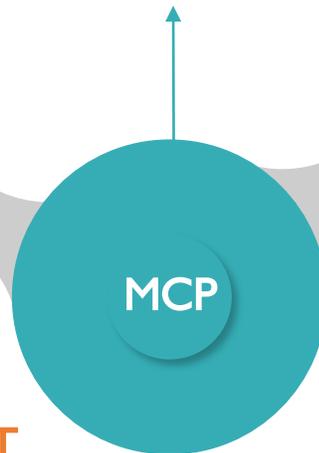
## PERFORMANCE

Strengthen your safety, quality and productivity of your existing skills.



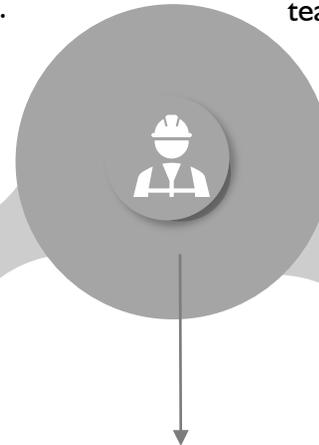
## MCP

Master your craft. Become a MAREK Certified Professional.



## SKILL DEVELOPMENT

Gain new skills within your trade or cross train in another trade.

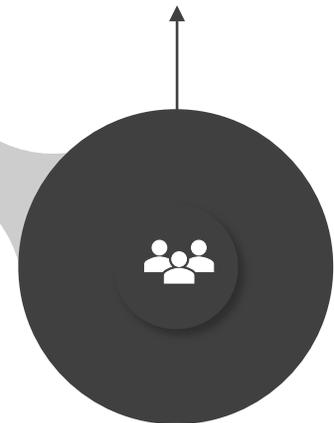


## COACHING

Make your mark by shaping other craft professionals.

## SUPERVISION

Work with customers, build and manage a team, deliver projects on time and on budget.





Utilize this document to learn more about your current role and positions of interest to you. Simply click the trade name (acoustical, drywall, paint etc.) to review the levels and skills for that trade.

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## Essential Skills

Skill	Skill Definition
Always seeks to improve	<p><b>Exceeds:</b> Proactively seeks feedback to improve his or herself, open to new ideas and innovation, consistently takes advantage of training opportunities, seeks out new challenges, seeks to learn new things</p> <p><b>Meets:</b> Appreciates honest feedback to improve skills and/or behavior, is open to new ideas, takes advantage of training opportunities, seeks to learn new things</p> <p><b>Needs Improvement:</b> Resistant to feedback or only accepts it begrudgingly, closed to new ideas, fails to take advantage of training opportunities</p>
Attendance	<p><b>Exceeds:</b> Employee is at work every day and makes every effort to work any schedule, including nights or weekends</p> <p><b>Meets:</b> Employee is at work every day, and remains for the duration of the day, schedules time off and in the event of an emergency calls the supervisor before starting time</p> <p><b>Needs Improvement:</b> Employee routinely misses more than 1 unscheduled day every month, fails to provide advance notice to supervisor when taking time off, and/or regularly works less than 40 hours (or other assigned schedule for his or her jobsite) per week</p>
Consistently delivers quality work	<p><b>Exceeds:</b> Outstanding quality, work is consistent with job specifications and industry standards, someone the supervisor calls on to perform detail oriented or complex tasks</p> <p><b>Meets:</b> Considers accuracy and appearance of work, is committed to producing a quality product and to continuous improvement, builds and installs right the first time, no-punch attitude</p> <p><b>Needs Improvement:</b> Produces poor quality work or inconsistent quality (only sometimes), has to go back and fix things that were not built or installed right the first time</p>

<p>Listens and follows directions</p>	<p><b>Exceeds:</b> Listens carefully, ask questions to clarify and provides feedback to the supervisor to ensure good understanding of expectations, consistently follows directions from the supervisor</p> <p><b>Meets:</b> Listens carefully and follows the directions given by a supervisor when completing tasks or assignments</p> <p><b>Needs Improvement:</b> Consistently disregards the directions given by a supervisor and/or believes his or her own way of doing things is the best way to the exclusion of other approaches, refuses to accept feedback to help improve him or herself</p>
<p>Safety performance</p>	<p><b>Exceeds:</b> Employee follows all safety rules and guidelines, sets the example, guides others to follow the safety rules, participates in safety meetings, is vocal about safety and welcomes feedback on safety from others</p> <p><b>Meets:</b> Employee follows all safety rules and guidelines, including using the proper PPE for the task and completing JSA/JHA before beginning each task</p> <p><b>Needs Improvement:</b> Employee either disregards or inconsistently follows safety rules and guidelines, including not wearing proper PPE, cluttered or unclean working area, unsafe handling of trade materials and/or allows others nearby to act unsafely without speaking up</p>
<p>Solves problems</p>	<p><b>Exceeds:</b> Consistently uses innovation, creativity and imagination to solve problems and works effectively with others to solve problems together</p> <p><b>Meets:</b> Overcomes obstacles and solves problems, uses logical thinking, considers multiple solutions and evaluates to choose the best option, knows when additional input is needed, and when seeking help from supervisor, comes prepared with possible solutions for discussion</p> <p><b>Needs Improvement:</b> Has difficulty solving problems or overcoming obstacles, seeks out supervisor to solve most problems for him or her, sometimes asks for solutions to the same challenge repeatedly, and/or only sees one option for solving a challenge</p>

<p>Takes initiative</p>	<p><b>Exceeds:</b> Asks questions, pre-plans work (including safety, tools, materials and equipment), arrives early and is ready to start work following JSA/JHA, initiates communication with supervisor and safety personnel to efficiently complete most tasks</p> <p><b>Meets:</b> Plans and anticipates what will be needed for current assignment, is ready to work following JSA/JHA, also looks ahead to what needs to be done next, asks supervisor about next assignment prior to completing current assignment</p> <p><b>Needs Improvement:</b> Waits for the supervisor to tell him or her what to do and how to do it, does not ask questions or anticipate what may be needed for the next task or assignment, is not prepared to start work after JSA/JHA, runs late in the mornings or when returning from breaks</p>
<p>Treats others with respect</p>	<p><b>Exceeds:</b> Consistently conducts him or herself in a professional manner, listens, treats others the same way he or she wants to be treated, communicates and provides feedback in a respectful manner, holds him or herself to a higher standard regardless of how others act, and sets a positive tone for the entire team</p> <p><b>Meets:</b> Consistently conducts him or herself in a professional manner, listens, treats others the same way he or she wants to be treated, communicates and provides feedback in a respectful manner</p> <p><b>Needs Improvement:</b> Treats co-workers (whether other employees at MAREK, customers, other trades or supervisor) with disrespect, such as using nicknames or jokes that make of fun of people, bullying, engaging in unhealthy conflict (name-calling, raised voices, ignoring), horseplay</p>
<p>Works well with others/ team player</p>	<p><b>Exceeds:</b> Works exceptionally well with other crew members, brings a positive attitude to the team, is open to receive feedback and willing to coach others with less experience</p> <p><b>Meets:</b> Works well with most crew members, treats everyone with respect, open to new ideas and/or feedback</p> <p><b>Needs Improvement:</b> Behaves in a disruptive manner, has difficulty working with others, brings negativity to the team. Is unwilling to accept feedback from peers, thinks his or her way is the only way. Is difficult to partner with people, inflexible to work with other work styles or personalities.</p>

## Acoustical Ceiling Helper

Skill	Skill Definition
Helper - Operates a scissor lift	Is proficient operating a scissor lift
Helper - Identifies and properly handles trade materials	Demonstrates knowledge of trade materials including names, applications, gauges, sizes, shapes; demonstrates competence handling materials
Helper - Operates most common acoustical ceiling tools	Competent to operate screw guns, miter saws, skill saws, nitroset guns, lasers, etc.
Helper - Takes and gives accurate measurements	Accurately takes and gives measures
Helper - Ceiling wires-bridging	Competence to install ceiling wires with different anchor systems: twist, shot, screw. lag eye screws, bar joists; wires must be 6" off wall and spaced 4' on center or per job specifications, wires must be hanging in a straight line, bridged properly when obstructions overhead, length of wires per ceiling elevation

## Acoustical Ceiling Helper II

Skill	Skill Definition
All Helper Skills	In addition to the Helper II skills described below, Advanced Helpers perform their foundational skills at a high level
Helper II - Acoustical ceiling grid	Competent to layout rooms per RCP and install grid systems; ensures grid is straight and square; all sides have equal border sizes, ceiling is level and at the correct elevation per RCP plan, all wires are tied to the grid with three twists within three inches from the top of main T, ability to use hole punch for off center fixtures
Helper II - Acoustical wall angle/mold	Competent to install wall angle/mold, ensures wall mold is at the correct elevation per RCP, anchors are spaced per industry standards and Job specs, corners are cut tight, no gaps or off sets at butt joints, properly miter corners when shadow mold.
Helper II - Acoustical ceiling tiles	Competent to install ceiling tile, ensures tile is cut to right dimensions, clean cuts, minimal waste, accurately cuts penetrations (sprinkler heads, can lights), tile seats in grid properly without damaging, nicks or smudges, borders are neat, directional tile is installed accordingly

## Acoustical Ceiling Mechanic

Skill	Skill Definition
Mechanic - Ceiling wires-bridging	Leads two-person crew to install ceiling wires; ensures wires are installed per job specifications, wires must be hanging in a straight line, bridged properly when obstructions overhead, length of wires per ceiling elevation

Mechanic - Acoustical ceiling grid	Acoustical ceiling grid; ensures grid is straight and square; all sides have equal border sizes, ceiling is level and at the correct elevation per RCP plan, all wires are tied to the grid with three twists within three inches from the top of main, ability to use hole punch for off center fixtures
Mechanic - Acoustical wall angle/mold	Leads two-person crew to install wall angle/mold; ensures wall mold is at the correct elevation per RCP, anchors are spaced per industry standards and Job specs, corners are cut tight, no gaps or off sets at butt joints, properly miter corners when shadow mold
Mechanic - Acoustical ceiling tiles	Leads two-person crew to install all ceiling tile types, ensures tile is cut to right dimensions, clean cuts, minimal waste, accurately cuts penetrations (sprinkler heads, can lights), tile seats in grid properly without damaging, nicks or smudges, borders are neat, directional tile is installed accordingly
Mechanic - Aluminum ceiling products	Leads two-person crew to install ceiling aluminum products with little supervision and consistently exceeds quota
Mechanic - Wall panels	Proficient to install acoustical wall panels, ensures all wall clips are installed to meet specifications, panels are installed at locations and elevations per construction drawings, all panels are plumb, level; all joints are free of gaps and off-sets; panels are free of blemishes, fingerprints or damage, modified panels have clean, stretched fabric with tight tucks
Mechanic - Blueprint and layout	Competent to perform simple lay out, basic walls and furrdowns
Mechanic - Leads a two-person crew	<p><b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively</p> <p><b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive</p> <p><b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work</p>
Mechanic - Coaches other employees	<p><b>Exceeds:</b> Promotes a culture of healthy and continuous feedback (acknowledging what is working well and what can be improved) throughout the crew, coaches crew up, develops crew members' coaching skills, positively impacts crew's performance in safety, production and quality, maintains a high morale team environment, provides career guidance to crew</p> <p><b>Meets:</b> Provides daily and weekly coaching, feedback and guidance to crew to maximize their success, provides a good balance between recognizing both what's working as well as what needs to improve, the coaching positively impacts crew's performance</p> <p><b>Needs Improvement:</b> Offers coaching and feedback rarely, inconsistently or only in certain situations, avoids providing feedback thereby hampering crew's performance and growth, and/or is not open to receiving feedback from crew</p>

### Acoustical Ceiling Mechanic II

Skill	Skill Definition
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Mechanic - Ceiling wires-bridging	<p>Mechanic: Leads two-person crew to install ceiling wires; ensures wires are installed per job specifications, wires must be hanging in a straight line, bridged properly when obstructions overhead, length of wires per ceiling elevation</p> <p>Mechanic II - Installs ceiling wires with little supervision and consistently exceeds quota</p>
Mechanic - Acoustical ceiling grid	<p>Mechanic : Acoustical ceiling grid; ensures grid is straight and square; all sides have equal border sizes, ceiling is level and at the correct elevation per RCP plan, all wires are tied to the grid with three twists within three inches from the top of main, ability to use hole punch for off center fixtures</p> <p>Mechanic II : Installs ceiling grid with little supervision and consistently exceeds quota</p>
Mechanic - Acoustical wall angle/mold	<p>Mechanic: Leads two-person crew to install wall angle/mold; ensures wall mold is at the correct elevation per RCP, anchors are spaced per industry standards and Job specs, corners are cut tight, no gaps or off sets at butt joints, properly miter corners when shadow mold.</p> <p>Mechanic II: Installs acoustical wall angle/mold with little supervision and consistently exceeds quota</p>
Mechanic - Acoustical ceiling tiles	<p>Mechanic: Leads two-person crew to install all ceiling tile types, ensures tile is cut to right dimensions, clean cuts, minimal waste, accurately cuts penetrations (sprinkler heads, can lights), tile seats in grid properly without damaging, nicks or smudges, borders are neat, directional tile is installed accordingly</p> <p>Mechanic II: Installs acoustical ceiling tiles with little supervision and consistently exceeds quota</p>
Mechanic - Aluminum ceiling products	<p>Mechanic: Leads two-person crew to install ceiling aluminum products with little supervision and consistently exceeds quota</p>
Mechanic - Wall panels	<p>Mechanic: Proficient to install acoustical wall panels, ensures all wall clips are installed to meet specifications, panels are installed at locations and elevations per construction drawings, all panels are plumb, level; all joints are free of gaps and off-sets; panels are free of blemishes, fingerprints or damage, modified panels have clean, stretched fabric with tight tucks</p> <p>Mechanic II: Installs wall panels with little supervision and consistently exceeds quota</p>
Mechanic - Blueprint and layout	<p>Competent to perform simple lay out, basic walls and furrdowns</p>
Mechanic - Leads a two-person crew	<p><b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively</p> <p><b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive</p> <p><b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work</p>

Mechanic - Coaches other employees	<p><b>Exceeds:</b> Promotes a culture of healthy and continuous feedback (acknowledging what is working well and what can be improved) throughout the crew, coaches crew up, develops crew members' coaching skills, positively impacts crew's performance in safety, production and quality, maintains a high morale team environment, provides career guidance to crew</p> <p><b>Meets:</b> Provides daily and weekly coaching, feedback and guidance to crew to maximize their success, provides a good balance between recognizing both what's working as well as what needs to improve, the coaching positively impacts crew's performance</p> <p><b>Needs Improvement:</b> Offers coaching and feedback rarely, inconsistently or only in certain situations, avoids providing feedback thereby hampering crew's performance and growth, and/or is not open to receiving feedback from crew</p>
Mechanic II - Ceiling grid systems	Proficient to install most of the advanced specialty ceiling grid systems with little supervision and consistently exceeds quota

# Drywall

<b>Drywall Helper</b>	
Skill	Skill Definition
Helper - Operates a scissor lift	Is proficient operating a scissor lift
Helper - Identifies and handles trade materials	Demonstrates knowledge of trade materials including names, applications, gauges, sizes, shapes; demonstrates competence handling materials
Helper - Operates most common drywall tools	Demonstrates competence operating drywall tools and equipment: screw gun, nail gun, chop saw, laser, skill saw, hammer drill, miter saw, etc.
Helper - Takes and gives accurate measurements	Accurately takes and gives measures
Helper - Drywall hanging	Proper screw spacing, clean cuts, cuts with minimal waste
Helper - Light gauge framing	Proficient in basic framing including cutting studs/track, spacing, headers, corners

<b>Drywall Helper II</b>	
Skill	Skill Definition
All Helper Skills	In addition to the Helper II skills described below, Advanced Helpers perform their foundational skills at a high level
Helper II - Heavy gauge framing	Basic stud installation and bridging, ensures studs and bridging are installed per drawings/specifications
Helper II - Shaft wall	Basic shaft walls, stagger joints per UL requirements
Helper II - Top out	Basic top out including clean cuts, minimal waste, determines how to make cuts for safest handling and best installation
Helper II - Drywall ceilings	Basic ceilings including suspended grid, stud, and hat channel systems, ensures ceiling is at the right elevation per RCP, all wires are properly tied to grid system
Helper II - Furrdowns	Basic furrdown framing, ensures the right materials are used per drawings/specifications, follows layout lines on floor to transfer framing lines, furrdown is at the correct elevation per RCP
Helper II - Under grid head track	Competent to install under grid head track with minimal waste, clean and accurate cuts, ensures track is straight and all joints align
Helper II - Wood and metal backing	Competently cuts and installs wood and metal backing, ensures framing members maintain spacing per drawings/specifications, blocking is flush with framing members
Helper II - Hollow metal door and window frames	Competent installing basic hollow metal door and window frames, ensures frame is square, plumb, and level; the correct frame corresponds for the opening

Helper II - Aluminum door and window frames	Competently installs aluminum door and window frames, clean cuts, minimal waste, ensures frames are square, level, and plumb
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<b>Drywall Mechanic</b>	
Skill	Skill Definition
Mechanic - Drywall hanging	Proficient in framing all types of walls including pony walls, free standing, under grid; minimal waste and minimizes headers
Mechanic - Light gauge framing	Proficient in framing all types of walls including pony walls, free standing, under grid; minimal waste and minimizes headers
Mechanic - Heavy gauge framing	Leads two-person crew to frame heavy gauge walls and furrdowns, including structural ceilings, ensures to follow the lay out lines on the floor, stud spacing is per drawings/specifications
Mechanic - Shaft wall	Leads two-person crew to install shaft wall, ensures joints are staggered and openings are framed per UL system
Mechanic - Top out	Leads two-person crew to install top out
Mechanic - Drywall ceilings	Leads two-person crew to perform most drywall ceiling installations, ensures ceiling is at the right elevation per RCP, all wires are properly tied to grid system
Mechanic - Furrdowns	Leads two-person crew framing furrdowns with good quality and minimal waste, drywall extends above finished floor per drawings/specifications
Mechanic - Wood and metal backing	Leads two-person crew installing wood and metal backing, ability to follow lay out for backing
Mechanic - Hollow metal door and window frames	Leads two-person crew to install hollow metal door and window frames; ensures plumb, level, square and aligned
Mechanic - Aluminum door and window frames	Leads two-person crew to install aluminum door and window frames; ensures plumb, level, square
Mechanic - Under grid head track	Leads two-person crew installing under grid head track, ensures track is straight and joints align
Mechanic - Blueprint and layout	Competent to perform simple lay out, basic walls and furrdowns
Mechanic - Leads a two-person crew	<p><b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively</p> <p><b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive</p> <p><b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work</p>

Mechanic - Coaches other employees	<p><b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop</p> <p><b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive</p> <p><b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others</p>
Mechanic - Operates a Total Station/EDM layout machine	<p>Specialty Skill: Operates a Total Station or other electronic distance measuring (EDM) instrument for the purpose of laying out walls, ceilings and establishing elevations. This includes the ability to verify/compare point data, create or transpose points as needed, and ensure the instrument is kept in good working condition.</p>

<b>Drywall Mechanic II</b>	
Skill	Skill Definition
Mechanic - Drywall hanging	<p>Mechanic I: Proficient in framing all types of walls including pony walls, free standing, under grid; minimal waste and minimizes headers</p> <p>Mechanic II: Ability to perform most framing with little supervision and consistently exceeds quota</p>
Mechanic - Light gauge framing	<p>Mechanic I: Proficient in framing all types of walls including pony walls, free standing, under grid; minimal waste and minimizes headers</p> <p>Mechanic II: Ability to perform most framing with little supervision and consistently exceeds quota</p>
Mechanic - Heavy gauge framing	<p>Mechanic I: Leads two-person crew to frame heavy gauge walls and furrdowns, including structural ceilings, ensures to follow the lay out lines on the floor, stud spacing is per drawings/specifications</p> <p>Mechanic II: Performs most heavy gauge framing with little supervision and consistently exceeds quota</p>
Mechanic - Shaft wall	<p>Mechanic I: Leads two-person crew to install shaft wall, ensures joints are staggered and openings are framed per UL system</p> <p>Mechanic II: Installs shaft wall with little supervision and consistently exceeds quota</p>
Mechanic - Top out	<p>Mechanic I: Leads two-person crew to install top out</p> <p>Mechanic II: Performs top out with little supervision and consistently exceeds quota</p>
Mechanic - Drywall ceilings	<p>Mechanic I: Leads two-person crew to perform most drywall ceiling installations, ensures ceiling is at the right elevation per RCP, all wires are properly tied to grid system</p> <p>Mechanic II: Performs drywall ceiling installations with little supervision and consistently exceeds quota</p>

Mechanic - Furrdowns	<p>Mechanic I: Leads two-person crew framing furrdowns with good quality and minimal waste, drywall extends above finished floor per drawings/specifications</p> <p>Mechanic II: Frames furrdowns with little supervision and consistently exceeds quota</p>
Mechanic - Wood and metal backing	<p>Mechanic I: Leads two-person crew installing wood and metal backing, ability to follow lay out for backing</p> <p>Mechanic II: Installs wood and metal backing with little supervision and consistently exceeds quota</p>
Mechanic - Hollow metal door and window frames	<p>Mechanic I: Leads two-person crew to install hollow metal door and window frames; ensures plumb, level, square and aligned</p> <p>Mechanic II: Installs hollow metal door and window frames with little supervision and consistently exceeds quota</p>
Mechanic - Aluminum door and window frames	<p>Mechanic I: Leads two-person crew to install aluminum door and window frames; ensures plumb, level, square</p> <p>Mechanic II: Installs aluminum door and window frames with little supervision and consistently exceeds quota</p>
Mechanic - Under grid head track	<p>Mechanic I: Leads two-person crew installing under grid head track, ensures track is straight and joints align</p> <p>Mechanic II: Installs under grid head track with little supervision and consistently exceeds quota</p>
Mechanic - Blueprint and layout	<p>Mechanic I: Competent to perform simple lay out, basic walls and furrdowns</p> <p>Mechanic II: Expert in working with detailed blueprints, identifying details, wall types, ceiling types and heights, identifying potential conflicts</p>
Mechanic - Leads a two-person crew	<p><b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively</p> <p><b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive</p> <p><b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work</p>
Mechanic - Coaches other employees	<p><b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop</p> <p><b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive</p> <p><b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others</p>

Mechanic - Operates a Total Station/EDM layout machine	Specialty Skill: Operates a Total Station or other electronic distance measuring (EDM) instrument for the purpose of laying out walls, ceilings and establishing elevations. This includes the ability to verify/compare point data, create or transpose points as needed, and ensure the instrument is kept in good working condition.
Mechanic II - Glass metal frames	Competently installs most glass metal frames with little supervision
Mechanic II - GRG installation	Installs most glass reinforced gypsum (GRG) / glass fiber reinforced gypsum (GFRG) products
Mechanic II - Doors and hardware	Proficient installing most doors and hardware, including hinges, lock sets and standard closures
Mechanic II - Aluminum specialty products	Installs aluminum specialty products including reveals, coves, molds, and designs
Mechanic II Artisan - Doors and hardware	Installs aluminum specialty products including reveals, coves, molds, and designs
Mechanic II Artisan - Advanced framing drywall ceilings and furrdowns	Expert framing of vault ceilings, wave designs, elliptical designs with coves and jigs, and integrated systems; structural designs for plaster ceilings and metal panel ceilings

## Fabric Panel

### Fabric Panel Helper

Skill	Skill Definition
Helper - Operates a scissor lift	Is proficient operating a scissor lift
Helper - Identifies and handles trade materials	Demonstrates knowledge of most common fabric panels materials, including names, applications, etc.; demonstrates competence handling materials
Helper - Operates most common fabric panel tools	Demonstrates competence operating fabric panels tools and equipment: pneumatic nail guns, miter saw, circular saw, screw guns, etc.
Helper - Takes and gives accurate measurements	Accurately takes and gives measures
Helper - Installs fabric panel track systems	Competent in basic installation of fabric panels track systems including perimeter, midwall, corner, and radius tracks; ensures tracks align with layout lines, track is straight, level and plumb with no gaps at joints, abutting tracks are in the same plane, track reveal is consistent between tracks and adjacent finishes
Helper - Installs infill/core materials	Competent installing infill/core materials for fabric panels, ensures materials fit snugly within the track, materials are flush with track finish

### Fabric Panel Helper II

Skill	Skill Definition
All Helper Skills	In addition to the Helper II skills described below, Advanced Helpers perform their foundational skills at a high level
Helper II - Installs wood blocking for fabric panels	Competent to install wood blocking for fabric panels, ensures blocking is located according to construction documents, blocking does not extend beyond the tracks, the surface of the blocking is flat, smooth, and uniform
Helper II - Installs stretched fabric	Competent to install stretched fabric, ensures fabric grain is straight, all seams are tucked properly, panels appear to be flat, fabric grain is in compliance with intended design, design patterns align, no loose threads in fabric

### Fabric Panel Mechanic I

Skill	Skill Definition
Mechanic - Blueprint and layout	Competent to perform simple lay out for fabric panels
Mechanic - Performs quality control	Competent to perform quality control, very detail oriented

Mechanic - Installs acoustical wall panels	Competent to install acoustical wall panels, ensures all wall clips are installed to meet specifications, panels are installed at locations and elevations per construction drawings, all panels are plumb, level; all joints are free of gaps and off-sets; panels are free of blemishes, fingerprints or damage, modified panels have clean, stretched fabric with tight tucks
Mechanic - Leads a two-person crew	<b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively <b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive <b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work
Mechanic - Coaches other employees	<b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop <b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive <b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others

Fabric Panel Mechanic II	
Skill	Skill Definition
Mechanic - Blueprint and layout	Mechanic I: Competent to perform simple lay out for fabric panels Mechanic II: Expert in working with detailed blueprints, identifying details, wall types, ceiling types and heights, identifying potential conflicts
Mechanic - Performs quality control	Mechanic I: Competent to perform quality control, very detail oriented Mechanic II: Leads two-person crew to perform quality control

Mechanic - Installs acoustical wall panels	<p>Mechanic: Competent to install acoustical wall panels, ensures all wall clips are installed to meet specifications, panels are installed at locations and elevations per construction drawings, all panels are plumb, level; all joints are free of gaps and off-sets; panels are free of blemishes, fingerprints or damage, modified panels have clean, stretched fabric with tight tucks</p> <p>Mechanic II: Works with little supervision and consistently exceeds quota</p>
Mechanic - Leads a two-person crew	<p><b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively</p> <p><b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive</p> <p><b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work</p>
Mechanic - Coaches other employees	<p><b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop</p> <p><b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive</p> <p><b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others</p>
Mechanic II - Advanced installation of stretched fabric and wall cover systems	<p>Proficient to install most stretched fabric and wall cover systems with little supervision and consistently exceeds quota</p>
Mechanic II - Installs advanced acoustical wall panels	<p>Proficient to install most wall panels systems with little supervision and consistently exceeds quota</p>

## Finishing Helper

Skill	Skill Definition
Helper - Operates a scissor lift	Is proficient operating a scissor lift
Helper - Identifies and handles trade materials	Demonstrates knowledge of finishing materials including names, applications, gauges, sizes, shapes; demonstrates competence handling materials
Helper - Operates most common finishing tools	Demonstrates competence operating finishing tools and equipment: mixing drill, HEPA vacuum, power sander, etc.
Helper - Mix joint compound and quick set	Competent to mix joint compounds and quick set to the proper consistency according to applications
Helper - Fire tapes and spots screws	Competent to tape and spot screws, ensures there's no excess joint compound on wall, no blisters behind the tape, edges are smooth and feathered, all joints are covered, any defects in drywall are addressed
Helper - Patches electrical outlet	Competent to patch electrical outlets, ensures any voids between electrical outlet box and drywall are filled, ensures tape has no blisters, skims and feathers patch, no compound in outlet

## Finishing Helper II

Skill	Skill Definition
All Helper Skills	In addition to the Helper II skills described below, Advanced Helpers perform their foundational skills at a high level
Helper II - Tapes, floats, skims below ceiling line	Competent to finishing below ceiling line, ensures all joints are taped and floated to even plane surface, all angles have been feathered far enough that they appear flat, all fasteners are covered and skimmed, all joint compound is smooth and free of tool marks, all defects in drywall have been repaired
Helper II - Fills angles	Competent to finish angles, ensures all joints are taped and float to even plane surface, all angles have been feathered far enough that they appear flat, all fasteners are covered and skimmed, all defects in drywall have been repaired, all joint compound is smooth and free of tool marks, angles have a clean and crisp line.
Helper II - Installs bead	Demonstrates competence to install bead, ensures bead is straight and true to the eye, splices are uniform and meet at all planes, have enough staples to prevent shifting.

Helper II - Floats bead	Competent to float bead, ensures joint compound is feathered far enough that corner appears to be square, exterior of bead is clean, all fasteners are covered with compound
Helper II - Floats butt joints	Competent to float butt joints, ensures all joints are taped and filled, the joint compound is busted out far enough that the crown at the joint appears to be flat, wall appears to be flat when checked with the edge of a 12" finishing knife
Helper II - Tapes and floats head track	Competent to float head track, ensures joints are taped and floated to even plane surface, no excess joint compound on the wall.
Helper II - Wipes tape behind auto taping tools	Demonstrates competence to wipe behind Auto taping tool crew, ensures there's no blisters behind joint tape, there is no excessive joint compound on the wall, tape is smooth, tape covers complete joint, dropped joint compound is removed from floor, works quickly enough behind the tool man that the compound remains workable
Helper II - Sands sheetrock to level 4 finish	Competent to sand sheetrock to level 4 finish, ensures compound has no edges and is sanded flat, paper is not frayed, there is no tool marks, joints are on plane with drywall (not concaved, not convex)

### Finishing Mechanic

Skill	Skill Definition
Mechanic - Tapes, floats, skims below ceiling line	Proficient to tape, float and skim walls below ceiling, ensures all joints are taped and floated to even plane surface, all angles have been feathered far enough that they appear flat, all fasteners are covered and skimmed, all joint compound is smooth and free of tool marks, all defects in drywall have been repaired
Mechanic - Fills angles	Proficient to fill angles, ensures all joints are taped and float to even plane surface, all angles have been feathered far enough that they appear flat, all fasteners are covered and skimmed, all defects in drywall have been repaired, all joint compound is smooth and free of tool marks, angles have a clean and crisp line.
Mechanic - Installs bead	Proficient to install bead with little supervision and consistently exceeds quota, ensures bead is straight and true to the eye, splices are uniform and meet at all planes, have enough staples to prevent shifting.

Mechanic - Floats bead	Proficient floating bead, ensures joint compound is feathered far enough that corner appears to be square, exterior of bead is clean, all fasteners are covered with compound
Mechanic - Float butts joints	Proficient to float butt joints, ensures all joints are taped and filled, the joint compound is busted out far enough that the crown at the joint appears to be flat, wall appears to be flat when checked with the edge of a 12" finishing knife
Mechanic - Tapes and float head track	Proficient to float head track, ensures joints are taped and floated to even plane surface, no excess joint compound on the wall.
Mechanic - Wipes tape behind auto taping tools	Proficient wiping behind auto taping tool crew, ensures there's no blisters behind joint tape, there is no excessive joint compound on the wall, tape is smooth, tape covers complete joint, dropped joint compound is removed from floor, works quickly enough behind the tool man that the compound remains workable
Mechanic - Sands sheetrock to level 4 finish	Proficient to sand sheetrock to level 4 finish, ensures compound has no edges and is sanded flat, paper is not frayed, there is no tool marks, joints are on plane with drywall (not concaved, not convex)
Mechanic - Finishes with quick set compound	Proficient to finish walls with quick set compound, ability to select the right compound for the task, compound is smooth and has no tool marks
Mechanic - Delivers level 5 finish	Proficient to deliver level 5 finish to walls and ceilings, ensures sanding is done in a manner to appear smooth and without marks and imperfections
Mechanic - Blueprint and layout	Competent to perform simple lay out, basic walls and furrdowns
Mechanic - Coaches other employees	<p><b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop</p> <p><b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive</p> <p><b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others</p>

**Finishing Mechanic II**

Skill	Skill Definition
Mechanic - Tapes, floats, skims below ceiling line	<p>Mechanic: Proficient to tape, float and skim walls below ceiling, ensures all joints are taped and floated to even plane surface, all angles have been feathered far enough that they appear flat, all fasteners are covered and skimmed, all joint compound is smooth and free of tool marks, all defects in drywall have been repaired</p> <p>Mechanic II - Tapes, floats and skims walls below ceiling line with little supervision and consistently exceeds quota</p>
Mechanic - Fills angles	<p>Mechanic: Proficient to fill angles, ensures all joints are taped and float to even plane surface, all angles have been feathered far enough that they appear flat, all fasteners are covered and skimmed, all defects in drywall have been repaired, all joint compound is smooth and free of tool marks, angles have a clean and crisp line.</p> <p>Mechanic II - Fills angles with little supervision and consistently exceeds quota</p>
Mechanic - Installs bead	<p>Mechanic: Proficient to install bead with little supervision and consistently exceeds quota, ensures bead is straight and true to the eye, splices are uniform and meet at all planes, have enough staples to prevent shifting.</p> <p>Mechanic II - Installs bead with little supervision and consistently exceeds quota</p>
Mechanic - Floats bead	<p>Mechanic: Proficient floating bead, ensures joint compound is feathered far enough that corner appears to be square, exterior of bead is clean, all fasteners are covered with compound</p> <p>Mechanic II - Floats bead with little supervision and consistently exceeds quota</p>
Mechanic - Float butts joints	<p>Mechanic: Proficient to float butt joints, ensures all joints are taped and filled, the joint compound is busted out far enough that the crown at the joint appears to be flat, wall appears to be flat when checked with the edge of a 12" finishing knife</p> <p>Mechanic II: Floats butt joints with little supervision and consistently exceeds quota</p>
Mechanic - Tapes and float head track	<p>Mechanic: Proficient to float head track, ensures joints are taped and floated to even plane surface, no excess joint compound on the wall.</p> <p>Mechanic II: Floats head track with little supervision and consistently exceeds quota</p>

Mechanic - Wipes tape behind auto taping tools	<p>Mechanic: Proficient wiping behind auto taping tool crew, ensures there's no blisters behind joint tape, there is no excessive joint compound on the wall, tape is smooth, tape covers complete joint, dropped joint compound is removed from floor, works quickly enough behind the tool man that the compound remains workable</p> <p>Mechanic II: Works with little supervision and consistently exceeds quota</p>
Mechanic - Sands sheetrock to level 4 finish	<p>Mechanic: Proficient to sand sheetrock to level 4 finish, ensures compound has no edges and is sanded flat, paper is not frayed, there is no tool marks, joints are on plane with drywall ( not concaved, not convex)</p> <p>Mechanic II: Sands sheetrock to level 4 finish with little supervision and consistently exceeds quota</p>
Mechanic - Finishes with quick set compound	<p>Mechanic: Proficient to finish walls with quick set compound, ability to select the right compound for the task, compound is smooth and has no tool marks</p> <p>Mechanic II: Finishes walls with quick set compound with little supervision and consistently exceeds quota</p>
Mechanic - Delivers level 5 finish	<p>Mechanic: Proficient to deliver level 5 finish to walls and ceilings, ensures sanding is done in a manner to appear smooth and without marks and imperfections</p> <p>Mechanic II: Delivers level 5 finish to walls and ceilings with little supervision and consistently exceeds quota</p>
Mechanic - Blueprint and layout	Competent to perform simple lay out, basic walls and furrdowns
Mechanic - Coaches other employees	<p><b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop</p> <p><b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive</p> <p><b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others</p>
Mechanic II - Corrects pre-punch imperfections	Demonstrates the ability to identify and correct any deficiencies on the drywall surface, ability to differentiate between damages by other trades (extras) and punch list issues.
Mechanic II - Finishes specialty drywall ceilings	Demonstrates proficiency installing bead and finishing all types of ceilings and furrdowns, ensures a smooth finish with little supervision and consistently exceeds quota

Mechanic II - Advanced finishes	Proficient to apply compound by machine or hand to create the desired effect, pattern or texture, ability to work with minimal supervision, excellent quality
Mechanic II - Operates auto taping and finishing tools	Proficient to use auto taping and finishing tools to finish walls, ensures the tape is all the way to the floor, tape is straight, wiped clean, no bubbles in tape from flaws in rock or screws, no blisters, all joints are flat, coat is smooth, no scratches or pin holes, no compound aggregations at bottom of wall

# Fireproofing

## Fireproofing/K-13 Helper

Skill	Skill Definition
Helper - Identifies and properly handles trade materials	Demonstrates knowledge of trade materials including names and applications; demonstrates competence handling materials
Helper - Operates most common trade tools	Demonstrates competence operating most common trade tools: manual caulking guns, battery operated cordless caulking guns, airless spray equipment, etc.
Helper - Operates a scissor lift	Is proficient operating a scissor lift
Helper - Takes and gives accurate measurements	Accurately takes and gives measures

## Fireproofing/K-13 Helper II

Skill	Skill Definition
All Helper Skills	In addition to the Helper II skills described below, Advanced Helpers perform their foundational skills at a high level
Helper II - Keeps up with Sprayer	Demonstrates competency to keep up with spray mechanic when installing SFRM
Helper II – Prepares and protects work area	Demonstrates competency preparing and protecting work area when installing SFRM
Helper II - Weighs material at hopper and nozzle	Demonstrates competence weighing materials at pump and nozzle to verify product density

## Fireproofing/K-13 Mechanic/Machine Person

Skill	Skill Definition
Mechanic/Machine Person - Inspects spray equipment	Demonstrates proficiency inspecting spray equipment, checks hoses, connectors, greases fittings, checks fluid levels of machine engine
Mechanic/Machine Person - Installs Sprayed Fire-Resistive Material (SFRM)	Demonstrates competence installing SFRM, ensures an even coat, verifies thickness is consistent with job specifications and UL standards
Mechanic/Machine Person - Ensures material is mixed according with manufacturer recommendations and job specifications	Mixes materials following manufacturer recommendations, job specifications and UL standards, ensures mix is consistent every time and checks product density and cohesion

**Fireproofing/K-13 Mechanic II/Sprayer**

Skill	Skill Definition
Mechanic/Machine Person - Inspects spray equipment	<p>Mechanic I: Demonstrates proficiency inspecting spray equipment, checks hoses, connectors, greases fittings, checks fluid levels of machine engine</p> <p>Mechanic II: Proficient inspecting and maintaining spray equipment, ability to recognize when equipment is not working as intended or could be starting to wear out, ability to work with little supervision, consistently exceeds quota</p>
Mechanic/Machine Person - Installs Sprayed Fire-Resistive Material (SFRM)	<p>Mechanic I: Demonstrates competence installing SFRM, ensures an even coat, verifies thickness is consistent with job specifications and UL standards</p> <p>Mechanic II: Proficient installing SFRM with little supervision, excellent quality, consistently exceeds quota, verifies thickness of product is consistent with job specifications and UL standards, passes inspection every time</p>
Mechanic/Machine Person - Ensures material is mixed according with manufacturer recommendations and job specifications	<p>Mechanic I: Mixes materials following manufacturer recommendations, job specifications and UL standards, ensures mix is consistent every time and checks product density and cohesion</p> <p>Mechanic II: Ability to work with little supervision, consistently exceeds quota</p>
Mechanic II/Sprayer - Weighs material at hopper and nozzle	<p>Mechanic I: Demonstrates proficiency weighing materials at hopper and nozzle to verify density, directs mechanic to adjust water-material ratio when density is not achieved per job specifications, product manufacturer recommendations and UL standards</p> <p>Mechanic II: Weighs materials at hopper and nozzle with little supervision, consistently exceeds quota</p>
Mechanic II/Sprayer - Inspects and maintains spray equipment	<p>Proficient inspecting and maintaining spray equipment, ability to recognize when equipment is not working as intended or could be starting to wear out, ability to work with little supervision, consistently exceeds quota</p>
Mechanic II/Sprayer - Troubleshoots spray equipment	<p>Proficient troubleshooting and servicing spray equipment with little supervision, consistently exceeds quota</p>

<p>Mechanic II/Sprayer - Installs Sprayed Fire-Resistive Material (SFRM)</p>	<p>Proficient installing SFRM with little supervision, excellent quality, consistently exceeds quota, verifies thickness of product is consistent with job specifications and UL standards, passes inspection every time</p>
<p>Mechanic II/Sprayer - Ensures material is mixed according with manufacturer recommendations and job specifications</p>	<p>Verifies materials are mixed consistent with manufacturer recommendations, job specifications and UL standards, verifies density, and cohesion every time, ability to direct and train others</p>

<b>Firestopping Helper</b>	
Skill	Skill Definition
Helper - Identifies and properly handles trade materials	Demonstrates knowledge of trade materials including names and applications; demonstrates competence handling materials
Helper - Operates most common trade tools	Demonstrates competence operating most common trade tools: manual caulking guns, battery operated cordless caulking guns, airless spray equipment, etc.
Helper - Installs putty pads	Demonstrates competence installing putty pads at electrical boxes per job specifications and UL standards
Helper - Caulks joints in basic walls	Demonstrates competence caulking joints in basic wall systems per job specifications and UL standards
Helper - Demonstrates knowledge of different wall types and fire ratings	Demonstrates knowledge of different wall types and their relation to UL ratings
Helper - Operates a scissor lift	Is proficient operating a scissor lift

<b>Firestopping Helper II</b>	
Skill	Skill Definition
All Helper Skills	In addition to the Helper II skills described below, Advanced Helpers perform their foundational skills at a high level
Helper II - Cuts and installs backer rod and insulation at BOW or penetrations	Demonstrates competence cutting backing rod to size and installing as part of UL fire stopping systems at bottom of walls and penetrations
Helper II - Identifies different joints (expansion, control, dynamic, HOW, BOW, WW, FF)	Demonstrates knowledge of the different joints systems: expansion, head of walls, bottom of walls, etc
Helper II - Caulks at shaft walls	Demonstrates competence caulking shaft wall systems: Head of wall, shaft wall liner joints, bottom of wall, penetrations, etc per job specifications and UL standards
Helper II - Caulks at unsleeved pipes	Demonstrates competence applying caulk to unsleeved pipes, conduits, and duct work to properly seal according to job specifications and UL standards
Helper II - Caulks at sleeved/insulated pipes	Demonstrates competence applying caulk to sleeved pipes, conduits, and duct work to properly seal according to job specifications and UL standards

Helper II - Caulks at control joints	Demonstrates competence applying caulk at control joints per job and specifications and UL standards
Helper II - Insulates at fluted/Concrete deck joints	Demonstrates competence installing mineral wool insulation at fluted and concrete deck joints per job specifications and UL standards

<b>Firestopping Mechanic</b>	
Skill	Skill Definition
Mechanic - Cuts and installs backer rod and insulation at BOW or penetrations	Proficient cutting and installing backing rod insulation at bottom of walls and penetrations with excellent quality
Mechanic - Identifies different joints (expansion, control, dynamic, HOW, BOW, WW, FF)	Proficient identifying different joint systems and applications, excellent quality
Mechanic - Caulks at shaft walls	Proficient caulking shaft wall systems, excellent quality
Mechanic - Caulks at unsleeved pipes	Proficient caulking unsleeved pipes, conduits and ductwork per job specifications and UL standards
Mechanic - Caulks at sleeved/insulated pipes	Proficient caulking sleeved pipes, conduits and ductwork per job specifications and UL standards
Mechanic - Caulks at control joints	Proficient caulking control joints per job specifications and UL standards with excellent quality
Mechanic - Insulates at fluted/Concrete deck joints	Proficient insulating fluted and concrete decks, excellent quality
Mechanic - Installs labels/stencils	Competent installing labels/stencils walls per job specifications and UL standards
Mechanic - Basic blueprint, specs and UL systems	Competent using detailed blueprints, job specifications and UL design systems to complete work assignments
Mechanic - Operates and maintains spray machine	Competent operating and maintaining airless spray equipment

<b>Firestopping Mechanic II</b>	
Skill	Skill Definition
Mechanic - Cuts and installs backer rod and insulation at BOW or penetrations	Mechanic I: Proficient cutting and installing backing rod insulation at bottom of walls and penetrations with excellent quality Mechanic II: Ability to work with little supervision, consistently exceeds quota

<p>Mechanic - Identifies different joints (expansion, control, dynamic, HOW, BOW, WW, FF)</p>	<p>Mechanic I: Proficient identifying different joint systems and applications, excellent quality  Mechanic II: Identifies different joint systems and applications, Engineering Judgments, job specifications and UL standards, ability to work with little supervision, consistently exceeds quota</p>
<p>Mechanic - Caulks at shaft walls</p>	<p>Mechanic I: Proficient caulking shaft wall systems, excellent quality  Mechanic II: Caulks shaft wall systems with little supervision, excellent quality, consistently exceeds quota</p>
<p>Mechanic - Caulks at unsleeved pipes</p>	<p>Mechanic I: Proficient caulking unsleeved pipes, conduits and ductwork per job specifications and UL standards  Mechanic II: Caulks unsleeved pipes, conduits, ductwork with little supervision, consistently exceeds quota</p>
<p>Mechanic - Caulks at sleeved/insulated pipes</p>	<p>Mechanic I: Proficient caulking sleeved pipes, conduits and ductwork per job specifications and UL standards  Mechanic II: Caulks sleeved pipes, conduits, ductwork with little supervision, consistently exceeds quota</p>
<p>Mechanic - Caulks at control joints</p>	<p>Mechanic I: Proficient caulking control joints per job specifications and UL standards with excellent quality  Mechanic II: Caulks control joints with little supervision, excellent quality, consistently exceeds quota</p>
<p>Mechanic - Insulates at fluted/Concrete deck joints</p>	<p>Mechanic I: Proficient insulating fluted and concrete decks, excellent quality  Mechanic II: Insulate fluted and concrete deck joints with little supervision, excellent quality, consistently exceeds quota</p>
<p>Mechanic - Installs labels/stencils</p>	<p>Mechanic I: Competent installing labels/stencils walls per job specifications and UL standards  Mechanic II: Proficient installing labels/stencils with little supervision, excellent quality, consistently exceeds quota</p>

<p>Mechanic - Basic blueprint, specs and UL systems</p>	<p>Mechanic I: Competent using detailed blueprints, job specifications and UL design systems to complete work assignments  Mechanic II: Proficient using detailed blueprints, job specifications and UL design systems to complete job assignments with little supervision, excellent quality, consistently exceeds quota</p>
<p>Mechanic - Operates and maintains spray machine</p>	<p>Mechanic I: Competent operating and maintaining airless spray equipment  Mechanic II: Proficient operating and maintaining airless spray equipment with little supervision, ability to troubleshoot equipment</p>
<p>Mechanic II- Advanced blueprints and layout/UL designs</p>	<p>Proficient using detailed set of drawings to complete job assignments, ability to identify discrepancies between drawings</p>
<p>Mechanic II - Artisan Installs specialty materials/penetrations</p>	<p>Demonstrates proficiency installing specialty fire stopping materials at wall and floor penetrations with little supervision, excellent quality, consistently exceeds quota</p>
<p>Mechanic II -Artisan Installs specialty materials/joints</p>	<p>Demonstrates proficiency installing specialty joint materials with little supervision, excellent quality, consistently exceeds quota</p>
<p>Mechanic II - Artisan Recognizes and applies engineering judgments as needed</p>	<p>Demonstrates proficiency recognizing and applying different engineering judgments as needed in order to complete job assignments with little supervision, excellent quality, consistently exceeds quota</p>

## Flooring Helper

Skill	Skill Definition
Helper - Identifies and properly handles trade materials	Demonstrates knowledge of trade materials including names; demonstrates competence handling materials
Helper - Operates most common trade tools	Demonstrates competence operating flooring tools and equipment: trowels, floor fans, HEPA vacuums, Cutters, stretchers, vinyl welders, etc.
Helper - Takes and gives accurate measurements	Accurately takes and gives measures
Helper - Prepares and protects work areas	Demonstrates competence preparing and protecting work areas
Helper - Mixes floor leveling compound	Demonstrates competence mixing floor leveling compound

## Flooring Helper II

Skill	Skill Definition
All Helper Skills	In addition to the Helper II skills described below, Advanced Helpers perform their foundational skills at a high level
Helper II - Floats and levels floors	Demonstrates competence floating and leveling floors
Helper II - Measures and cuts flooring materials	Demonstrates competence measuring and cutting flooring materials
Helper II - Installs base	Demonstrates competence installing base, ensuring base is straight to the eye and firmly attached to the substrate
Helper II - Applies adhesive to floors	Demonstrates competence applying adhesive to floors, ensuring no light spots or excess glue on floors
Helper II - Installs VCT	Demonstrates competence installing vinyl composition tile (VCT), ensuring tile is straight and square with no gaps, tile grain is consistent with design
Helper II - Installs carpet tiles	Demonstrates competence installing carpet tile, ensures tile is straight to the eye, square, no gaps between tiles, tile grain is consistent with design
Helper II - Welds Vinyl flooring joints	Demonstrates competence welding vinyl flooring, ensures seams are not visible
Helper II - Installs carpet flooring rolls	Demonstrates competence installing carpet tile flooring, ensures tile grain is consistent with design, there are no visible gaps between tiles, etc

Helper II - Installs vinyl flooring rolls	Demonstrates competence installing vinyl flooring rolls, ensures flooring materials are installed per job specifications and design
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<b>Flooring Mechanic</b>	
Skill	Skill Definition
Mechanic - Floats and levels floors	Demonstrates proficiency floating and leveling floors, ensures floor is smooth, no high or low spots, flooring transitions are feathered
Mechanic - Measures and cuts flooring materials	Mechanic I: Demonstrates proficiency measuring and cutting flooring materials Mechanic II: Measures and cuts flooring materials with little supervision, excellent quality, consistently exceeds quota
Mechanic - Installs base	Mechanic I: Demonstrates proficiency installing base, ensures base is straight and true to the eye Mechanic II: Installs base with little supervision, excellent quality, consistently exceeds quota
Mechanic - Applies adhesive to floors	Mechanic I: Demonstrates proficiency applying adhesive to floors, ensures there is no excess glue or light spots Mechanic II: Applies adhesive to floors with little supervision, excellent quality, consistently exceeds quota
Mechanic - Installs VCT	Mechanic I: Demonstrates proficiency installing VCT, ensures tile grain is consistent with design, there is no gap between tiles, tile is square Mechanic II: Installs VCT with little supervision, excellent quality, consistently exceeds quota
Mechanic - Installs carpet tiles	Mechanic I: Demonstrates proficiency installing carpet tile flooring, ensures carpet grain is consistent with design, no visible gaps between tiles, tiles are squared with each other, etc Mechanic II: Installs carpet tiles with little supervision, excellent quality, consistently exceeds quota
Mechanic - Installs carpet flooring rolls	Mechanic I: Demonstrates proficiency installing carpet flooring from a roll, ensures carpet grain is consistent with design, no visible seams, carpet is stretched and secured, etc Mechanic II: Installs carpet rolls with little supervision, excellent quality, consistently exceeds quota

<p>Mechanic - Installs vinyl flooring rolls</p>	<p>Mechanic I: Demonstrates proficiency installing vinyl flooring from a roll, ensures vinyl grain is consistent with design, no visible seams, flooring is stretched and secured, etc  Mechanic II: Installs vinyl rolls with little supervision, excellent quality, consistently exceeds quota</p>
<p>Mechanic - Welds Vinyl flooring joints</p>	<p>Mechanic I: Demonstrates proficiency welding vinyl flooring, ensures seams are not visible  Mechanic II: Welds vinyl floors with little supervision, excellent quality, consistently exceeds quota</p>
<p>Mechanic - Leads a two person crew</p>	<p><b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively  <b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive  <b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work</p>
<p>Mechanic - Coaches other employees</p>	<p><b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop  <b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive  <b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others</p>

# Painting

<b>Paint Helper</b>	
Skill	Skill Definition
Helper - Operates a scissor lift	Is proficient operating a scissor lift
Helper - Identifies and handles trade materials	Demonstrates knowledge of most common paint materials, including names, applications, etc.; demonstrates competence handling materials
Helper - Operates most common painting and finishing tools	Demonstrates competence operating painting tools and equipment: airless, hoppers, power roll, paint gun washers etc.
Helper - Takes and gives accurate measurements	Accurately takes and gives measures
Helper - Prepares surfaces	Competent in basic preparation of surfaces to receive paint (sanding, masking, caulking)
Helper - Prepares work area for spray painting	Competent assisting with the preparation of the work area before spray painting, including masking, covering of floors and furniture, etc.

<b>Paint Helper II</b>	
Skill	Skill Definition
All Helper Skills	In addition to the Helper II skills described below, Advanced Helpers perform their foundational skills at a high level
Helper II - Caulks for finish work	Competently caulks finish work, including different types of caulking and applications; prepares area before installing and applies caulking to substrate to ensure a clean, smooth, and flush finish
Helper II - Identifies and prepares substrates/surfaces	Competently identifies different substrates/surfaces and prepares them for work; ensures surfaces/substrates are without blemishes, cracks, dings, holes, stains; uses spackle, mud, caulk, and stain remover to prepare surfaces; prepares material by boxing (mixing) and straining, sands between coats on doors and frames, properly protects everything in the area not receiving paint with tape, tape and drape or drop clothes, and cleans area after completing task
Helper II - Paints with brush and roll	Demonstrates the ability to properly apply paint to substrate using a roller or brush; ensures consistent appearance of painted surfaces; clean cut in and around ceilings, door frames, and inside corners; no light spots or overspray
Helper II - Paints with airless spray equipment	Demonstrates the ability to operate spray equipment according to safety and quality standards; ensures no light spots, fingering, splatters, runs or overspray; cleans and maintain spray equipment per manufacturer's instructions

**Paint Mechanic**

Paint Mechanic	
Skill	Skill Definition
Mechanic - Paints patches (touch up)	Proficient painting patches, ensures patches are not visible within the surface
Mechanic - Performs quality control	Competent to identify and correct any deficiencies on painted surfaces, differentiates between damages by other trades (extras) and punch list issues
Mechanic - Finishes walls	Competently finishes walls, ensures all joints are taped and floated to even plane surface, all angles have been feathered far enough they appear flat, all fasteners are covered and skimmed, all joint compound is smooth and free of tool marks, all defects in drywall have been repaired Mechanic II: Finishes walls with little supervision and consistently exceeds quota
Mechanic - Blueprint and layout	Competent to perform simple lay out, basic walls and furrdowns
Mechanic - Leads a two-person crew	<b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively <b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive <b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work
Mechanic - Coaches other employees	<b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop <b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive <b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others

**Paint Mechanic II**

Paint Mechanic II	
Skill	Skill Definition
Mechanic - Paints patches (touch up)	Mechanic I: Proficient painting patches, ensures patches are not visible within the surface Mechanic II: Works with little supervision and consistently exceeds quota

Mechanic - Performs quality control	<p>Mechanic I: Competent to identify and correct any deficiencies on painted surfaces, differentiates between damages by other trades (extras) and punch list issues</p> <p>Mechanic II: Corrects pre-punch imperfections with little supervision and consistently exceeds quota</p>
Mechanic - Finishes walls	<p>Mechanic I: Competently finishes walls, ensures all joints are taped and floated to even plane surface, all angles have been feathered far enough they appear flat, all fasteners are covered and skimmed, all joint compound is smooth and free of tool marks, all defects in drywall have been repaired</p> <p>Mechanic II: Finishes walls with little supervision and consistently exceeds quota</p>
Mechanic - Blueprint and layout	Competent to perform simple lay out, basic walls and furrdowns
Mechanic - Leads a two-person crew	<p><b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively</p> <p><b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive</p> <p><b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work</p>
Mechanic - Coaches other employees	<p><b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop</p> <p><b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive</p> <p><b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others</p>
Mechanic II - Applies advanced and specialty finishes and textures	Competent to properly apply texture to various substrates/surfaces, recognizes and describes the uses of texture materials, aggregates, and application tools; applies both texture and stipple. Demonstrates the proper techniques for achieving various types of textures: knock down, roll, hopper, stomp; ensures a uniform appearance of the product
Mechanic II - Applies wall coverings	Competent to properly apply wall covering/wallpaper to various substrates/surfaces; Identifies the various types of wall coverings: vinyl, paper and fabrics; properly mixes adhesive, prepares surfaces, ability to install in difficult places, tight inside/outside corners, no bubbles or excess glue

Mechanic II - Installs fabric panels

Competent installing stretched fabric materials; ensures fabric grain is straight, all seams are properly tucked, grain is in compliance to intended design, all design patterns align, radiuses are smooth, panels appear to be flat, no loose threads, no rips on fabric materials, no puckers or pull marks, all panels aligned at the abutting joints

## Window Treatment

### Window Treatment Helper

Skill	Skill Definition
Helper - Operates a scissor lift	Is proficient operating a scissor lift
Helper - Identifies and handles trade materials	Demonstrates knowledge of most common paint materials, including names, applications, etc.; demonstrates competence handling materials
Helper - Operates most common drywall common tools	Demonstrates competence operating drywall tools and equipment: screw gun, nail gun, chop saw, laser, skill saw, hammer drill, miter saw, etc.
Helper - Takes and gives accurate measurements	Accurately takes and gives measures
Helper - Ceiling wires-bridging	Competence to install ceiling wires with different anchor systems: twist, shot, screw, lag eye screws, bar joists; wires must be 6" off wall and spaced 4' on center or per job specifications, wires must be hanging in a straight line, bridged properly when obstructions overhead, length of wires per ceiling elevation

### Window Treatment Helper II

Skill	Skill Definition
All Helper Skills	In addition to the Helper II skills described below, Advanced Helpers perform their foundational skills at a high level
Helper II - Wood and metal backing	Competently cuts and installs wood and metal backing, ensures framing members maintain spacing per drawings/specifications, blocking is flush with framing members
Helper II - Installs finish metal	Competent to install finish metal, ensures the proper pocket, closure mount, closure, fascia, or channel is installed in the correct window opening per schedule and drawings, ensures all measurements are accurate, all cuts are clean and accurate, pockets are securely attached (level and plumb), all exposed materials are clean and free of defects, fascias are securely snapped into position, channels are attached per specifications and are plumb; when finish metal is assembled it should be cosmetically pleasing (all joints tight, no gaps, all surfaces align, smooth, clean and secure)

<p>Helper II - Unpacks window treatment materials</p>	<p>Ensures staging area is kept clean, removes all strapping on cartons with snips (NO KNIVES), understands the information on the MechoShade tag, removes packing materials, inspects materials for obvious damage, immediately notes any material shortages or discrepancies from the labels on the carton, and notifies supervisor, places shades and hardware together according to tag number; organizes materials by a method to make tagged shades easy to find and remove, empty boxes flattened and placed in trash buggy</p>
<p>Helper II - Lays out window treatment materials</p>	<p>Ensures each shade is distributed to the correct opening to match drawings and schedules, shades are laid out flat in an area clean and free of debris, verify that the correct hardware is present, materials are arranged to be accessible from ladders and scaffolds without having to move</p>
<p>Helper II - Installs manual shade systems</p>	<p>Ensures proper shade and hardware is installed in the correct window opening per schedule and drawings, hardware is secure to substrate capable of carrying the load, brackets are plumb, level and square, shade is properly secured to hardware, shade is free of obstructions, shade fills opening head to sill and jamb to jamb, shade hangs uniformly in the opening (flat without buckling or distortion)</p>
<p>Helper II - Performs quality control checks</p>	<p>Competent to perform quality control, ensures shade is secure, shade and mechanisms are adjusted and balanced to operate throughout the entire operation range (smoothly, easily, safely, free from binding, free from malfunctions); shade should open correctly, it should roll true and straight without shifting more than 1/8" in 8' of shade height, upper and lower limits are consistent across the room, chain tensioners/safety hold downs are installed securely and uniformly as directed by MAREK Supervisor; finish metal clean, secure, with no gaps; 0 punch attitude.</p>

<p><b>Window Treatment Mechanic</b></p>	
<p>Skill</p>	<p>Skill Definition</p>
<p>Mechanic - Ceiling wires-bridging</p>	<p>Leads two-person crew to install ceiling wires; ensures wires are installed per job specifications, wires must be hanging in a straight line, bridged properly when obstructions overhead, length of wires per ceiling elevation</p>
<p>Mechanic - Wood and metal backing</p>	<p>Leads two-person crew installing wood and metal backing, ability to follow lay out for backing</p>

<p>Mechanic - Installs finish metal</p>	<p>Lead two-person crew installing finish metal, ensures the proper pocket, closure mount, closure, fascia, or channel is installed in the correct window opening per schedule and drawings, ensures all measurements are accurate, all cuts are clean and accurate, pockets are securely attached (level and plumb), all exposed materials are clean and free of defects, facias are securely snapped into position, channels are attached per specifications and are plumb; when finish metal is assembled it should be cosmetically pleasing (all joints tight, no gaps, all surfaces align, smooth, clean and secure)</p>
<p>Mechanic - Unpacks window treatment materials</p>	<p>Leads two-person crew to unpack window treatment materials, ensures staging area is kept clean, removes all strapping on cartons with snips (NO KNIVES), understands the information on the MechoShade tag, removes packing materials, inspects materials for obvious damage, immediately notes any material shortages or discrepancies from the labels on the carton, and notifies supervisor, places shades and hardware together according to tag number; organizes materials by a method to make tagged shades easy to find and remove, empty boxes flattened and placed in trash buggy</p>
<p>Mechanic - Lays out window treatment materials</p>	<p>Leads two-person crew laying out window treatment materials, ensures each shade is distributed to the correct opening to match drawings and schedules, shades are laid out flat in an area clean and free of debris, verify that the correct hardware is present, materials are arranged to be accessible from ladders and scaffolds without having to move</p>
<p>Mechanic - Installs manual shade systems</p>	<p>Mechanic: Installs manual shade systems after finish work is complete, ensures hardware is secure to the substrate, and shade is secured to the hardware, shade hangs uniformly in opening, shade operates correctly, shades are adjusted and balanced  Mechanic II: Installs manual shade systems after work is completed with little supervision and consistently exceeds quota</p>
<p>Mechanic - Performs quality control checks</p>	<p>Leads two-person crew to perform quality control, ensures shade is secure, shade and mechanisms are adjusted and balanced to operate throughout the entire operation range (smoothly, easily, safely, free from binding, free from malfunctions); shade should open correctly, it should roll true and straight without shifting more than 1/8" in 8' of shade height, upper and lower limits are consistent across the room, chain tensioners/safety hold downs are installed securely and uniformly as directed by MAREK Supervisor; finish metal clean, secure, with no gaps; 0 punch attitude.</p>
<p>Mechanic - Blueprint and layout</p>	<p>Competent to perform simple lay out, basic walls and furrdowns</p>

<p>Mechanic - Leads a two-person crew</p>	<p><b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively</p> <p><b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive</p> <p><b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work</p>
<p>Mechanic - Coaches other employees</p>	<p><b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop</p> <p><b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive</p> <p><b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others</p>

<p align="center"><b>Window Treatment Mechanic II</b></p>	
<p>Skill</p>	<p>Skill Definition</p>
<p>Mechanic - Ceiling wires-bridging</p>	<p>Mechanic: Leads two-person crew to install ceiling wires; ensures wires are installed per job specifications, wires must be hanging in a straight line, bridged properly when obstructions overhead, length of wires per ceiling elevation</p> <p>Mechanic II - Installs ceiling wires with little supervision and consistently exceeds quota</p>
<p>Mechanic - Wood and metal backing</p>	<p>Mechanic I: Leads two-person crew installing wood and metal backing, ability to follow lay out for backing</p> <p>Mechanic II: Installs wood and metal backing with little supervision and consistently exceeds quota</p>
<p>Mechanic - Installs finish metal</p>	<p>Mechanic: Lead two-person crew installing finish metal, ensures the proper pocket, closure mount, closure, fascia, or channel is installed in the correct window opening per schedule and drawings, ensures all measurements are accurate, all cuts are clean and accurate, pockets are securely attached (level and plumb), all exposed materials are clean and free of defects, fascia are securely snapped into position, channels are attached per specifications and are plumb; when finish metal is assembled it should be cosmetically pleasing (all joints tight, no gaps, all surfaces align, smooth, clean and secure)</p> <p>Mechanic II: Installs finish metal with little supervision and consistently exceeds quota</p>

<p>Mechanic - Unpacks window treatment materials</p>	<p>Mechanic: Leads two-person crew to unpack window treatment materials, ensures staging area is kept clean, removes all strapping on cartons with snips (NO KNIVES), understands the information on the MechoShade tag, removes packing materials, inspects materials for obvious damage, immediately notes any material shortages or discrepancies from the labels on the carton, and notifies supervisor, places shades and hardware together according to tag number; organizes materials by a method to make tagged shades easy to find and remove, empty boxes flattened and placed in trash buggy  Mechanic II: Unpacks window treatment materials with little supervision and consistently exceeds quota</p>
<p>Mechanic - Lays out window treatment materials</p>	<p>Mechanic: Leads two-person crew laying out window treatment materials, ensures each shade is distributed to the correct opening to match drawings and schedules, shades are laid out flat in an area clean and free of debris, verify that the correct hardware is present, materials are arranged to be accessible from ladders and scaffolds without having to move  Mechanic II: Lays out window treatment materials with little supervision and consistently exceeds quota</p>
<p>Mechanic - Installs manual shade systems</p>	<p>Mechanic: Installs manual shade systems after finish work is complete, ensures hardware is secure to the substrate, and shade is secured to the hardware, shade hangs uniformly in opening, shade operates correctly, shades are adjusted and balanced  Mechanic II: Installs manual shade systems after work is completed with little supervision and consistently exceeds quota</p>
<p>Mechanic - Performs quality control checks</p>	<p>Mechanic: Leads two-person crew to perform quality control, ensures shade is secure, shade and mechanisms are adjusted and balanced to operate throughout the entire operation range (smoothly, easily, safely, free from binding, free from malfunctions); shade should open correctly, it should roll true and straight without shifting more than 1/8" in 8' of shade height, upper and lower limits are consistent across the room, chain tensioners/safety holdddowns are installed securely and uniformly as directed by MAREK Supervisor; finish metal clean, secure, with no gaps; 0 punch attitude.  Mechanic II: Performs quality control checks with little supervision and consistently exceeds quota</p>
<p>Mechanic - Blueprint and layout</p>	<p>Competent to perform simple lay out, basic walls and furrdowns</p>

<p>Mechanic - Leads a two-person crew</p>	<p><b>Exceeds:</b> Constantly challenges his or her partner to deliver outstanding quality and production, promotes team work, always looks for ways to work more effectively</p> <p><b>Meets:</b> Takes the lead, ensuring he or she and his or her partner have all the necessary tools and equipment needed for their task and that both are productive</p> <p><b>Needs Improvement:</b> Avoids communicating with or leading his or her partner, focuses only on own work</p>
<p>Mechanic - Coaches other employees</p>	<p><b>Exceeds:</b> Proactively works with and coaches/mentors others to help them become more productive and deliver better quality, takes pride in their mutual accomplishments, seeks out opportunities to coach and develop</p> <p><b>Meets:</b> Coaches/mentors others to help them improve their skills and become more productive</p> <p><b>Needs Improvement:</b> Resistant to working with less experienced people, disinterested in partner's success, unwilling to share his or her knowledge with others</p>
<p>Mechanic II - Installs motorized shades</p>	<p>Ensures proper shade and hardware is installed in the correct window opening per schedule and drawings, hardware is secure to substrate capable of carrying the load, brackets are plumb, level and square, shade is properly secured to hardware, shade is free of obstructions, shade fills opening head to sill and jamb to jamb, shade hangs uniformly in the opening (flat without buckling or distortion)</p>
<p>Mechanic II - Installs and crimps network cables</p>	<p>Ensures to route and secure of network cables to meet job specifications and industry standards</p>
<p>Mechanic II Artisan - Network troubleshooting</p>	<p>Proficiently troubleshoots networks</p>

Skill	Skill Definition
Mechanic III/Lead - Coaches for performance	<p><b>Exceeds:</b> Promotes a culture of healthy and continuous feedback (acknowledging what is working well and what can be improved) throughout the crew, coaches crew up, develops crew members' coaching skills, positively impacts crew's performance in safety, production and quality, maintains a high morale team environment, provides career guidance to crew</p> <p><b>Meets:</b> Provides daily and weekly coaching, feedback and guidance to crew to maximize their success, provides a good balance between recognizing both what's working as well as what needs to improve, the coaching positively impacts crew's performance</p> <p><b>Needs Improvement:</b> Offers coaching and feedback rarely, inconsistently or only in certain situations, avoids providing feedback thereby hampering crew's performance and growth, and/or is not open to receiving feedback from crew</p>
Mechanic III/Lead - Leads and monitors productivity	<p><b>Exceeds:</b> Promotes a high performance environment, coaches and trains crew up to succeed, challenges crew to continuously improve, crew exceeds quota</p> <p><b>Meets:</b> Helps crew set goals based on their wages and skill level, verifies daily crew productivity, promotes healthy competition among crew members, crew meets quota, reports productivity and percent complete</p> <p><b>Needs Improvement:</b> Allows unproductive or inconsistent performance to continue, avoids addressing performance issues or training needs, crew fails to meet quota</p>
Mechanic III/Lead - Communicates well with Field Supervisor	<p><b>Exceeds:</b> Recognized by supervisor for effective communication (both in frequency and quality of communication) and coordination, pre-plans and anticipates potential issues with the schedule</p> <p><b>Meets:</b> Maintains regular and effective communication with supervisor, coordinates with supervisor to plan work and complete daily reports, communicates clearly in all forms (speaking, listening, writing, reading)</p> <p><b>Needs Improvement:</b> Assumes supervisor already knows what is happening, avoids communicating regularly, fails to convey an accurate message, resistant to feedback or direction from supervisor</p>

<p>Mechanic III/Lead - Communicates well with GC and other trades</p>	<p><b>Exceeds:</b> Recognized by General Contractor (GC) and other trades for effective communication (both in frequency and quality of communications) and coordination, pre-plans and anticipates potential issues, successfully works through challenges and achieves mutual agreement</p> <p><b>Meets:</b> Maintains regular and effective communication with GC Superintendents and other trades, coordinates with GC and other trades to ensure MAREK delivers on our schedule and work commitments, communicates clearly in all forms (speaking, listening, writing, reading), works through challenges as they arise</p> <p><b>Needs Improvement:</b> Assumes other people already know what is happening, avoids communicating regularly, fails to convey an accurate message, communicates only part of a message</p>
<p>Mechanic III/Lead - Advanced blueprint technology and collaboration</p>	<p><b>Exceeds:</b> Propose solutions to address potential conflicts in drawings, coaches up crew members on how to utilize drawings and blueprint technology to deliver higher quality work, comfortable using multiple blueprint technology platforms</p> <p><b>Meets:</b> Utilizes blueprints, specifications and other drawings to plan work, identify conflicts between drawings, assign crew, clarify customer requirements, write RFIs and write work orders</p> <p><b>Needs Improvement:</b> Misses details on prints, misses discrepancies or conflicts between drawings, drafts incomplete or unclear RFIs or work orders</p>
<p>Mechanic III/Lead - Conducts toolbox talks</p>	<p><b>Exceeds:</b> Consistently involves crew when conducting tool box talks including asking questions to seek crew input during the talk, inviting crew to provide examples, inviting a crew member to demonstrate the safe way to complete the topic/task of the day, checking with crew to ensure understanding</p> <p><b>Meets:</b> Ensures entire crew listens and pays attention, delivers a clear and concise message, makes eye contact, asks open-ended questions to verify understanding of the message</p> <p><b>Needs Improvement:</b> Struggles to deliver a clear message, does not ask questions or asks only yes-no questions, boring or monotone delivery</p>

<p>Mechanic III/Lead - Leads and monitors safety</p>	<p><b>Exceeds:</b> Leads a safety culture of "safety because I want to" vs. "safety because I have to," develops safety plans for complex and high risk tasks, coaches crew members on how to complete a JSA/JHA, queries crew members to ensure they have a clear picture of the task steps and every hazard associated with each step as well as how to perform the task safely</p> <p><b>Meets:</b> Sets the example by personally adhering to all safety standards and practices, ensures crew has all proper tools and equipment to complete their job assignment safely and productively, holds crew accountable to safety standards and practices, completes a JSA/JHA before starting a new task with the crew, involves crew members in identifying potential hazards, ensures crew utilizes JSA/JHA to safely perform the work, conducts safety audits, reports safety violations, injuries and near misses</p> <p><b>Needs Improvement:</b> Avoids addressing sub-standard safety behaviors within crew, consistently misses hazards when planning for safety, works on JSA/JHA alone without input from crew, has difficulty explaining or documenting how to perform a task safely, and/or focuses solely on documentation rather than putting JSA/JHA into action</p>
<p>Mechanic III/Lead - Leads and monitors quality</p>	<p><b>Exceeds:</b> Ensures crew delivers excellent quality, actively promotes a high quality environment where the crew takes pride in their work, effectively coaches others to help them improve, no-punch attitude</p> <p><b>Meets:</b> Ability to interact with crew members to ensure they deliver a product that meets industry standards and job specifications, coaches crew on how to correct their own mistakes, conveys the message of taking pride in their work</p> <p><b>Needs Improvement:</b> Allows lower quality work to be built, accepts more mistakes and rework</p>

<p>Mechanic III/Lead - Resolves conflict</p>	<p><b>Exceeds:</b> Promotes an environment of mutual respect, treats others fairly, focuses on behaviors and results, identifies points of agreement and disagreement, develops a plan to work on each conflict and follows through on the plan. Knows when to involve Supervisor, Superintendent or Human Resources.</p> <p><b>Meets:</b> Actively listens to all sides, identifies, and addresses the problem, works through the issue with those involved. Demonstrates good knowledge of employee handbook, consults with Supervisors, Superintendents and HR to seek guidance.</p> <p><b>Needs Improvement:</b> Focuses on personalities/character rather than behaviors or results, only listens to one side, avoids addressing issues, allows situations to escalate</p>
<p>Mechanic III/Lead - Tracks tools and materials</p>	<p><b>Exceeds:</b> Formulates a work plan that anticipates upcoming work/lookahead, coordinates with supervisor to ensure all needed tools and materials are available and in place, coordinates with warehouse to properly maintain tools and keep them in good working condition</p> <p><b>Meets:</b> Effectively tracks tools and materials, keeps an accurate tool log and inventory, assists the supervisor with managing the tool inventory</p> <p><b>Needs Improvement:</b> Inconsistently or inaccurately tracks tools, tool log is incomplete, tools are sometimes lost or missing</p>

## Field Supervisor

Skill	Skill Definition
Supervisor (Field) - Commitment to Safety	<ul style="list-style-type: none"> <li>Have a strong knowledge and understanding of Marek Safety rules, guidelines, and OSHA Standards.</li> <li>Continuously monitors his or her crew's safety habits.</li> <li>Continuously coaches crew members on best safety practices.</li> <li>Provides his or her crew with the necessary tools to safely complete their tasks.</li> <li>Maintains a clean and safe environment.</li> <li>Has a strong safety record.</li> <li>Effectively delivers safety talks.</li> <li>Coordinates with GC safety personnel and complies with all safety guidelines and standards.</li> <li>Formulates strategic safety plans, and coordinates with Marek safety personnel onsite or safety department to ensure a safe operation.</li> <li>Continuously promotes a safety culture and holds everybody accountable.</li> <li>Ensures all employees are instructed on specific jobsite hazards.</li> </ul>
Supervisor (Field) - Impress the customer	<ul style="list-style-type: none"> <li>Maintains proper and constant communication with Marek personnel, General Contractor, Owners rep, inspectors, and QC teams to ensure delivery of a quality product based on job specifications and industry standards.</li> <li>Displays attributes that makes others glad to follow.</li> <li>Cares for the wellbeing of his or her crew.</li> <li>Actively promotes training, education and continued personal development.</li> <li>Upholds Marek core values in all situations.</li> <li>Exhibits Professionalism when dealing with customers, vendors, co-workers.</li> <li>Demonstrates and expects accountability while actively engaging to ensure the company meets its commitments.</li> <li>Displays enthusiasm for our business, and inspires others to deliver by positively influencing.</li> <li>Places value in exceptional quality and ensures Marek delivers its commitments based by pre-set and agreed schedules.</li> <li>Carries themselves and leads in a professional manner in all situations.</li> </ul>
Supervisor (Field) - Make a profit	<ul style="list-style-type: none"> <li>Has strong trade specific knowledge and skills.</li> <li>Prepares and organizes by knowing our scope of work, learning blueprints, specifications, and approved submittals.</li> <li>Has strong knowledge of other trades work and continuously engages to avoid conflict between trades' sequence.</li> <li>Maintains proper communication with Marek Superintendents, safety personnel, project managers, and GC team to efficiently assess manpower, materials, tools and equipment needs to deliver on Marek commitments based by pre-set and agreed schedules.</li> <li>Has a good understanding and utilizes the budget system and 102s.</li> <li>Effectively manages tools and equipment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Effectively orders, tracks and coordinates materials and tools deliveries in a timely manner.</li> <li>• Participates in job coordination meetings, and recognizes potential problems and disruptions in the sequence and flow of the project.</li> <li>• Actively coaches and mentors crew members on best practices.</li> <li>• Promotes quality and excellence.</li> <li>• Continuously sets expectations, tracks daily production, and holds everyone accountable; while actively motivates to improve.</li> <li>• Maintains all proper documents, logs, and records up to date including eCompliance.</li> <li>• Consistently produces budget-beating projects.</li> </ul>
<p>Supervisor (Field) - Make MAREK a better place to work</p>	<ul style="list-style-type: none"> <li>• Effectively produces an environment of high morale and winning attitude.</li> <li>• Conveys confidence in employees' ability to be successful, especially with new or challenging tasks.</li> <li>• Positively influences others by challenging and fairly setting expectations.</li> <li>• Sees others potential and strengths, and works to build on them.</li> <li>• Knows his or her crew and personally cares about each employee and their development.</li> <li>• Embraces diverse cultures and ideas.</li> <li>• Enables workers to grow and succeed through feedback, instruction, career guidance, and encouragement.</li> <li>• Actively engages and supports career development programs and training opportunities.</li> <li>• Accurately tracks and enters time to ensure his or her crew members are getting the earned pay and benefits in a timely manner.</li> </ul>