

**Progression to Service Technician 2**



Effective June 1, 2014

**Updated July 1, 2017**

Employee Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Current Position \_\_\_\_\_ Time in Current Position Years \_\_\_\_\_ Months \_\_\_\_\_

	Yes	No	Comments
<b>JOB SKILLS &amp; EXPERIENCE</b>			
• Gas Essentials Technical Training completed			
• Companion OQ Completed			
• Companion OJT completed			
<b>PERFORMANCE</b>			
• Performs basic service tasks proficiently			
• Takes responsibility & accountability for performance			
• Demonstrates commitment to positive customer service			
• Participates in ongoing learning & development			
• Requires general oversight & supervision			
• Demonstrates good judgment			
• Maintains and safeguards tools & equipment			
<b>COMPUTER SKILLS</b>			
• Proficient with email and navigating AtmoSphere			
• Proficient with work management system			
• Proficient with mobile computer			
<b>LEADERSHIP SKILLS</b>			
• Active involvement in company sponsored events, safety, wellness, community, etc.			
<b>COMMUNICATION SKILLS</b>			
• Demonstrates ability to exchange basic information with internal & external customers			
<b>SAFETY</b>			
• Basic Safety training completed			
• Participates/contributes to safety programs/efforts			
• Utilizes safety equipment/PPE on all jobs			
• Adheres to vehicle safety/maintenance practices			
• At fault safety violations while in current position			
<b>CULTURE</b>			
• Lives AtmoSpirit			
<b>DISCIPLINE</b>			
• Is employee currently in any step of discipline?			

Additional skills, knowledge, and/or experience:  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

I have reviewed the previous information and recommend the above named employee advance to the stated position

\_\_\_\_\_  
 Supervisor Signature

**Position information from June 1, 2014 Service Progression Plan (added Sept 2014)**

**Career Level:** Service Technician 2

**Role:** Doing with oversight

**Education/Experience:** High School or equivalent, 6 months minimum service experience. Demonstrated Service Technician 1 proficiency.

**Organization Scope:** Role requiring basic skills. Can perform most tasks within the function.

**Problem Solving/Critical Thinking:** Performs routine work with full understanding of prescribed procedures.

**Supervision Received/Independent Judgment:** General supervision. Exercises judgment in accordance with defined policies, procedures & techniques. Work involves some review by a senior co-worker or supervisor.

**Direction of Others:** None

**Knowledge/Skills:** Has competed Gas Essentials. While in this role completes Advanced Service technical training, OQ & OJT, as well as Emergency responder training.

**Living AtmoSpirit:** Living