

EDUCATION & TRAINING TOOLKIT

Individual Learning Needs Assessment/Skills Checklist

NAME: _____

DIVISION: ENVIRONMENTAL

SIGNATURE OF APPROVING AUTHORITY: _____

DATE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

ONSITE SYSTEM INSPECTION SKILL SET (C.3.5)

Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met
	General Office Procedures	1. Demonstrates familiarity with the applicable state and local regulations for onsite system permit issuance				
		2. Demonstrates ability to maintain and inventory onsite records (electronic and hard copy)				
		3. Demonstrates effective communication (oral and written), time management, and organizational skills				
		4. Maintains adequate documentation to support enforcement of state and local onsite regulations				
	Plan Review & Inspection of Onsite System Installations	1. Demonstrates competency in reviewing and interpreting soil analysis reports				
		2. Demonstrates basic math skills				
		3. Demonstrates ability to comprehend and review designs of state approved onsite wastewater technology				
		4. Demonstrates basic knowledge of gravity, elevation, and ground surface topography				

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	Plan Review & Inspection of Onsite System Installations	5. Demonstrates competency in using forms and computer software for consistent review of plans and onsite inspections				
		6. Demonstrates ability to use a laser level when evaluating/inspecting onsite systems				
		7. Maintains a valid driver's license				
	Onsite Failure or Sewage Discharge Investigation	1. Demonstrates basic understanding of public health aspects of waterborne				
		2. Demonstrates understanding of how an onsite system functions				
		3. Demonstrates ability to troubleshoot malfunctions of components of onsite systems causing noncompliance with regulations				
		4. Demonstrates ability to properly collect samples				

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	Onsite Failure or Sewage Discharge Investigation	5. Demonstrates ability to interpret and understand sampling results				
		6. Verbalizes understanding of dye testing and its limitations				
		7. Clearly communicates with and educates homeowners and contractors regarding appropriate solutions to onsite wastewater issues				
		8. Demonstrates ability to use education and enforcement to ensure compliance with onsite regulations				
	Education and Training	Demonstrates interest in lifelong learning through attendance at conferences and ongoing self-education				

