

Industrial Maintenance Technology: Shop Management

Practice and perform safe shop procedures at all times. SM1

1 Practice and perform safe shop procedures at all times. SM1

Apply the technical math required for employment opportunities in maintenance. SM2

2 Apply the technical math required for employment opportunities in maintenance. SM2

Perform all duties with emphasis on SM3

a integrity SM3A

b responsibility SM3B

c quality SM3C

d discipline SM3D

e teamwork SM3E

Maintain tools and equipment. SM4

4 Maintain tools and equipment. SM4

Develop customer relations skills. SM5

5 Develop customer relations skills. SM5

Prepare work orders. SM6

6 Prepare work orders. SM6

Maintain inventory. SM7

7 Maintain inventory. SM7

Maintain service records. SM8

8 Maintain service records. SM8

Supervise personnel. SM9

9 Supervise personnel. SM9

Prepare parts requisition. SM10

10 Prepare parts requisition. SM10

Provide fiscal management. SM11

11 Provide fiscal management. SM11

Complete an incident report. SM12

12 Complete an incident report. SM12