

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