**VOCATIONAL SKILLS RECORDWILSON WORKFORCE CENTER**

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| --- | --- | --- | --- |
| Student Name  | PID#  | Entry Date:  | **RATING SCALE****4 (Exemplary) = 90%-100%****3 (Satisfactory) = 80%-89%** **2 (Developing) = 60%-79%** **1 (Unsatisfactory) = 40%-59%****0 (Not Attempted) = N/A** |
|  |
| Vocational Objective  | Exit Date: |
| **AUTO MECHANICS****TIRE AND LUBE TECHNICIAN**O\*NET-SOC 49-3093.00 Course Hours: 500  |
|  | Grade Period |
| **SKILLS**  (Page 1 of 4)  |  |  |  |  |  |
|   | 1 | 2 | 3 | 4 | FINAL |
| **A WORKPLACE READINESS BEHAVIORS** |  |  |  |  |  |
| A.1 Attendance / Punctuality |  |  |  |  |  |
| A 2 Personal Presentation |  |  |  |  |  |
| A 3 Attention to Task / Concentration |  |  |  |  |  |
| A 4 Safety Awareness and Practices  |  |  |  |  |  |
| A 5 Response to Supervision and Feedback |  |  |  |  |  |
| A 6 Follows Instructions |  |  |  |  |  |
| A 7 Initiative and Dependability |  |  |  |  |  |
| A 8 Communication / Interpersonal Skills |  |  |  |  |  |
| A 9 Attention to Detail / Quality Work |  |  |  |  |  |
| A 10 Care with Material / Property |  |  |  |  |  |
| A 11 Work Energy / Stamina |  |  |  |  |  |
| A 12 Work Tolerance / Persistence |  |  |  |  |  |
| A 13 Meets Work Schedules |  |  |  |  |  |
| **1.0 TIRES** |  |  |  |  |  |
| **1.1 Raise vehicles using floor jacks and car lifts.**  |  |  |  |  |  |
| 1.1a Inspect vehicles for damage and record findings so that necessary repairs can be made. |  |  |  |  |  |
| 1.1b Demonstrate proper knowledge of how to set a floor jack under the cars proper jacking points.  |  |  |  |  |  |
| 1.1c Demonstrate properly set lift arm positions for a frame and a unabody car.  |  |  |  |  |  |
| **1.2 Unbolt and remove wheels from a car using a lug wrench**  **or other hand or power tools.** |  |  |  |  |  |
| 1.2aRemove hub cap without damage. |  |  |  |  |  |
| 1.2bIdentify appropriate impact socket. |  |  |  |  |  |
| **1.3 Remount tires onto vehicles** |  |  |  |  |  |
| 1.3a Identify appropriate tire rotation pattern. |  |  |  |  |  |
| 1.3b Tighten lug nuts using proper tightening sequence. |  |  |  |  |  |
| 1.3c Read and use torque wrench. |  |  |  |  |  |
| 1.3d Install hub cap with valve stem in proper position. |  |  |  |  |  |
| 1.3e Rotate tires 5 X in 15 minutes |  |  |  |  |  |
| **1.4 Identify tire size and ply, and inflate tires according to the**  **tire placard on driver’s door or door frame.** |  |  |  |  |  |
| 1.4a Read and use a tire pressure gauge. |  |  |  |  |  |
| 1.4b Describe the type of tire from side wall of tire. |  |  |  |  |  |
| 1.4c What is the section with number. |  |  |  |  |  |
| 1.4d Describe the aspect ratio of the tire. |  |  |  |  |  |
| 1.4e Describe what is the construction type of the tire. |  |  |  |  |  |
| 1.4f What is the rim diameter on the tire. |  |  |  |  |  |
| 1.4g What is the load index of the tire. |  |  |  |  |  |
| 2.4h What is the speed symbol of the tire. |  |  |  |  |  |

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| **1.5 Place wheels on balancing machine determine proper weight**  **and placement on rim** |  |  |  |  |  |
| 1.5a Identify the right wheel arbor to be used on assorted rims.  |  |  |  |  |  |
| 1.5b Enter the appropriate specifications as indicate by  information off the side wall of the tire. |  |  |  |  |  |
| 1.5c Identify the appropriate weight to be used. |  |  |  |  |  |
| 1.5d Identify the appropriate location of weight. |  |  |  |  |  |
| 1.5e Hammer or glue proper weight onto rim in proper position. |  |  |  |  |  |
| 1.5f Read common decimals (.25, .50, etc.). |  |  |  |  |  |
| 1.5g Convert common fractions to decimals & vice versa. |  |  |  |  |  |
| **1.6 Wheels and Tires** |  |  |  |  |  |
| 1.6a Inspect tire condition; identify tire wear patterns; correct tire size, application (load and speed ratings), and air pressure as listed on the tire information placard/label. |  |  |  |  |  |
| 1.6b Rotate tires according to manufacturer’s recommendations including vehicles equipped with tire pressure monitoring systems (TPMS). |  |  |  |  |  |
| 1.6c Dismount, inspect, and remount tire on wheel; balance wheel and tire assembly. |  |  |  |  |  |
| 1.6d Dismount, inspect, and remount tire on wheel equipped with tire pressure monitoring system sensor. |  |  |  |  |  |
| 1.6e Inspect tire and wheel assembly for air loss; determine necessary action. |  |  |  |  |  |
| 1.6f Repair tire following vehicle manufacturer approved procedure. |  |  |  |  |  |
| 1.6 g Identify indirect and direct tire pressure monitoring systems (TPMS); calibrate system; verify operation of instrument panel lamps. |  |  |  |  |  |
| 1.6h Demonstrate knowledge of steps required to remove and replace sensors in a tire pressure monitoring system (TPMS) including relearn procedure.  |  |  |  |  |  |
| **1.7 Locate punctures in tubeless tires by visual inspection or by** **immersing inflated tires in water bath and observing air**  **bubbles**  |  |  |  |  |  |
| 1.7a Inspect tire casings for defects such as holes or tears. |  |  |  |  |  |
| 1.7b Replace valve stems and or remove puncturing object after  locating the item on inside of tire casing. |  |  |  |  |  |
| 1.7c Repair tire using an inside patch. |  |  |  |  |  |
| **1.8 Demonstrate the ability to patch a tube tire.** |  |  |  |  |  |
| 1.8a Separate tubed tires from rims using a tire machine. |  |  |  |  |  |
| 1.8b Inflate inner tubes and immerse them in water to locate  leaks. |  |  |  |  |  |
| 1.8c Buff inner tube and glue patch over hole. |  |  |  |  |  |
| 1.8d Install tube in tire and inflate tire to proper PSI without  pinching tube in rim. |  |  |  |  |  |

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| **1.9 Clean sidewalls of tires** |  |  |  |  |  |
| 1.9a Clean and tidy up shop. |  |  |  |  |  |
| **2.0 Lubrication Oil Changes-Assist mechanics and perform** **various mechanical duties, such as changing oil or**  **checking and replacing batteries.** |  |  |  |  |  |
| **2.1 Demonstrate the ability to determine the viscosity of engine oil.** |  |  |  |  |  |
| **2.2 Demonstrate the ability to determine the appropriate oil filter.** |  |  |  |  |  |
| **2.3 Demonstrate the ability to identify the appropriate**  **quantity of replacement oil.**  |  |  |  |  |  |
| **2.4 Demonstrate the ability to distinguish between**  **standard and synthetic oils.** |  |  |  |  |  |
| 2.4a Does not mix standard and synthetic oils. |  |  |  |  |  |
| 2.4b Demonstrate how to determine what oil a car uses standard or synthetic oil.  |  |  |  |  |  |
| **2.5 Demonstrates the ability to identify, remove, and replace oil**  **drain plug.** |  |  |  |  |  |
| **2.6 Demonstrates the ability to accurately check related auto**  **systems when performing oil change.** |  |  |  |  |  |
| 2.6a Identify and grease fittings. |  |  |  |  |  |
| 2.6b Identify and check differential. |  |  |  |  |  |
| 2.6c Identify and check transfer case. |  |  |  |  |  |
| 2.6d Identify and check transmission fluid. |  |  |  |  |  |
| 2.6e Identify and check power steering fluid. |  |  |  |  |  |
| 2.6f Identify brake pads. |  |  |  |  |  |
| 2.6g Identify and check coolant level. |  |  |  |  |  |
| 2.6h Identify and check washer fluid levels. |  |  |  |  |  |
| 2.6i Identify and check belts. |  |  |  |  |  |
| 2.6j Identify and check hoses. |  |  |  |  |  |
| 2.6k Identify and check exhaust system components. |  |  |  |  |  |
| 2.6L Identify and check CV boots. |  |  |  |  |  |
| 2.6m Identify brake shoes. |  |  |  |  |  |
| 2.6n Clean battery terminals. |  |  |  |  |  |
| 2.6o Identify spark plug wires. |  |  |  |  |  |
| 2.6p Identify and check shocks. |  |  |  |  |  |
| 2.6q Check tires tread for excessive wear. |  |  |  |  |  |
| **2.7 Demonstrates the ability to accurately fill out an oil sticker.**  |  |  |  |  |  |
| 2.7a Accurately records date. |  |  |  |  |  |
| 2.7b Accurately records current mileage. |  |  |  |  |  |

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| **2.8 The ability to independently & accurately perform complete** **oil service within 30 to 45 minutes as measured with 5 timed**  **samples.**  |  |  |  |  |  |
| **3.0 Checking and adjusting the Maintenance Monitor**  **Computer in vehicle.**  |  |  |  |  |  |
| 3.0 a Determine if a vehicle has a Maintenance Monitor. |  |  |  |  |  |
| 3.0 b Use All Data to find steps to reset Maintenance Monitor.  |  |  |  |  |  |
| 3.0 c Follow directions and reset monitor. |  |  |  |  |  |
| **Student Internship Program (SIP)** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

5/13/20 Revised