

BDI - EMPLOYEE WRITE UP FORM

Employee: Brendon Dixon

Date: 2019-07-30

Department: Shop

Supervisor: Richard Zimmer

Employee Seniority Date:

Trade level:

Disciplinary action: N



TYPE OF VIOLATION:

Work Quality
Time Management

WARNING:

Last warning:
Previous warning:
Warnings: 1

EMPLOYER STATEMENT:

During Richard's time off it was made aware to Brandon and Stefan how much you rely on others, mainly Casey, for diagnosing. On Mainroad it ended up being ECM connections which was the first thing that you had looked at. I don't know if it is a confidence issue, or if you have always had someone, so you just continue to lean on others. But to progress as a technician you are going to need to be able to diagnose, troubleshoot, and repair. There may be times that you waste an hour going in the wrong direction, but if you are following the literature, then it isn't the wrong way. We follow the steps, that why we have the software.

On Conquip you didn't parts req the air filters, which should be on the engine job parts req. And then there was the confusion with the head bolts on if they were stretched or not. Then after I called the customer and he asked me for the measurements I found out you didn't even measure them, just said they need to be replaced. These issues add time to the repair, and also make us look like we don't know what we are doing. BDI is making an engine job check list that will need to be filled out at time of parts req in order to get some consistency, and attempt to improve repair times.

There seems to be a mentality change needed. We need you to beat times, not make times. The goal isn't to make the time that is on the RO, the goal should be to complete the job properly, and efficiently, in the least amount of time that you can. Workmanship is #1, but the amount of times that you are standing at your box when we walk through the shop is absurd. I think with some more focus on the job, and some more effort you could really improve your work times. Also, effective immediately there is no chewing in the shop. We aren't paying a tech to roll out from under a truck and go to his toolbox, spit, then roll under a truck again. Not happening going forward. Really need you to focus on the job at hand, and not have a bunch of distractions.

BDI is going to be taking bigger engine jobs away from you, and getting you to focus on improving in these areas before we give them back. We need to see you work on speed and procedures with the smaller jobs as well you have indicated a few times that you don't have experience on simple things like suspension and difs. It is almost like you skipped a step or 2 in the process of the apprenticeship and we need to get you solid on all the basics. Only after that can you expand that same basic principals to more advanced jobs.

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I HAVE READ THIS "WARNING LETTER" AND I UNDERSTAND IF I HAVE RECIEVED A COPY OF THE SAME



Employee Signature Management Signature

Witness Signature