

BuildingPPL

BUILDING QUALIFICATION CARDS



A blurred background image showing two women in a professional setting. One woman is in the foreground, looking towards the right, and the other is behind her, smiling and looking at a laptop screen.

Please Read!

This workbook is your guide to building clear, consistent qualification cards that define what “good” looks like on your jobs. Whether you’re starting fresh or refining what you have, you’ll find practical tools to translate field work into observable behaviors, proficiency levels, and realistic timelines. Start with how the work is actually performed, tailor by trade and role, keep criteria observable, measurable, and coachable, and add detail as you learn.

What to have on hand:

- The job description for the role
- Current SOPs or company standards
- Certification Requirements
- Common task lists
- Relevant company goals

Who it’s for

This workbook isn’t just for HR. It’s built for superintendents, foremen, and project managers. Revisit it regularly, calibrate across projects, and update your cards as your team and scope evolve.

Krysta Van Ransst & The Building PPL Team

THE PROCESS

Step 1



Choose a Role

Step 2



Pick Focus Areas

Step 3



Define Proficiency Levels

Step 4



Add a Time to Learn Dimension

Step 5



Create Behavior – Based Descriptions

Step 6



Pilot and Revise

SAMPLE CARD

Task / Responsibility	Needs More Training	Developing Competency	Proficient	Expert – Could Be a Trainer	Sets a New Standard
Time to Learn	0 – 30 Days	30 – 60 Days	90 Days	6 Months	As Necessary
Trenching & Excavation Setup	Unfamiliar with trenching requirements and tools; needs close supervision.	Understands basics of trenching but needs guidance on depth, slope, or safety.	Independently sets up trench according to plans and safety standards.	Trains others on trench safety and layout. Efficient and reliable setup.	Innovates trenching methods to improve efficiency/safety. Sets benchmark for others.
Pipe Alignment & Laser Usage	Cannot yet set grades or align pipe; learning from peers.	Can assist with aligning pipe; beginning to use laser levels correctly.	Aligns pipe with precision using levels/lasers; ensures proper slope.	Coaches team on alignment best practices; confident in all site conditions.	Improves process through advanced use of technology or workflow optimization.
Pipe Installation (Water, Drain, Sewer)	Needs instruction for each step; struggles with fittings or sequence.	Performs installations with guidance; understands components.	Completes full installations independently and accurately.	Teaches proper installation techniques and catches/prevents errors.	Sets the pace and quality standard for installations across teams.
Service Connections	Unfamiliar with procedures and safety risks.	Learning to connect properly with some support.	Performs connections to live systems with accuracy and caution.	Trusted to guide others on service tie-ins and pressure tests.	Develops or improves service connection protocols.
Manhole Installations	Requires step-by-step direction.	Assists with setting structures but not confident with leveling and sealing.	Installs manholes per spec, ensuring alignment and seals.	Leads complex installations; ensures inspection-ready quality.	Innovates layout/installation practices that reduce rework.
Utility Identification & Coordination	Doesn't yet recognize marked utilities; unsure of impact.	Learning to locate and interpret utility markings; needs confirmation.	Confident in locating and avoiding existing utilities.	Helps train others and works directly with utility locators.	Creates better systems for conflict prevention and communication.
Backfilling & Compaction	Needs instruction on proper layers and compaction needs.	Can assist with backfilling and running tampers with oversight.	Completes backfill/compaction tasks independently and per spec.	Coaches on compaction testing and soil behavior.	Leads initiatives to minimize trench settlement and call-backs.
Reading Plans & Cut Sheets	Struggles to interpret plans.	Can follow instructions with support.	Reads plans independently and follows cut sheets correctly.	Mentors others in interpreting plans in the field.	Works closely with engineers to refine plans based on field conditions.
Daily Reporting / Procore Use	Not yet familiar with tech tools.	Logs basics with support (photos, daily notes).	Independently completes required documentation.	Ensures timely, accurate reporting; supports others on software.	Suggests improvements to reporting structure for clarity.
Jobsite Safety Practices	Needs reminders on PPE and situational awareness.	Understands key risks and follows protocols when prompted.	Proactively uses PPE and helps maintain safe work area.	Models safety culture; reinforces policies with team.	Elevates jobsite safety through leadership and early risk identification.
Communication with Team	Reluctant to ask questions or share concerns.	Communicates clearly but may need reminders in tense situations.	Keeps crew informed and collaborates effectively.	Coaches others on effective communication.	Drives culture of accountability, clarity, and shared purpose.

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CARD TEMPLATE

Task / Responsibility	Time to Learn											

EVALUATION FORM

Evaluation Form

Crew Leader	
Employee Name	
Role (select one)	Pipelayer Driver Operator
Evaluation Date	
Review (select one)	Trial 30 day 60 day 90 day Annual

Task-Based Skill Evaluation

Add skills below from the Qualification Card that you are evaluating for this employee.

Task Evaluated	Proficiency Level	Notes
	☐ Needs More Training ☐ Developing Competency ☐ Proficient ☐ Expert - Could be a trainer ☐ Sets a new standard	
	☐ Needs More Training ☐ Developing Competency ☐ Proficient ☐ Expert - Could be a trainer ☐ Sets a new standard	
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EVALUATION FORM

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EVALUATION FORM

Competency Checklist (For Manager Use Only)

- ☐ Demonstrates understanding of key tasks related to the skill
- ☐ Completes tasks accurately with minimal supervision
- ☐ Follows all safety protocol
- ☐ Communicates effectively with crew members
- ☐ Completes task efficiently and correctly

Manager's Comments:

Next Steps or Follow-Up Actions:

Manager Name: _____ **Date:** _____