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## HORIZON SCHOOL DIVISION

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### Employee Evaluation: Journeyman Carpenter

#### SECTION ONE

##### Introduction

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Name \_\_\_\_\_

Start Date for Current Position \_\_\_\_\_

Evaluator \_\_\_\_\_

Date \_\_\_\_\_

##### Reason for evaluation:

- Employee request
- To determine if newly promoted employee meets standards
- Employee has not developed and implemented a Growth Plan
- Employee may not be meeting the Facilities Department Employee Performance Areas
- 90 Days Probationary evaluation process for employees new to the division (90 Days Worked)
- Other (Please Indicate) \_\_\_\_\_

#### SECTION TWO

##### Food Services Worker – Quality Standards

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**Within the expectations of the Journeyman Carpenter position, the employee will be evaluated within three performance areas: General Expectations, Specific Duties, and Interpersonal Skills and Professional Attributes.**

- All areas should be marked as proficient, needs improvement, or not applicable. For the purposes of this form, “proficient” describes job performance that meets the minimum standard of performance in each area. “needs improvement” describes job performance that does not meet the acceptable standard in an area
- All marked “needs improvement” must be accompanied by supporting documentation (i.e. anecdotal comments).

This document sets out PERFORMANCE AREAS. The KEY INDICATORS for each performance area identify the activities that Journeyman Carpenters undertake as they go through their day-to-day work. The DESCRIPTORS support the key indicators, though evidence of all descriptors would not be expected at all times.

**PERFORMANCE AREA: GENERAL EXPECTATIONS**

**KEY INDICATOR: The Journeyman Carpenter demonstrates evidence of effective adherence to General Expectations**

**DESCRIPTORS:**

	Proficient	Needs Improvement	Not Applicable
<ul style="list-style-type: none"> <li>• Have a thorough understanding of the principles and practices, and will have the required journeyman certification for the operation of institutional public buildings.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Work with the Horizon Maintenance Department team to ensure that all school facilities provide a safe, reliable and positive environment for all staff, students, and public through proper maintenance and preventative maintenance of all infrastructure.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Ensure that the maintenance and preventative maintenance functions of the Maintenance Department are conducted according to good institutional facility maintenance practices and in compliance with all federal and provincial legislation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Present and promote positive reinforcement of Board and Maintenance Department policies and practices, in providing service to all staff, students and stakeholders.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Working cooperatively with all Maintenance Department personnel and assisting other Maintenance personnel as requested or as directed by the Facilities Manager.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Meet and abide by all Maintenance department regulations that are listed in the Horizon Maintenance department employee manual and other sources of information and in accordance with Horizon Board policy.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The safety of building occupants will be the first criteria in evaluating the possible closure of a school or the scheduling of necessary infrastructure repairs or servicing.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Communicate and coordinate with all required provincial and municipal authorities to ensure that all inspections and resulting reports are completed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Provide daily and ongoing information and communication with the Facilities Manager on work assignments, problems, temporary staffing concerns, safety hazards, work completed, outstanding work, work schedules, etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Active participation in in-house and independent participation in continuing education and professional development to maintain required certifications and to remain informed of maintenance industry practices and products is required. Continuing education to continuously maintain and improve skills and knowledge related to work duties.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Attend the daily morning organizational &amp; schedule meeting and be prepared to discuss daily work and schedule changes, new work requests, and other relevant topics. At the end of each work day, check in at the Maintenance office to confirm work completion for the day and to check your mailbox for new work orders, before leaving the worksite for the day.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Contribute to an accident-free work environment by complying with operator's instructions for the use of power tools, wearing protective equipment such as goggles, hearing protectors, back supports, and</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

work gloves, reporting incidents of unsafe work activity to supervisors, and following standard safety precautions during work.

- Contributes to the overall success of the maintenance department by performing other essential duties and responsibilities as assigned.
- Complete, in a timely fashion, work orders that come through a variety of sources including the FAME web based service requests system, faxed requests, phoned requests, in-house work orders and several other sources.
- Keep the assigned services bay clean, organized, and stocked.
- Keep assigned service vehicle clean, organized, stocked, and serviced

**PERFORMANCE AREA: SPECIFIC DUTIES**

**KEY INDICATOR: The Journeyman Carpenter demonstrates effective adherence to Specific Duties.**

**DESCRIPTORS:**

	Proficient	Needs Improvement	Not Applicable
• Working in close communication with school caretaking staff/contractors and school administration in performing maintenance and preventative maintenance functions for all school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintain an ongoing and documented Preventative Maintenance program for all schools to ensure all equipment is serviced according to the manufacturer’s requirements, to code requirements, and for maximum operating efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure that all necessary permits for renovations or equipment upgrading are obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Plan, schedule, order materials, and coordinate work for small school renovations (IMR) including working together with other Maintenance Department staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Restores office areas and facilities to their original condition at the completion of work by removing debris, scaffolding, and equipment used during the project, returning furniture and equipment to their proper location, and setting up equipment that had been dismantled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Practices preventive maintenance of carpentry tools and equipment by performing spot checks of equipment to determine their working condition, oiling moving parts, cleaning and servicing tools and equipment as directed or specified in the operator's manual, and returning damaged tools and equipment for repair or replacement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Maintenance Journeyman Carpenter will ensure that the fire doors and hardware for all schools will operate as efficiently as possible with a minimum of school activity disruption as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Performs skilled carpentry work in the construction, maintenance, repair, remodeling and alteration of building structures and facilities according to work orders or verbal instructions by using hand and power tools to repair doors, windows, window frames, floors, walls, ceilings, partitions, and office furniture; to install drywall or finished hardware such as door locks, hinges, door checks; to install floor coverings such as linoleum tile; to construct minor buildings or small additions to existing structures; to make minor roofing repairs, and do concrete work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Completes assigned carpentry maintenance and repair tasks with quality workmanship by inspecting the work site to determine the materials, equipment, tool requirements, and method to be used; developing a plan or layout for the project or following a blueprint,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

sketch or schematic; assembling, fabricating or building and installing materials, equipment, or fixtures as required by the scope of work, providing an estimate of repair or replacement costs beyond the capability to perform, and recommending the use of additional departmental personnel or contract personnel (as appropriate) to meet assigned completion targets.

- Protects the school board property and equipment from damage during carpentry repairs by removing furniture, wall fixtures, and equipment from work sites if possible or covering immovable items with protective cloths, covering floors with cloths as necessary, and erecting safe scaffolding in a manner that prevents damage.
- Reduces the likelihood for liability regarding the school boards compliance with federal regulations by complying with policies, laws, and regulations governing environmental protection, safety, hazardous waste disposal, and the use of chemical substances and materials common to carpentry work.

**PERFORMANCE AREA: INTERPERSONAL AND PROFESSIONAL ATTRIBUTES**

**KEY INDICATOR: The Journeyman Carpenter demonstrates effective interpersonal skills and professional attributes.**

**DESCRIPTORS:**

	Proficient	Needs Improvement	Not Applicable
• Uses time effectively (includes attendance, punctuality, setting of priorities, keeping to schedules).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Respects the dignity and rights of students, parents/ guardians, staff and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Contributes to a positive school culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Takes initiative and demonstrates confidence in role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains a high standard of confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains appropriate personal hygiene and appearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains proper etiquette.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models appropriate behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Works as a TEAM member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communicates effectively and through the proper channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Participates in staff professional development days, training or seminars as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure the safety and well being of students at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Arrives on time and is prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models and utilizes time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL DUTIES AND EMPLOYEE'S CONTRIBUTIONS TO THE SCHOOL DIVISION  
THAT ARE GENERALLY BEYOND THE JOB DESCRIPTION**

**COMMENTS:**

**DECISION**

- Completed probationary process. Overall is meeting the expected performance areas.
- Recommendation for termination

**EVALUATOR'S COMMENTS**

\_\_\_\_\_  
Support Staff Signature  
**(acknowledging receipt of report)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Support Staff Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator/Facility Supervisor Signature

\_\_\_\_\_  
Date

- Original copy goes to Human Resources for employee's file
- Copy to Employee
- Copy to Principal or Supervisor