



HORIZON SCHOOL DIVISION

Employee Evaluation: Maintenance Worker, Temporary Maintenance Worker I, and Temporary Maintenance Worker II

SECTION ONE

Introduction

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
- Other (Please Indicate) _____

SECTION TWO

Maintenance Worker, Temporary Maintenance Worker I, and Temporary Maintenance Worker II – Quality Standards

Within the expectations of the Maintenance Worker, Temporary Maintenance Worker I, and Temporary Maintenance Worker II position, the employee will be evaluated within two performance areas: General Expectations, 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 Maintenance Worker, Temporary Maintenance Worker I, and Temporary Maintenance Worker II 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 Maintenance Worker, Temporary Maintenance Worker I, and Temporary Maintenance Worker II demonstrates evidence of effective adherence to General Expectations

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
<ul style="list-style-type: none"> • Work with the Horizon Maintenance Department team to ensure that all school grounds and facilities provide a safe, reliable and positive environment for all staff, students, and public through proper maintenance and preventative maintenance of all school grounds and buildings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Work together with all Maintenance Department staff to 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Assist Maintenance Journeyman, Tradesmen, and other employees with school facility and school grounds maintenance work, preventative maintenance work, and renovation projects, including working variable work schedules as needs arise. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Participate in daily morning meeting work assignments and reporting work completed at the end of the work day. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Present and promote positive reinforcement of Board and Maintenance Department policies and practices, in providing service to all staff, students and stakeholders. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Working cooperatively with all Maintenance Department personnel and assisting other Maintenance personnel as requested or as directed by the Facilities Manager. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Active participation in in-house professional development 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Attend the daily morning organizational & 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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 work gloves, reporting incidents of unsafe work activity to supervisors, and following standard safety precautions during work. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Contributes to the overall success of the maintenance department by performing other essential duties and responsibilities as assigned. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Keep the assigned services bay clean, organized, and stocked.
- Keep assigned service vehicle clean, organized, stocked, and serviced

PERFORMANCE AREA: INTERPERSONAL AND PROFESSIONAL ATTRIBUTES

KEY INDICATOR: The Maintenance Worker, Temporary Maintenance Worker I, and Temporary Maintenance Worker II 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

