



HORIZON SCHOOL DIVISION

Employee Evaluation: Journeyman Painter

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
- 90 Days Probationary evaluation process for employees new to the division (90 Days Worked)
- Other (Please Indicate) _____

SECTION TWO

Journeyman Painter – Quality Standards

Within the expectations of the Journeyman Painter 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 Painter 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 - Painter demonstrates evidence of effective adherence to General Expectations

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
<ul style="list-style-type: none"> • Have a thorough understanding of the principles and practices, and will have the required journeyman certification. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Work with the Horizon Maintenance Department team to ensure that all school facilities provide a safe, reliable, and positive physical environment for all staff, students and public through proper maintenance and preventative maintenance of all interior, and where applicable, exterior school spaces. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • 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"> • 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"> • Ensure that painting for all schools will operate as efficiently as possible with a minimum of school activity disruption 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The safety of all building occupants (staff, students, and the public) will be the first criteria in evaluating, planning and scheduling repairs, painting and restoration in Horizon schools. Since a significant percentage of painting and related work will not be able to be conducted during school hours, normal work schedules may include evenings and weekends. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Communicate and coordinate with all required provincial and municipal authorities to ensure that all inspections and resulting reports are completed. 	<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"> • 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. 	<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"/>

- 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.
- 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 - Painter demonstrates effective adherence to Specific Duties.

DESCRIPTORS:

- | | Proficient | Needs Improvement | Not Applicable |
|---|--------------------------|--------------------------|--------------------------|
| • Performs skilled painting/re-finishing work in the preparation, patching, finishing, and maintaining of all building structures, walls, floor, woodwork, millwork, and equipment. <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Assists with documenting the cost of painting work by keeping accurate daily time sheets and work order records of time, and providing status reports to the facility manager regarding the status of work projects, material consumed and man-hours utilized. <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Practices preventive maintenance of painting 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"/> | <input type="checkbox"/> |
| • Provides technical assistance in the purchase of new or replacement painting shop tools and equipment by being knowledgeable of the capabilities of various types of equipment and recommending the purchase of painting tools and equipment that meet the needs of the paint shop. <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Parking lot stripping and re-stripping annually using provided tools and equipment in a safe fashion. <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Replacement of sealed glass units as required <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Graffiti clean-up as needed <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Completes assigned painting projects with quality workmanship by preparing surfaces for painting using sandpaper, power sanders, steel wool, wire brushes, scrappers, paint removers and chemicals, filling holes, cracks, or joints with putty, plaster or other fillers, applying paints, stains, varnishes, enamel, or lacquer using paint brushes, rollers, and/or sprayers, and recommending the use of additional departmental personnel or contract personnel (as appropriate) to meet assigned completion targets. <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Protects board property and equipment from damage during painting work by removing furniture, wall fixtures, and equipment from work sites if possible or covering immoveable items with protective cloths, <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

covering floors, taping woodwork, facings, and decorative trims, and erecting safe scaffolding in a manner that prevents damage.

- Restores painting work sites to their original condition at the completion of work by removing scaffolding, painting cloths, and masking tape used during the project, returning furniture and equipment to their proper location, setting up equipment that had been dismantled, and cleaning any paint splatters from surfaces, furniture or equipment.
- 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 painting.
- The Maintenance Painter will ensure that the physical assets and the aesthetic appearance of Division schools are maintained to an acceptable level through a program of life cycle painting and restoration.
- The safety of all building occupants (staff, students, and the public) will be the first criteria in evaluating, planning and scheduling repairs, painting and restoration in Horizon schools. Since a significant percentage of painting and related work will not be able to be conducted during school hours, the painter will work cooperatively with school administration and flexible work schedules may include evenings and weekends.

PERFORMANCE AREA: INTERPERSONAL AND PROFESSIONAL ATTRIBUTES

KEY INDICATOR: The Journeyman - Painter 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