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## HORIZON SCHOOL DIVISION

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### Employee Evaluation: Facilities Maintenance Technician Skilled General Worker

#### 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
- 120 Days Probationary evaluation process for employees new to the division (120 Days Worked)
- Other (Please Indicate) \_\_\_\_\_

#### SECTION TWO

##### Facilities Maintenance Technician – Skilled General Worker – Quality Standards

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**Within the expectations of the Facilities Maintenance Technician – Skilled General Worker 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 Facilities Maintenance Technician – Skilled General Worker 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 Facilities Maintenance Technician – Skilled General Worker demonstrates evidence of effective adherence to General Expectations**

**DESCRIPTORS:**

	<b>Proficient</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
<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 physical environment for all staff, students and public through proper maintenance and preventative maintenance of all interior, and where applicable, exterior school spaces.</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 all building occupants (staff, students, and the public) will be the first criteria in assisting with repairs and restoration in Horizon schools.</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 professional development to remain informed of maintenance industry practices and products is required.</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 work gloves, reporting incidents of unsafe work activity to supervisors, and following standard safety precautions during work.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Contributes to the overall success of the maintenance department by performing other essential duties and responsibilities as assigned.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Keep the assigned services bay clean, organized, and stocked.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Keep assigned service vehicle clean, organized, stocked, and serviced

**PERFORMANCE AREA: SPECIFIC DUTIES**

**KEY INDICATOR: The Facilities Maintenance Technician – Grounds Keeper demonstrates effective adherence to Specific Duties.**

**DESCRIPTORS:**

**Proficient      Needs Improvement      Not Applicable**

- Assist Maintenance Journeyman and other employees with school facility maintenance, preventative maintenance, renovation, and school grounds work including but not limited to:
  - a) herbicide application
  - b) mowing
  - c) trimming
  - d) litter cleanup
  - e) gopher control
  - f) cactus control and removal
  - g) filling of holes and other hazards in playing fields, lawns, & parking lots,
  - h) removal of hazards,
  - i) installation of signs,
  - j) operation & repair of irrigation systems
  - k) redoing control joints and general maintenance of exterior building envelope
  - l) during winter months assist caretakers with snow and ice removal as directed by the facilities manager.
  - m) paving stone installations. and
  - n) other site maintenance and improvement work
- Work independently as required for all Maintenance operations to perform Maintenance tasks according to direction and according to Maintenance Dept. work orders.
- Working in close communication with school administration and caretakers. Report to the school administration when arriving at a school for a work assignment.
- Organize daily and weekly work schedules and routines for maximum efficiency of manpower, equipment and fuel.
- Work with and provide training and guidance for temporary Maintenance employees.
- Clean and / or replace filters as per the asset planner work orders for:
  - a) forced air furnaces
  - b) air handling units, both interior and rooftop
  - c) heat pumps
  - d) other heating and ventilation equipment requiring filter cleaning or replacement
- Perform maintenance tasks as assigned through:
  - a) Client based computer generated service requests
  - b) Hand written maintenance requests
  - c) Verbal requests
- Monitor water levels in storm ditch during periods of high rainfall and run-off and pump out when required.
- Clean and empty all dust collectors each twice per year.
- Check and empty as needed all below ground waste receptacles working together with the grounds keeper.

- Perform general repairs when journeyman technicians are away as requested and as qualifications and skill sets allow. Regulated work such as electrical and gas work must only be completed by journeyman or registered apprentices.
- Will assist with ensuring physical assets and the aesthetic appearance of Division schools are maintained to an acceptable level.

**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:**

	<b>Proficient</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
• 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