

**FOREMAN, MAINTENANCE
Summative Appraisal Form**

Name _____

School Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Building Maintenance and Repair

- ____ 1. Assists in directing and managing the maintenance operations of the district.
- ____ 2. Assists in receiving and processing work orders for repair and maintenance of buildings and grounds.
- ____ 3. Assists in developing and maintaining written departmental procedures for maintenance, repair and operations of all district buildings and equipment.
- ____ 4. Assists in preparing plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.

COMMENTS: _____

Policy, Reports, and Law

- ____ 5. Assists in implementing federal and state law, State Board of Education rule and local board policy in maintenance and custodial areas of responsibility.
- ____ 6. Assists in compiling, maintaining and filing all physical and computerized reports, records and other documents required in the maintenance and custodial areas of responsibility.

____ 7. Assists in preparing data necessary to process the maintenance payroll.

COMMENTS: _____

Budget and Inventory

____ 8. Assists in administering the maintenance budget and ensuring that programs are cost-effective and funds are managed prudently.

____ 9. Assists in compiling budgets and cost estimates based on documented program needs.

____ 10. Assists in planning and directing inventory and stock control program for equipment and supplies.

____ 11. Assists in initiating purchase orders and bids in accordance with budgetary limitations and district policies.

____ 12. Assists in replacing and maintaining a current inventory of supplies and parts to avoid delay when reordering.

____ 13. Assists in approving and forwarding invoices and purchase orders for the maintenance department to the Chief Operations Officer.

____ 14. Assists in recommending disposal of obsolete equipment and purchasing replacement equipment when necessary.

COMMENTS: _____

Personnel Management

____ 15. Assists in assigning work to maintenance personnel and oversee the completion of the assigned work.

____ 16. Assists in preparing, reviewing, and revising job descriptions within the maintenance department.

____ 17. Assists in evaluating job performance of employees to ensure effectiveness.

____ 18. Assists in recruiting, training, and supervising maintenance personnel and making sound recommendations about personnel placement, transfer, retention, and dismissal.

COMMENTS: _____

Safety

____ 19. Assists in maintaining safety standards in conformance with federal, state and insurance regulations and developing a program of preventive safety.

____ 20. Assists in ensuring that equipment is maintained in operating and optimum condition.

COMMENTS: _____

Other

- ____ 21. Assists in performing disaster duty when needed.
- ____ 22. Assists in attending professional growth activities to keep abreast of innovative techniques in maintenance operations.
- ____ 23. Assists in responding to after hours emergencies as needed.
- ____ 24. Assists in performing other duties as assigned by supervisor.
- ____ 25. Assists in maintaining confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____ 26. Assists in supervising and evaluating performance of skilled craftsmen, grounds supervisor and support staff assigned to the maintenance department.

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- ____ Renewal and/or Extension of Assignment
- ____ Non-renewal of Assignment
- ____ Termination of Assignment
- ____ Non-extension of Assignment

 Administrator (Print Name)

 Date

 Administrator (Signature)

 Date

 Employee's Signature

 Date