

**COORDINATOR, 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. Directs and manages maintenance and repair operations of the district.
- \_\_\_\_ 2. Receives and processes work orders for repair and maintenance of buildings.
- \_\_\_\_ 3. Develops and maintains written departmental procedures for maintenance, repair, and operations of all district buildings and equipment.
- \_\_\_\_ 4. Prepares plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Policy, Reports, and Law**

- \_\_\_\_ 5. Implements federal and state law, State Board of Education rule, and local board policy in maintenance area.

- \_\_\_\_ 6. Compiles, maintains, and files all physical and computerized reports, records, and other documents required in maintenance area.
- \_\_\_\_ 7. Prepares data necessary to process maintenance payroll.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Budget and Inventory**

- \_\_\_\_ 8. Administers maintenance budget and ensures that programs are cost-effective and funds are managed prudently.
- \_\_\_\_ 9. Compiles budgets and cost estimates based on documented program needs.
- \_\_\_\_ 10. Plans and directs inventory and stock control program for equipment and supplies.
- \_\_\_\_ 11. Initiates purchase orders and bids in accordance with budgetary limitations and district policies.
- \_\_\_\_ 12. Replaces and maintains a current inventory of supplies and parts to avoid delay when reordering.
- \_\_\_\_ 13. Approves and forwards invoices and purchase orders for maintenance department to a Operations Director.
- \_\_\_\_ 14. Recommends disposal of obsolete equipment and purchase replacement equipment when necessary.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Personnel Management**

- \_\_\_\_ 15. Assigns work to maintenance personnel and oversees completion.
- \_\_\_\_ 16. Prepares, reviews, and revises job descriptions in maintenance department.
- \_\_\_\_ 17. Evaluates job performance of employees to ensure effectiveness.
- \_\_\_\_ 18. Recruits, trains, and supervises maintenance personnel and makes sound recommendations about personnel placement, transfer, retention, and dismissal.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Safety**

- \_\_\_\_ 19. Maintains safety standards in conformance with federal, state, and insurance regulations and develops a program of preventive safety.

\_\_\_\_20. Ensures that equipment is maintained in operating and optimum condition.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Other**

\_\_\_\_21. Performs disaster duty when needed.

\_\_\_\_22. Attends professional growth activities to keep abreast of innovative techniques in maintenance operations.

\_\_\_\_23. Responds to after hours emergencies as needed.

\_\_\_\_24. Performs other duties as assigned by supervisor.

\_\_\_\_25. Maintains confidentiality of information.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Supervisory Responsibilities**

\_\_\_\_26. Supervises and evaluates performance of skilled craftsmen, and support staff assigned to 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:

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**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