

HVAC MECHANIC II
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

Maintenance and Repair

- ____ 1. Diagnoses and repairs malfunctions in various types of heating, air conditioning and refrigeration systems, including rooftop equipment.
- ____ 2. Installs new heating, air conditioning and refrigeration systems and components.
- ____ 3. Relocates and expands existing HVAC systems as needed.
- ____ 4. Repairs, replaces, or calibrates controls, thermostats, switches, fuses, and electrical wiring.
- ____ 5. Fabricates, assembles, and installs duct work and piping according to specifications and code.
- ____ 6. Wires and connects motors, compressors, temperature controls, and humidity controls according to wiring schematics.
- ____ 7. Maintains refrigerant dispensing records to meet federal requirements.
- ____ 8. Maintains preventive maintenance schedules and procedures for all HVAC equipment, including changing of filters and cleaning condensers and coils.
- ____ 9. Performs duct cleaning and air quality testing as needed.

- ____ 10. Diagnoses and repairs various types of commercial kitchen equipment.
- ____ 11. Assists energy manager to complete energy conservation surveys to realize most efficient, cost-effective use of HVAC energy.
- ____ 12. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ____ 13. Selects material and hardware and makes time and materials estimates.
- ____ 14. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ____ 15. Maintains inventory of district-owned tools, equipment, and materials.
- ____ 16. Inspects jobs upon completion and ensures areas are clean.
- ____ 17. Works with building principals and supervisors to complete projects.
- ____ 18. Detects needed repairs on equipment following established inspection procedures.
- ____ 19. Responds to emergency calls as needed.

COMMENTS: _____

Driving

- ____ 20. Operates light truck to transport furniture and equipment throughout district.

COMMENTS: _____

Safety

- ____ 21. Instructs assigned personnel on proper and safe use of tools and equipment.
- ____ 22. Operates tools, equipment, and machinery according to prescribed safety procedures.
- ____ 23. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- ____ 24. Ensures that vehicles, equipment, and tools are in safe operating condition.
- ____ 25. Inspects and adjusts tools and equipment for safety and efficiency.
- ____ 26. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____

Other

- ____27. Follows and abides by School Board and Maintenance Department policies and procedures.
- ____28. Performs other duties as assigned by supervisor.
- ____29. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____30. Assists Maintenance Coordinator in the supervision of all HVAC I Technicians.

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