

**JOURNEYMAN PLUMBER  
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.      Assembles, installs, maintains, and pressure tests all pipes, fittings, and fixtures of heating, water, drainage, sprinkler, and gas systems according to specifications and plumbing codes.
- \_\_\_\_ 2.      Determines sources of plumbing malfunctions and completes repairs as indicated or according to work orders.
- \_\_\_\_ 3.      Installs and repairs pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks, commodes, water heaters, water softeners, etc.
- \_\_\_\_ 4.      Repairs dishwashers and kitchen equipment that incorporate gas or water consumption.
- \_\_\_\_ 5.      Receives and completes work orders as required by Maintenance Department policies and procedures.
- \_\_\_\_ 6.      Selects material and hardware and makes time and materials estimates.
- \_\_\_\_ 7.      Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- \_\_\_\_ 8.      Maintains inventory of district-owned tools, equipment, and materials.

- \_\_\_\_ 9. Inspects jobs upon completion and ensures areas are clean.
- \_\_\_\_ 10. Works with building principals and supervisors to complete projects.
- \_\_\_\_ 11. Detects needed repairs on buildings, grounds, and equipment following established inspection procedures.
- \_\_\_\_ 12. Responds to emergency calls as needed.

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

**Driving**

- \_\_\_\_ 13. Operates light truck to transport furniture and equipment throughout district.

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

**Safety**

- \_\_\_\_ 14. Operates tools and equipment according to established safety procedures.
- \_\_\_\_ 15. Performs preventive maintenance on tools and equipment.
- \_\_\_\_ 16. Ensures that vehicles, equipment, and tools are in safe operating condition.
- \_\_\_\_ 17. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- \_\_\_\_ 18. Handles and disposes of paint, stain, varnish, and other chemicals according to established procedures.
- \_\_\_\_ 19. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

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

**Other**

- \_\_\_\_ 20. Follows and abides by School Board and Maintenance Department policies and procedures.
- \_\_\_\_ 21. Performs other duties as assigned by supervisor.
- \_\_\_\_ 22. Maintains confidentiality of information.

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

What strengths does \_\_\_\_\_ possess?

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

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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