

**Emery County School District**  
**Support Staff Employee Evaluation – Maintenance Worker**

Employee \_\_\_\_\_

Evaluation Date \_\_\_\_\_

1 = Not Effective\*

2 = Effective

3 = Highly Effective

\*Comment Required

**•WORKPLACE SKILLS**

Observes work hours/attendance	1	2	3
Practices safe work habits	1	2	3
Participates in maintenance of boilers, heating and cooling systems, and electrical systems	1	2	3
Performs a variety of routine carpentry, plumbing and landscape duties as needed to repair, remodel, or construct permanent or temporary facilities	1	2	3
Performs as a crew member on various indoor and outdoor maintenance and construction projects; assures District facilities are clean, safe, and attractive	1	2	3
Operates a variety of maintenance equipment as needed on maintenance projects	1	2	3
Detects and eliminates or minimizes safety hazards at all District facilities	1	2	3
Maintains needed certifications to perform various skilled maintenance activities	1	2	3
Has knowledge of the work expectations and can perform job duties independently	1	2	3
Completes assigned tasks with skill and in a timely manner	1	2	3

**•INTERPERSONAL SKILLS**

Practices positive public and staff relations – works well with administration, coworkers school staff and students, as well as community members	1	2	3
Able to communicate effectively, verbally and in writing	1	2	3
Appropriate personal appearance and grooming	1	2	3
Is enthusiastic, positive and encouraging	1	2	3
Shows initiative	1	2	3
Is an effective team worker	1	2	3
Uses appropriate language and tone when speaking to others	1	2	3

**•ADAPTABILITY**

Is open to alternatives and suggestions – is flexible	1	2	3
Maintains composure in stressful situations	1	2	3

Demonstrates good judgment/makes reasonable decisions 1 2 3

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**PROFESSIONAL RESPONSIBILITIES**

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Keeps informed and adheres to policies and regulations applicable to the position 1 2 3

Willingly shares ideas and expertise with colleagues 1 2 3

Handles confidential/sensitive information appropriately 1 2 3

Performs other job related duties as assigned by the Supervisor of Buildings and Grounds 1 2 3

Promptly and effectively responds to concerns and complaints 1 2 3

Supports school and district goals and policies 1 2 3

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**OVERALL ANNUAL RATING (Summative) 1 2 3**

(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

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Self Improvement Goal for Next Year \_\_\_\_\_

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\*Evaluator Comments: (Required for #1 ratings)

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This evaluation represents my best judgment of the employee's performance. I hereby recommend:

- Employee be retained as a Provisional Employee (Policy GDA)
- Employee be retained as a Career Employee (Policy GDA)
- Employee be retained as an At-Will or Temporary Employee (Policy GDA)
- Employee be put on probation
- Employee be terminated or non-renewed

Signature of Principal/Supervisor/Designee \_\_\_\_\_ Date \_\_\_\_\_

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This evaluation has been discussed with me and I have received a copy.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_  
(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

**Employee Comment:** (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)