

Emery County School District
Support Staff Employee Evaluation – Supervisor of Buildings and Grounds

Employee _____

Evaluation Date _____

1 = Not Effective*

2 = Effective
*Comment Required

3 = Highly Effective

•WORKPLACE SKILLS

Observes work hours/attendance	1	2	3
Practices safe work habits	1	2	3
Develops and maintains goals for the Maintenance Department	1	2	3
Provides evaluation and supervision of maintenance personnel, including organizing work priorities, schedules, and shift assignments	1	2	3
Demonstrates ability to plan work projects and to recognize maintenance needs	1	2	3
Manages District-wide preventative maintenance program	1	2	3
Routinely inspects and surveys District facilities, monitors work activities and insures compliance with safety and other work activity standards	1	2	3
Assures maintenance of all District facilities, including boilers, heating and cooling systems, electrical systems, physical aspects of buildings, grounds, and environment	1	2	3
Performs as lead worker on projects providing field training and leadership	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
Oversees contracted services and bids to assure compliance with specifications and plans	1	2	3
Detects and eliminates or minimizes safety hazards at all District facilities	1	2	3
Insures compliance with local, state and federal building and facility codes	1	2	3
Assists in the development of annual budget recommendations for maintenance	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

PROFESSIONAL RESPONSIBILITIES

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 Business Administrator/Supt. 1 2 3

Promptly and effectively responds to concerns and complaints 1 2 3

Supports school and district goals and policies 1 2 3

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)

Self Improvement Goal for Next Year _____

*Evaluator Comments: (Required for #1 ratings)

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 _____

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)