

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
EMPLOYEE EVALUATION FORM**

Job Description #1400-0421  
Class I Maintenance Group Leader – Special Training

NAME \_\_\_\_\_

BUILDING \_\_\_\_\_ ANNIVERSARY DATE \_\_\_\_\_

**TYPE OF EVALUATION**

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PROBATIONAL       ADDITIONAL       ANNUAL

**PERFORMANCE LEVEL INDICATION KEY**

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- SCALE      THE EMPLOYEE'S PERFORMANCE HAS:**
- +      Exceeded or met the expectations for this position.
  - 0      Employee's performance does not meet expectations for this position.

For those areas rated "0", the employee shall develop a plan to bring performance to an acceptable level. The supervisor is available for assistance in the development of the plan.

**ESSENTIAL SKILLS**

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- \_\_\_\_\_      **Be familiar with and utilize maintenance manuals provided by equipment suppliers relative to proper settings, maintenance and operation of all equipment in the School Corporation, with primary focus at Plymouth High School. This includes such equipment as:**
  - a.      **Boiler and burner operation in all schools**
  - b.      **Air-conditioning equipment**
  - c.      **Wall heating units**
  - d.      **Circulation of air and water throughout buildings.**
  
- \_\_\_\_\_      **Diagnose electrical and mechanical problems, then make the necessary repairs as needed.**
  
- \_\_\_\_\_      **Diagnose plumbing problems and make repairs as needed.**
  
- \_\_\_\_\_      **Complete work orders as approved by the Maintenance Director.**
  
- \_\_\_\_\_      **Account for all tools and equipment assigned to each individual or truck.**

- \_\_\_\_\_ **Keep all tools in good working order.**
- \_\_\_\_\_ **On a routine basis, return all trucks and tractors to Transportation Department for repair and service. Add oil to crankcase if necessary.**
- \_\_\_\_\_ **Observe all laws and standards as set forth under IOSHA and AHERA.**
- \_\_\_\_\_ **Recommend the need for supplies and/or equipment to the Maintenance Director.**
- \_\_\_\_\_ **Clean classroom at Service Center.**
- \_\_\_\_\_ **Mow yards, trim grass, and keep high school and administration grounds maintained.**
- \_\_\_\_\_ **Help keep custodial supply room organized and clean.**
- \_\_\_\_\_ **Order supplies for warehouse.**
- \_\_\_\_\_ **Help keep all custodial equipment clean.**
- \_\_\_\_\_ **Assist maintenance when needed.**
- \_\_\_\_\_ **Empty trash containers at Service Center.**
- \_\_\_\_\_ **Maintain a positive relationship with staff, parents, and students.**
- \_\_\_\_\_ **Monitor pager as assigned.**
  - a. **Continual education in this job.**

## **SUMMARY RATINGS**

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- \_\_\_\_\_ **Accuracy and neatness of work**
- \_\_\_\_\_ **Amount and performances of work**
- \_\_\_\_\_ **Attendance and punctuality**
- \_\_\_\_\_ **Initiative, responsibility**
- \_\_\_\_\_ **Use of time**
- \_\_\_\_\_ **Cooperation**
- \_\_\_\_\_ **Personal relationship**
- \_\_\_\_\_ **Acceptance of criticism**

**SUMMARY COMMENTS**

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\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Evaluator Signature**

\_\_\_\_\_  
**Date**

**The signature of the employee does not mean the employee agrees with the evaluation; rather the employee has read the evaluation.**