

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
EMPLOYEE EVALUATION FORM**

Job Description #1400-0450
Class II – General Maintenance – Special Training

NAME _____

BUILDING _____ ANNIVERSARY DATE _____

TYPE OF EVALUATION

PROBATIONAL ADDITIONAL ANNUAL

PERFORMANCE LEVEL INDICATION KEY

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

_____ **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. This includes such equipment as:**

- Boiler and burner operation in all schools**
- Air conditioning equipment**
- Wall heating units**
- Circulation of air and water throughout buildings**

_____ **Diagnose electrical and mechanical problems, and 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.**
- _____ **Strive to provide a comfortable "living" environment for students and staff.**
- _____ **Remove snow from playgrounds, sidewalks, and parking lots of all schools prior to the arrival of parents, staff, and buses.**
- _____ **Maintain security of all equipment and buildings.**

SUMMARY RATINGS

- _____ **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

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.