

PLYMOUTH COMMUNITY SCHOOL CORPORATION EMPLOYEE EVALUATION FORM

Job Description #1400-0410

Director of Maintenance

NAME _____

BUILDING

PHS

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

N/A

Assumes responsibility for the comprehensive overall planning and scheduling of maintenance, repair, and custodial requirements of the district.

N/A

Organizes and implements a program of preventive maintenance.

N/A

Oversees the operation and repair of all air conditioning equipment.

N/A

Inspects buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.

N/A

Continually inspects and supervises the operation of all heating systems in the corporation to ensure a safe and comfortable environment for the staff and students.

N/A

Reviews and, when appropriate, makes recommendations regarding the repair and replacement of equipment in all buildings.

N/A	Conducts periodic inspection of all school facilities to ensure that all fire standards are met.
N/A	Oversees all groundwork, which includes athletic field preparation, cutting grass and shrubs, and maintaining a neat and attractive overall appearance of all grounds.
N/A	When requested, supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payment.
N/A	Assigns work orders, inspects and assists maintenance staff in daily work schedule.
N/A	Recommends and submits quotes for supplies and equipment.
N/A	Obtains price quotes and provides cost estimates of work to be completed in the corporation by staff or outside independent contractors.
N/A	Assists in recruitment, screening, assignment, transfer, promotion, demotion or dismissal of operational and maintenance personnel.
N/A	Coordinates work schedules of maintenance personnel.
N/A	Coordinates vacation schedules for departmental personnel.
N/A	Conducts a continuing program of staff training and personnel development in boiler maintenance, A/C maintenance, and equipment maintenance using manuals provided by manufacturer of equipment, which has been installed in the corporation.
N/A	Works to achieve a school district which meets all of the requirements mandated by IOSHA and AHERA.
N/A	Develops a system to deal with emergency repair problems.
N/A	Works cooperatively with school principals to provide a safe and comfortable environment for school children and staff.
N/A	When necessary, organizes and implements an orientation program regarding proper and safe operation and maintenance of school equipment and facilities.
N/A	Keeps abreast of latest trends, developments and products in all areas of responsibility.
N/A	Assumes the duties as the Designated Person for AHERA.

SUMMARY RATINGS

N/A	Accuracy and neatness of work
N/A	Amount and performances of work
N/A	Attendance and punctuality
N/A	Initiative, responsibility
N/A	Use of time

N/A

Cooperation

N/A

Personal relationship

N/A

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.

Email

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