



## CLASSIFIED PERFORMANCE EVALUATION

### TYPE OF EVALUATION

- Quarterly Performance       Initial Probation       Reassignment Probation       Summative

NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_ JOB TITLE: Maintenance Worker

### PERFORMANCE RATINGS

The evaluator will rank the employee on the following performance indicators by checking the appropriate rank on the scale.

- |                            |  |
|----------------------------|--|
| <b><u>Exemplary:</u></b>   | Employee's performance is outstanding, consistently exceeding the objective. The employee demonstrates initiative and requires minimal supervision.                          |
| <b><u>Proficient:</u></b>  | Employee's performance is good, often exceeding the objective. The employee willingly accepts responsibility and requires only infrequent supervision.                       |
| <b><u>Developing:</u></b>  | Employee's performance is adequate, usually accomplishing the objective. The employee follows instructions and requires normal supervision.                                  |
| <b><u>Ineffective:</u></b> | Employee's performance is unacceptable and is substantially below expectations. The employee rarely accomplishes the objective even with frequent supervision and direction. |



CLASSIFIED PERFORMANCE EVALUATION

PERFORMANCE RESPONSIBILITIES

PERFORMANCE RATINGS

	INEFFECTIVE	DEVELOPING	PROFICIENT	EXEMPLARY
1. Performs semi-skilled to skilled maintenance, repairs construction of District buildings and equipment in one or more of the building maintenance trades including locksmith, carpentry, electrical, painting, plumbing, heating and air conditioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assists journey-level trade workers and maintenance personnel with a variety of maintenance, repair and construction; perform independently on less difficult projects and assignments as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assists locksmith to install, adjust, repair and replace locks and door hardware; inspects locks for proper operation and implement a preventive maintenance program for locking mechanisms, panic bars, door closures and other hardware; re-key and re-pin locks as needed and maintain related charts and records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assists in the construction, installation and maintenance of roofs, furniture, fences, bookshelves, cabinets, shelving, chalkboards and bulletin boards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dresses appropriately for duties and wears proper safety equipment while performing duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assists in the installation, repair and maintenance of gas and water lines, heating and cooling equipment, electrical fixtures and outlets; replaces broken toilet seats, flush valve diaphragms, seals and gaskets; clean plugged drains, stop leaks, adjusts water pressure and clean work area upon completion of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assists in the installation, repair and replacement of carpet, floor and ceiling tiles, repairs blinds and shades; installs dispensers and repair or install bathroom stalls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assists in making minor electrical and mechanical repairs on such equipment as vacuum cleaners, buffers, electrical clocks, washing machines, dryers, refrigerators and other small appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Prepare surfaces for painting, mix paints, finishes and other coatings and apply to equipment, buildings, furniture and District facility structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Operates a wide variety of tools and equipment including motor vehicles, fork lift, key-cutting machine, electric cart, steam cleaner, grinder, stripper, waxer, buffer, carpet cleaner, power hand tools, saws and hand tools used in the building maintenance trades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Performs related duties as assigned. Responds to emergency call-ins as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is professional, courteous, and positive when interacting with staff, students, stakeholders, and external parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CLASSIFIED PERFORMANCE EVALUATION

INDIVIDUAL PERFORMANCE

PERFORMANCE RATINGS

	INEFFECTIVE	DEVELOPING	PROFICIENT	EXEMPLARY
1. <b>Quality of Work:</b> Performs quality work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Quantity of Work:</b> Produces sufficient amount of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Responsibility:</b> Accepts and fulfills job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Initiative:</b> Takes appropriate initiative in work situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Cooperation:</b> Cooperates with fellow workers and supervisor, "Goes the extra mile."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Communication:</b> Communicates effectively, appropriately, and treats others with respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Dependability:</b> Demonstrates dependability by following instruction and remaining on the job until task is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Attendance:</b> Maintains a good attendance record by being present every day, being on time, and by not leaving early.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Safety:</b> Practices approved and prescribed methods of safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Professional Development:</b> Participates in professional development activities designed to improve job performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Customer Service:</b> Positive attitude in meeting the needs of customers; communicates with customers in an appropriate manner, friendly & helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CLASSIFIED PERFORMANCE EVALUATION

IDENTIFICATION OF STRENGTHS

RECOMENDATION(S) FOR PERSONAL GROWTH

COMMENTS/OTHER REMARKS

EMPLOYEE RESPONSE

We hereby acknowledge that a conference has been conducted, this evaluation discussed, and a copy has been provided to the employee evaluated whose signature does not indicate agreement with the content. In the event the employee disagrees with this evaluation, a letter expressing the nature of disagreement may be submitted to Personnel Services within ten (10) working days of receipt of evaluation with a copy to the Evaluator. An evaluation may also be appealed to the next appropriate supervisor.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EVALUATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE