



Criteria for the Evaluation of Facilities Maintenance Technician – Grounds Keeper Performance

HORIZON SCHOOL DIVISION

**Employee Evaluation: Facilities Maintenance Technician
Grounds Keeper**

SECTION ONE

Introduction

Name _____

Start Date for Current Position _____

Evaluator _____

Date _____

Reason for evaluation:

- Employee request
- To determine if newly promoted employee meets standards
- Employee has not developed and implemented a Growth Plan
- Employee may not be meeting the Facilities Department Employee Performance Areas
- 90 Days Probationary evaluation process for employees new to the division (90 Days Worked)
- Other (Please Indicate) _____

SECTION TWO

Facilities Maintenance Technician – Grounds Keeper – Quality Standards

Within the expectations of the Facilities Maintenance Technician – Grounds Keeper position, the employee will be evaluated within three performance areas: General Expectations, Specific Duties, and Interpersonal Skills and Professional Attributes.

- All areas should be marked as proficient, needs improvement, or not applicable. For the purposes of this form, “proficient” describes job performance that meets the minimum standard of performance in each area. “needs improvement” describes job performance that does not meet the acceptable standard in an area
- All marked “needs improvement” must be accompanied by supporting documentation (i.e. anecdotal comments).

This document sets out PERFORMANCE AREAS. The KEY INDICATORS for each performance area identify the activities that Facilities Maintenance Technician – Grounds Keeper undertake as they go through their day-to-day work. The DESCRIPTORS support the key indicators, though evidence of all descriptors would not be expected at all times.

PERFORMANCE AREA: GENERAL EXPECTATIONS

KEY INDICATOR: The Facilities Maintenance Technician – Grounds Keeper demonstrates evidence of effective adherence to General Expectations

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
<ul style="list-style-type: none"> • Have a thorough understanding of the principles and practices, without the required journeyman certification. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Work with the Horizon Maintenance Department team to ensure that all school grounds and facilities provide a safe, reliable and positive environment for all staff, students, and public through proper maintenance and preventative maintenance of all school grounds and buildings. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure that the maintenance and preventative maintenance functions of the Maintenance Department are conducted according to good institutional facility maintenance practices and in compliance with all federal and provincial legislation. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Present and promote positive reinforcement of Board and Maintenance Department policies and practices, in providing service to all staff, students and stakeholders. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Working cooperatively with all Maintenance Department personnel and assisting other Maintenance personnel as requested or as directed by the Facilities Manager. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Meet and abide by all Maintenance Department regulations that are listed in the Horizon Maintenance department employee manual and other sources of information and in accordance with Horizon Board policy. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure that painting for all schools will operate as efficiently as possible with a minimum of school activity disruption 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The safety of all building occupants (staff, students, and the public) will be the first criteria in evaluating, planning and scheduling repairs, painting and restoration in Horizon schools. Since a significant percentage of painting and related work will not be able to be conducted during school hours, normal work schedules may include evenings and weekends. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Communicate and coordinate with all required provincial and municipal authorities to ensure that all inspections and resulting reports are completed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Provide daily and ongoing information and communication with the Facilities Manager on work assignments, problems, temporary staffing concerns, safety hazards, work completed, outstanding work, work schedules, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Active participation in in-house professional development to remain informed of maintenance industry practices and products is required. Continuing education to continuously maintain and improve skills and knowledge related to work duties. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Attend the daily morning organizational & schedule meeting and be prepared to discuss daily work and schedule changes, new work requests, and other relevant topics. At the end of each work day, check in at the Maintenance office to confirm work completion for the day and to check your mailbox for new work orders, before leaving the worksite for the day. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Contribute to an accident-free work environment by complying with operator's instructions for the use of power tools, wearing protective equipment such as goggles, hearing protectors, back supports, and work gloves, reporting incidents of unsafe work activity to supervisors, and following standard safety precautions during work.
- Contributes to the overall success of the maintenance department by performing other essential duties and responsibilities as assigned.
- Complete, in a timely fashion, work orders that come through a variety of sources including the FAME web based service requests system, faxed requests, phoned requests, in-house work orders and several other sources.
- Keep the assigned services bay clean, organized, and stocked.
- Keep assigned service vehicle clean, organized, stocked, and serviced

PERFORMANCE AREA: SPECIFIC DUTIES

KEY INDICATOR: The Facilities Maintenance Technician – Grounds Keeper demonstrates effective adherence to Specific Duties.

DESCRIPTORS:

	Proficient	Needs Improvement	Not Applicable
• Working in close communication with school administration, caretakers, and municipal authorities in performing grounds maintenance and preventative maintenance functions for all schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintenance of all school lawns and playing fields. Maintenance of lawns and playing fields includes mowing, trimming, litter cleanup, gopher control, cactus control and removal, herbicide application, filling of holes and other hazards in playing fields, lawns, & parking lots, removal of hazards, installation of signs, and operation & repair of irrigation systems where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Spraying herbicides (2-4d), Round-Up, and other products in accordance with provincial regulations. Maintaining all required federal and provincial certification to apply herbicides and pesticides on school property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communicate and coordinate with all school administration and municipal authorities to ensure that all herbicide application is done at times convenient to functions and events at the schools. During school months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintain a daily and ongoing documentation of all herbicide application. Post warning signs when applying herbicides. Leave signs posted for appropriate length of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintain grounds maintenance equipment in optimum operating condition through daily cleaning and servicing, through periodic preventative maintenance and through manufacturer required servicing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Clean and organize the grounds maintenance shop areas keeping these areas clean, safe and efficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• During winter months assist caretakers with snow and ice removal as directed by the Facilities Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Assist the Facilities Manager with the preparation and daily revision of a grounds maintenance schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Organize daily and weekly work schedules and routines for maximum efficiency of manpower, equipment and fuel. Mowing schedules and staff schedules will need daily and weekly adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

to allow for weather conditions which will interrupt regular daily mowing schedules.

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|---|--------------------------|--------------------------|--------------------------|
| • Work with and provide training for temporary maintenance workers (grounds employees). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Provide weekly maintenance services to the Playgrounds and Play Structures at all applicable schools. During weekly mowing trips to schools, check and rake pea gravel from perimeter borders to the centre and to underneath play structures. Also, look for other hazards, litter, etc. and correct. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • School facility maintenance duties will apply during months when grounds maintenance activities are slow or not active. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Respond to school emergencies as requested by the Facilities Manager. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Assist Maintenance Journeyman, and other maintenance staff with work as required or requested. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Abide by all Board policies and all Maintenance Department regulations as per the Maintenance Department handbook. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Assist all caretakers with snow removal during the winter/spring season. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The maintenance of all school grounds during the grass growing season, normally April 15 to October 31 of each year. Other grounds related work such as installation of paving stones, snow removal, irrigation repairs, sod installation, tree trimming, and other duties will extend into other months. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Assist Maintenance Journeyman, Tradesmen, and other employees with school facility maintenance work, preventative maintenance work, and renovation projects throughout the balance of the school and calendar year, including working variable work schedules as school needs arise. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Snow and ice removal work at the maintenance and administrative facility to ensure accesses and all entrances to the shop bays are safe and accessible. Assist school caretakers with snow removal and equipment, as directed by the Facilities Manager. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Respond to emergent situations and emergent call-outs as directed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Conduct two playground inspections per year for each school's playground and complete inspection reports following each inspection. A copy of each report to be given to each school, and a copy filed with the maintenance office. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PERFORMANCE AREA: INTERPERSONAL AND PROFESSIONAL ATTRIBUTES

KEY INDICATOR: The Facilities Maintenance Technician – Grounds Keeper demonstrates effective interpersonal skills and professional attributes.

DESCRIPTORS:

- | | Proficient | Needs Improvement | Not Applicable |
|--|--------------------------|--------------------------|--------------------------|
| • Uses time effectively (includes attendance, punctuality, setting of priorities, keeping to schedules). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Respects the dignity and rights of students, parents/ guardians, staff and others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Contributes to a positive school culture. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Takes initiative and demonstrates confidence in role | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Maintains a high standard of confidentiality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- Maintains appropriate personal hygiene and appearance.
- Maintains proper etiquette.
- Models appropriate behavior.
- Works as a TEAM member.
- Communicates effectively and through the proper channels
- Participates in staff professional development days, training or seminars as required.
- Ensure the safety and well being of students at all times.
- Arrives on time and is prepared.
- Models and utilizes time management skills.

ADDITIONAL DUTIES AND EMPLOYEE’S CONTRIBUTIONS TO THE SCHOOL DIVISION THAT ARE GENERALLY BEYOND THE JOB DESCRIPTION

COMMENTS:

DECISION

- Completed probationary process. Overall is meeting the expected performance areas.
- Recommendation for termination

EVALUATOR’S COMMENTS

 Support Staff Signature
(acknowledging receipt of report)

 Date

 Support Staff Supervisor Signature

 Date

 School Administrator/Facility Supervisor Signature

 Date

- Original copy goes to Human Resources for employee’s file
- Copy to Employee
- Copy to Principal or Supervisor