



HORIZON SCHOOL DIVISION

Employee Evaluation: Journeyman Plumber**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**Journeyman Plumber – Quality Standards**

Within the expectations of the Journeyman Plumber 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 Journeyman Plumbers 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 Journeyman Plumber 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, and will have the required journeyman certification, for the operation of institutional mechanical systems. 	<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 facilities provide a safe, reliable and positive environment for all staff, students, and public through proper maintenance and preventative maintenance of all mechanical systems and infrastructure. 	<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 the mechanical systems for all schools will operate as efficiently as possible with a minimum of school activity disruption as possible. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The safety of building occupants will be the first criteria in evaluating the possible closure of a school or the scheduling of necessary mechanical repairs or servicing. 	<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 and independent participation in continuing education and professional development to maintain required certifications and 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 Journeyman Plumber demonstrates effective adherence to Specific Duties.

DESCRIPTORS:	Proficient	Needs Improvement	Not Applicable
• Work in close communication with school caretaking staff or contractors in performing maintenance and preventative maintenance functions for all school mechanical systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Assist the Facilities Manager with planning of renovations of schools and individual components by documenting and informing the manager of the relative condition of mechanical systems, plumbing systems, plumbing fixtures, mechanical infrastructure, roof drains, forced air furnaces, storm drainage systems, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure that all necessary permits for renovations or equipment upgrading are obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintain an ongoing and documented Preventative Maintenance program for all schools mechanical systems to ensure all equipment is serviced according to the manufacturer's requirements, to code requirements, and for maximum operating efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Run copper, steel, and plastic PVC water pipes for sewer lines, drainage systems, HVAC systems, and other plumbing systems. Cut and thread lines, use compounds to seal connections, connect valves, and solder pipes as needed. When necessary, bend pipes to fit specific angles using a pipe-bending machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Complete all daily, weekly, seasonal and emergent repairs, or replacements, to the following:			
a) all plumbing fixtures (toilets, urinals, sinks, fountains, shop sinks, faucets, etc.)			
b) all water distribution (domestic water lines, hot water lines and pumps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) sanitary waste infrastructure			
d) boilers and heating distribution and controls			
e) irrigation systems			
f) exhaust systems			
g) modifications to natural gas supply lines and fume exhaust vents			
• Respond to school mechanical emergencies as requested by the Facilities Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Variable work schedules including evening and weekend schedules will be a normal work week to accommodate the needs of the school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Plan, schedule, order materials, and supervise work for small school renovations (IMR) involving plumbing/mechanical systems: e.g. Washroom upgrading, student shower room upgrading, caretaking room upgrading, and heating upgrading
- Pilot projects involving new technology, new products, energy conservation, innovative ideas or products, etc. will be encouraged and researched
- Perform winterization and protection of all applicable water services, hose bibs, irrigation systems, and mechanical equipment
- Ensure standard and commonly/frequently used parts for mechanical systems are stocked in the plumbing/mechanical work bay and service vehicle to ensure quick efficient repairs and a minimum of return trips for the same work order.
- Use various methods to detect leaks, determine problems with disposals or dishwashers, and read pressure gauges to measure accurate water pressure. Determine which parts need to be replaced.
- Regularly check systems to ensure proper operations. Inspect toilets, sinks, dishwaters, and other appliances for leaks, replace worn gaskets and O-rings, unclog drains, monitor systems for pressure loss, and adjust water pressure as needed
- Replace water filters on domestic and non-domestic water systems as needed
- The plumber will work closely with the maintenance electrician when scheduling mechanical systems through the Building Controls Management System (BCMS) including the scheduling of auto-flush urinals.

PERFORMANCE AREA: INTERPERSONAL AND PROFESSIONAL ATTRIBUTES

KEY INDICATOR: The Journeyman Plumber 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintains proper etiquette.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models appropriate behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Works as a TEAM member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communicates effectively and through the proper channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Participates in staff professional development days, training or seminars as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure the safety and well being of students at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Arrives on time and is prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Models and utilizes time management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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