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**HORIZON SCHOOL DIVISION**


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

**Within the expectations of the Journeyman Electrician 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 Electricians 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 Electrician demonstrates evidence of effective adherence to General Expectations**

**DESCRIPTORS:**

	Proficient	Needs Improvement	Not Applicable
<ul style="list-style-type: none"> <li>• Have a thorough understanding of the principles and practices, and will have the required journeyman certification for the operation of institutional electrical systems.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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 electrical systems and infrastructure.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Present and promote positive reinforcement of Board and Maintenance Department policies and practices, in providing service to all staff, students and stakeholders.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Working cooperatively with all Maintenance Department personnel and assisting other Maintenance personnel as requested or as directed by the Facilities Manager.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Ensure that the electrical systems for all schools will operate as efficiently as possible with a minimum of school activity disruption as possible.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The safety of building occupants will be the first criteria in evaluating the possible closure of a school or the scheduling of necessary electrical repairs or servicing. In selection of electrical equipment and scheduling of school operational occupied hours, energy conservation will be a major factor in decision making.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Communicate and coordinate with all required provincial and municipal authorities to ensure that all inspections and resulting reports are completed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Attend the daily morning organizational &amp; 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.</li> </ul>	<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 Electrician demonstrates effective adherence to Specific Duties.**

**DESCRIPTORS:**

	Proficient	Needs Improvement	Not Applicable
• Working in close communication with school caretaking staff / contractors and school administration in performing maintenance and preventative maintenance functions for all school electrical systems, fixtures and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Perform repairs to the above in a timely, planned and organized manner in order to effectively and efficiently perform repairs to schools in a cost efficient manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gaining and maintaining a thorough level of operating capability for Division BCMS (building control management systems) to assist in the following objectives, <ul style="list-style-type: none"> <li>a) working cooperatively with the Maintenance Dept. Plumber</li> <li>b) to maintain and program BMS systems.</li> <li>c) ensuring building mechanical systems are programmed for maximum energy efficiency with properly programmed heating setbacks and ventilation shutdowns for all available energy saving opportunities.</li> <li>d) ensuring that an optimum environment of temperature and ventilation is provided during school occupied hours</li> </ul>	<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 electrical systems, equipment, fire alarm systems, life safety systems, and communications systems.	<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"/>
• Implement and maintain an ongoing and documented Preventative Maintenance (PM) program for all schools' electrical systems and 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"/>
• Complete all daily, weekly, seasonal and emergent repairs, or replacements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Respond to school electrical and life safety emergencies as requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• Plan, schedule, order materials, and supervise work for small school renovations (IMR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pilot projects involving new technology, new products, energy conservation, innovative ideas or products, etc., will be encouraged and researched.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Perform winterization and protection of all applicable water and storm water systems and all related infrastructure; such as power supply to self-regulating heat tracing tape for shallow storm drain lines, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Research cost efficient applications for lighting for future use and improved and cost reduction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Complete annual fire alarm tests and inspections as per CAN/ULC-S536 (Inspection and testing of fire alarm systems). Conduct repairs as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Test all emergency lighting systems within the division annually. Conduct repairs as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Inspect on routine basis electrical equipment, wiring, fixtures and other components to ensure they remain functional and are up to code, as well as to identify any hazards or issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Determine the reasons for any malfunctions of systems or components, and create a maintenance or repair plan to solve the problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Repair electrical systems, wiring, circuit breakers, equipment and other components so that they remains at full functioning capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Test systems with devices such as voltmeters, oscilloscopes and ohmmeters to ensure the system remains safe and that components are compatible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Review blueprints to understand the placement of wiring or to comprehend the working of the equipment to provide the right service and repairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provide suggestions on the lifespan of equipment and other electrical components, advising when certain components should be replaced due to potential risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Keep records of all maintenance and repair work conducted, including a record of any supplies ordered and used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure all routine maintenance work is handled on a regular schedule to reduce the risk of larger and more complex issues and to reduce costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Maintain boiler systems in conjunction with Horizon School Division No. 67's plumber to keep controls operating with maximum efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PERFORMANCE AREA: INTERPERSONAL AND PROFESSIONAL ATTRIBUTES**

**KEY INDICATOR: The Journeyman Electrician demonstrates effective interpersonal skills and professional attributes.**

**DESCRIPTORS:**

	<b>Proficient</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
• 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 jurisdiction 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
- Maintains appropriate personal hygiene and appearance.
- 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