

REACH DANE REACH GREEN HEAD START

SUPERVISORY EVALUATION FORM

MAINTENANCE MANAGER

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time.	ME	NI	U
Reliable in attendance.	ME	NI	U
Alert in health and safety matters.	ME	NI	U
Flexible with assignments and schedule.	ME	NI	U
Comes to work with a positive attitude	ME	NI	U
Gives direct supervisor ample notice for absences.	ME	NI	U
Remains calm in a tense situation.	ME	NI	U

Comments:

Key Performance Factors from Job Description

Adhere to all agency policies and procedures	ME	NI	U
Provide maintenance and/or oversee the maintenance of agency facilities	ME	NI	U
Provide maintenance of additional facilities as indicated by supervisor	ME	NI	U
Ability to oversee service providers and obtain quotes on a variety of plumbing, electrical, HVAC, sprinkler systems and carpentry and other functions on agency facilities	ME	NI	U
Ability to oversee staff or obtain quotes on agency grounds including snow plowing/salting, lawn mowing, janitorial and other services needed	ME	NI	U
Oversee service providers and obtain quotes on carpet cleaning of agency facilities/classrooms as per developed cleaning schedule	ME	NI	U
Oversee service providers and obtain quotes on maintaining and developing playground areas to ensure absolute safety and compliance	ME	NI	U
Oversee service providers and obtain quotes on painting interiors and exteriors of agency facilities/classrooms as needed	ME	NI	U
Assess and evaluate on what professional services are needed. Will work with supervisor on larger projects	ME	NI	U
Understand how to operate and maintain various types of tools and equipment safely and efficiently	ME	NI	U

Ensure that staffs using tools/equipment are fully trained and understand how to operate safely and efficiently	ME	NI	U
Ensure that agency equipment is maintained and repaired immediately when needed	ME	NI	U
Read and interpret equipment manuals and work orders to perform required maintenance and service	ME	NI	U
Ensure that agency preventative maintenance, including periodic furnace system inspections, filter replacements, fire extinguishers, waste management and fire suppression systems are maintained and managed	ME	NI	U
Follow agency procedures while purchasing supplies or equipment as needed and obtain estimates to ensure cost effective, timely and orderly upkeep of facilities	ME	NI	U
Provide assistance and communication to and perform additional job related duties as assigned by supervisor	ME	NI	U
Substitute as a bus driver as indicated need by Transportation Coordinator; drive the bus safely and promptly on all assigned routes, including to and from school and on field trips, and for special services, when needed	ME	NI	U
Ensure that set up of tables, chairs and equipment for Agency events is provided	ME	NI	U
Collaborate with Transportation Coordinator for needed staff to utilize on completing particular maintenance projects, event set ups, substitute driving and other agency projects	ME	NI	U
Work with Food Service Specialist on rare back up support	ME	NI	U
Maintain cordial, effective, professional and positive communication with all agency staff and vendors	ME	NI	U
Maintain confidentiality of all acquired agency information	ME	NI	U
Other duties as assigned	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by ____ days**

☐ **Discontinue employment with Reach Dane**