

REACH DANE REACH GREEN HEAD START

NON-SUPERVISORY EVALUATION FORM

Maintenance Specialist II

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:

Compliance, Monitoring and Tracking

Maintains and repairs agency equipment.	ME	NI	U
Requires a broad working knowledge of general maintenance, plumbing, electrical, HVAC, carpentry and overall maintenance needs.	ME	NI	U
Performs a variety of plumbing, minor electrical and carpentry functions on agency facilities.	ME	NI	U
Cleans carpets and waxes floors of agency facilities as needed.	ME	NI	U
Paints interior and exterior of agency facilities	ME	NI	U
Maintains Agency grounds including snow plowing/salting, lawn mowing and other services needed.	ME	NI	U
Maintains and develops playground areas.	ME	NI	U
Works extended hours out of doors in varying weather conditions.	ME	NI	U
Assess, evaluates, and advises supervisor on professional services needed	ME	NI	U
Operates various types of tools and equipment safely and efficiently.	ME	NI	U

Reads and interprets equipment manuals and work orders to perform required maintenance and service.	ME	NI	U
Report supplies or additional maintenance and repairs needed to supervisor.	ME	NI	U
Assists with maintenance of additional agency facilities as directed by supervisor.	ME	NI	U

Comments:

Transportation

Potential for becoming a substitute as a Bus Driver as directed by supervisor - Drive the bus safely and promptly on all assigned routes, including to and from school and on field trips, and for special services.	ME	NI	U
Deliver food and other Agency mail, supplies and equipment on an as needed basis.	ME	NI	U

Comments:

Agency/Department Support

Flexibility to work some evening and weekend hours as directed by supervisor.	ME	NI	U
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Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goal:

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**