



## General Maintenance Worker Administrative Procedure 2.C.50

2.0 Human Resources  
2.C. Evaluation and Growth

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** October 2024

**Date Amended:**

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### Evaluation Procedure

1. Buildings Supervisor will review the evaluation format with maintenance staff each September or upon hiring.
2. Buildings Supervisor is responsible for signing and communicating evaluations.
3. Evaluation timelines vary according to length of employment:
  - a. Probationary employees: Part 1 & 2 must be completed before three months of employment.
  - b. New maintenance staff: Part 1 & 2 must be completed annually by mid June for the first two years of employment.
  - c. Maintenance staff employed longer than two years: Part 2 only must be completed by mid June, every second year of employment.
  - d. Maintenance staff identified by Buildings Supervisor with performance concerns: Part 1 & 2 must be completed by mid June of each year that the concerns exist.
4. Completed evaluations are to be shared with, and copied to, the staff member. Originals are to be forwarded by the end of June to the Human Resources Officer for placement in personnel files.
5. Maintenance staff who disagree with an evaluation should first request reconsideration by the Buildings Supervisor. Maintenance staff who still disagrees with an evaluation may appeal to the Superintendent in writing within seven days of receipt of the evaluation.



## GENERAL MAINTENANCE WORKER

### Evaluation Form – Part 1

**Note: This page is to be completed for all employees by the end of May.**

Name: \_\_\_\_\_

Completed by \_\_\_\_\_

Job Classification: \_\_\_\_\_

Date Completed: \_\_\_\_\_

#### Rating Scale

C= consistently-almost all of the time

U= usually-more than half of the time

S= sometimes-less than half of the time

R= rarely-almost never or never

N/A= non-applicable

### 1. PERSONAL QUALITIES / ATTRIBUTES

|                          | C                        | U                        | S                        | R                        | N/A                      |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ Punctuality            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Dependability          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Cooperation            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Enthusiasm             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Judgment               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Adaptability           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Confidentiality        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Attitude to work       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Accepts responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Accepts direction      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 2. INTERPERSONAL SKILLS

|  | C                        | U                        | S                        | R                        | N/A                      |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ Works positively as part of the team | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Interacts positively with students   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Displays common courtesy to all      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Follows lines of communication       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 3. DIVISIONAL DUTIES

|   | C                        | U                        | S                        | R                        | N/A                      |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ Completes work orders accurately and efficiently  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Responds appropriately to emergencies   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Quality of work is to Division's standards  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Quantity of work is to Division's standards   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Stays up to date with new technology/codes  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Coordinates and communicates openly with Buildings Supervisor   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Effectively prioritizes job duties  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Keeps accurate records  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ensures orders are placed, received and stored properly   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ensures proper inventory is in stock  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Demonstrates accurate knowledge of location/operation of divisional systems/facility (eg. Air conditioning, electrical, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to operate and knowledge of divisional equipment (eg. Vehicles, snowblower, etc.)                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 4. OTHER

|  | C                        | U                        | S                        | R                        | N/A                      |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ Any other related duties which may be assigned by the Buildings Supervisor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I have read and received a copy of the evaluation.

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Employee Signature

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Date

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Buildings Supervisor Signature

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Date

## GENERAL MAINTENANCE WORKER

### Evaluation Form – Part 2

**Note: This section is to be completed for all employees by the end of May.**

Name: \_\_\_\_\_ Completed by \_\_\_\_\_

Job Classification: \_\_\_\_\_

Date Completed: \_\_\_\_\_

#### 1. Areas of Strength

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#### 2. Suggestions for Improvement

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#### 3. Conclusions

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

I request ☐ I do not request ☐ that my principal reconsider this evaluation.

I will ☐ will not ☐ be appealing this evaluation to the Superintendent.

(Appeals must be submitted in writing within seven days of receipt of evaluation.)

- Employees are to be provided with a copy of the completed evaluation.
- Please forward original to the Human Resources Officer by the end of June.