

 LETHBRIDGE SCHOOL DIVISION

402.11.2.24 Labour Foreman Evaluation Form

# Section One Introduction

 Name

 Location

 Start Date for Current Position

 Evaluator

 Date

*Reason for evaluation:*

[ ]  Evaluation process for employees new to the Division (indicate period below).

 [ ]  6 Month Evaluation [ ]  10 Month Evaluation

[ ]  Employee request.

[ ]  Employee has not developed and implemented a Growth Plan.

[ ]  Employee may not be meeting the Support Staff Quality Standards.

# Section Two Support Staff Quality Standards

**In accordance with the expectations of the Labour Foreman position, the employee will be evaluated within the following areas:**

* All areas should be marked as meeting (M) the standard, not meeting (N/M) the standard, or not applicable (N/A). For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**1. KEY RESPONSIBILITIES**

This position is responsible for supervision in construction, maintenance and/or repair work.

M N/M

[ ]  [ ]  Good organizational skills.

[ ]  [ ]  Self-motivated.

[ ]  [ ]  Possesses a mechanical aptitude.

[ ]  [ ]  Ensures work environment policies are adhered to (OH & S, staffing, new equipment, etc).

[ ]  [ ]  Possesses considerable knowledge of the rules and regulations governing the safe and proper practices for completing work.

[ ]  [ ]  Possesses considerable knowledge of materials, tools, equipment methods and practices related to the work environment.

[ ]  [ ]  Possesses skills in the planning and coordination of work projects.

COMMENTS:

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**2. PERSONAL/PROFESSIONAL QUALITIES**

M N/M

[ ]  [ ]  Interpersonal relationships (Maintenance staff, caretaking team, teachers, students, public; includes dealing with conflict).

[ ]  [ ]  Team player (with the maintenance staff, caretaking team, the school, the community, and the Division).

[ ]  [ ]  Demonstrates the ability to communicate effectively and appropriately.

[ ]  [ ]  Ability to resolve conflict effectively. (Reference: [Employee Code of Conduct Appendix A 400.1](https://www.lethsd.ab.ca/download/187241))

[ ]  [ ]  Use of time (include attendance, punctuality, setting of priorities, keeping to schedules).

[ ]  [ ]  Initiative (self-directed, takes charge of assigned tasks, requires minimum supervision.

[ ]  [ ]  Maintains appropriate personal hygiene and appearance.

[ ]  [ ]  Promotes an atmosphere of mutual respect and appreciation for individual

 differences, all staff, students, families, and community members, regardless of

 race, culture, gender, faith, nation, or spoken language, within the school division.

[ ]  [ ]  Promotes a welcoming, caring, respectful, and safe work environment.

COMMENTS:

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**3. GAS POWERED EQUIPMENT**

M N/M N/A

[ ]  [ ]  [ ]  Periodically performs maintenance of vehicles and tractors.

[ ]  [ ]  [ ]  Periodically services gas powered and electric hand operated equipment including lawn mowers, snow blowers, sweepers, etc.

COMMENTS:

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**4. GROUNDS**

M N/M N/A

[ ]  [ ]  [ ]  Performs lawn edging, power raking, sweeping, aerating, and fertilizing.

[ ]  [ ]  [ ]  Prunes trees and shrubbery.

[ ]  [ ]  [ ]  Maintains playground equipment and chain link fencing.

[ ]  [ ]  [ ]  Provides necessary repairs to asphalt surface in parking lots and play court areas.

[ ]  [ ]  [ ]  Snow removal, sanding and power sweeping of sidewalks, parking lots and courtyards.

[ ]  [ ]  [ ]  Maintains and installs snow fence.

[ ]  [ ]  [ ]  Provides athletic game lines in fields and to hard surface markings including stairs and courtyards.

[ ]  [ ]  [ ]  Assists in preparation of start-up and shut down of underground sprinkler systems.

[ ]  [ ]  [ ]  Sprays insecticide and pesticide chemicals on trees, shrubbery, and lawn according to Provincial and City regulations.

COMMENTS:

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**5. SUPERVISORY SKILLS**

M N/M

[ ]  [ ]  Adhere to and ensure all safety rules and regulations of the Division and Provincial Regulators are followed by personnel and contractors performing work for the Division.

[ ]  [ ]  Supervise, plan, prioritize and assign work in maintenance, construction and/or repair programs such as equipment maintenance and grounds.

[ ]  [ ]  Work with and delegate work to subordinates, checks work assigned to determine difficulties or requirements.

[ ]  [ ]  Reports on merits and concerns related to labourer staff performance when required.

[ ]  [ ]  Promotes staff morale among subordinates to develop pride in work and accomplishment.

[ ]  [ ]  Uses opportunities to consult with and inform subordinates on areas of overall operation in the project.

COMMENTS:

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**6.POSITION REQUIREMENTS**

M N/M

[ ]  [ ]  Personally complete work projects in maintenance, construction and/or repair programs such as equipment maintenance and grounds.

[ ]  [ ]  Physically capable of performing heavy manual labour for extended periods of time under various weather conditions.

[ ]  [ ]  Moving and cartage of equipment, furniture, and supplies.

[ ]  [ ]  Services physical education requirements.

[ ]  [ ]  Possesses a valid Alberta Driver’s license.

[ ]  [ ]  Thorough knowledge of the applicable rules and regulations of safe driving.

[ ]  [ ]  Strong people skills and the ability to accommodate on short notice.

[ ]  [ ]  Assigns repair crews to equipment breakdowns in the field.

[ ]  [ ]  Supervises control of weeds and ensures enforcement of related by-law.

[ ]  [ ]  Able to maintain records as required.

[ ]  [ ]  Performs other related duties as assigned by Director of Facilities or designate.

COMMENTS:

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# **7. COMMUNICATION**

M N/M

[ ]  [ ]  Excellent communication skills both in written and oral format.

[ ]  [ ]  Proven public relations skills and demonstrated ability in promoting and

maintaining effective working relations with public, students, co-workers, school staff, administration, and Division officials.

COMMENTS:

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# **8. DECISION**

 [ ]  Improvement plan implemented; employee proceeds to 10-month evaluation.

 [ ]  Completes probationary process.

 [ ]  Employee returns to Growth Plan process.

 [ ]  Employee must submit a Growth Plan within one month.

# **9. TIME MANAGEMENT**

[ ]  Attendance report attached.

M N/M

[ ]  [ ]  Attends regularly.

[ ]  [ ]  Is on time, ready to work at the assigned time.

[ ]  [ ]  Sets priorities in collaboration with administration.

[ ]  [ ]  Uses time effectively.

[ ]  [ ]  Follows assigned schedule.

COMMENTS:

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# **10. EVALUATOR’S COMMENTS**

COMMENTS:

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# **11. EMPLOYEE’S COMMENTS**

COMMENTS:

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***As Director of Facilities, I have read and approve this evaluation.***

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 Director of Facilities Date

After this evaluation has been signed by the Director of Facilities, the following signatures are necessary upon review:

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 Coordinator (if applicable) Date

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 Employee’s Signature Date

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 Reviewed by Human Resources Date

* Copy to Employee
* Copy to Director or Supervisor
* Original copy goes to Human Resources for employee’s file