

 LETHBRIDGE SCHOOL DIVISION

 402.11.2.28 Journeyman Plumber 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 Journeyman Plumber Quality Standards Form

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

* All areas should be marked as meeting (M) the standard or not meeting (N/M) the standard. 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 performing skilled tasks at the Journeyman level as well as assigning, monitoring, and evaluating the work of caretaking and contract staff.

M N/M

[ ]  [ ]  Good organizational skills.

[ ]  [ ]  Self-motivated.

[ ]  [ ]  Possesses considerable knowledge of the standard practices and procedures related to building maintenance in a complex facility.

[ ]  [ ]  Possesses considerable knowledge of the safety rules, regulations, and practices which govern the work performed.

[ ]  [ ]  Carries out directions and duties as assigned.

COMMENTS:

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**2. PERSONAL/PROFESSIONAL QUALITIES**

M N/M

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

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

[ ]  [ ]  Demonstrate 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. POSITION REQUIREMENTS**

M N/M

[ ]  [ ]  Possesses trade tickets in Plumbing and Gas Fitting.

[ ]  [ ]  Able to operate a vehicle, computers, and a wide variety of hand and power tools.

[ ]  [ ]  Ensures safety rules and regulations are followed for the facility.

[ ]  [ ]  Possesses the skills required to perform the work assigned.

[ ]  [ ]  Able to operate computer software related to building systems.

[ ]  [ ]  Able to diagnose mechanical and electrical/electronic problems.

[ ]  [ ]  Possesses a valid Class 5 Alberta Driver’s license.

[ ]  [ ]  Possesses a Building Operators “A” ticket.

[ ]  [ ]  Checks, services and maintains a variety of mechanical equipment.

[ ]  [ ]  Ability to perform heavy manual labour in various weather conditions as required.

[ ]  [ ]  Reviews plans, specifications, and related documents prior to changes to facilities, ensuring the work meets requirements and policies.

[ ]  [ ]  Inspects and analyses mechanical equipment, utilizing the computer equipment on site whenever possible.

[ ]  [ ]  Consistently performs related duties as assigned by the Director of Facilities or designate.

[ ]  [ ]  Able to interpret and use blueprints, drawings, specifications and interpret code requirements.

COMMENTS:

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**4. SUPERVISORY SKILLS**

M N/M

[ ]  [ ]  Reviews time tickets and contractor’s work sheets for completeness and accuracy.

[ ]  [ ]  Requisitions and prioritizes staff, materials and equipment as required.

[ ]  [ ]  Uses opportunities to act as the liaison between facility staff and contractors, subcontractors, and custodial staff on site.

[ ]  [ ]  Promotes morale among the facility staff and contractors to develop pride in work and accomplishment.

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

[ ]  [ ]  Assists in the budget planning for facilities.

COMMENTS:

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**5. PREVENTATIVE MAINTENANCE**

M N/M

[ ]  [ ]  Recommends when equipment should be shut down for overhaul at various locations.

[ ]  [ ]  Coordinates equipment repairs and down time at a facility.

[ ]  [ ]  Assists in the set up of Preventative Maintenance assignments for equipment and repair programs for various facilities.

COMMENTS:

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## 6. 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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# **7. 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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# **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. EVALUATOR’S COMMENTS**

COMMENTS:

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# **10. EMPLOYEE’S COMMENTS**

COMMENTS:

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

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 Director of Facilities Signature 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 of Facilities
* Original copy goes to Human Resources for employee’s file