

**WAKULLA COUNTY SCHOOL BOARD
 COMPREHENSIVE ASSESSMENT FORM SUMMARY
 SUPPORT PERSONNEL**

Name _____ Position **MAINTENANCE SUPERVISOR**

School / Dept _____ School Year _____ EIN # _____

JOB CONTEXT SERVICE CATEGORY	Needs				
	<u>Outstanding</u>	<u>Exemplary</u>	<u>Effective</u>	<u>Improvement</u>	<u>Unsatisfactory</u>
1. SERVICE DELIVERY	<input type="checkbox"/> 30	<input type="checkbox"/> 28	<input type="checkbox"/> 26	<input type="checkbox"/> 18	<input type="checkbox"/> 0
2. INTER/INTRA – AGENCY COMMUNICATION AND DELIVERY	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 12	<input type="checkbox"/> 6	<input type="checkbox"/> 0
3. EMPLOYEE QUALITIES/RESPONSIBILITIES	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
4. SYSTEM SUPPORT	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
5. WORKSITE SERVICE STANDARDS	<input type="checkbox"/> 18	<input type="checkbox"/> 16	<input type="checkbox"/> 14	<input type="checkbox"/> 7	<input type="checkbox"/> 0
Totals:	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

Overall Rating

Information from the comprehensive feedback summary was collected and analyzed in the preparation of this report.

Outstanding _____ Exemplary _____ Effective _____ Needs Improvement _____ Unsatisfactory _____
 100 – 94 93 – 86 85 – 75 74 – 65 64 - 0

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

 Signature of Evaluatee

 Date

Comments of the Evaluator:

 Signature of Evaluator

 Date

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
MAINTENANCE SUPERVISOR**

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

1. Supervise and coordinate work of craftsmen and other workers in the repair and maintenance of facilities and equipment.
2. Authorize the procurement of materials and equipment for work assignments.
3. Process bills and invoices for supplies, materials, equipment and any outside contracted services.
4. Conduct inspections of facilities and evaluate work performed by craftsmen and other workers as well as work performed by outside contractors.
5. Monitor inventory control procedures.
6. Oversee the maintenance of assigned vehicles and equipment as required.
7. Provide for a safe and secure workplace

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 30 Exemplary 28 Effective 26 Needs Improvement 18 Unsatisfactory 0

2. INTER / INTRA-AGENCY COMMUNICATION AND DELIVERY

Category Definitions

8. Communicate effectively with staff and vendors.
9. Keep supervisor informed of potential problems or unusual events.
10. Coordinate work schedules with appropriate building administrators.
11. Respond to inquiries or concerns in a timely manner.
12. Assist with the bid, evaluation and purchase of supplies, materials and equipment for the maintenance department.
13. Assist with the development and execution of management plans for hazardous materials.
14. Assist with the preparation and execution of preventive maintenance programs.

Source Code (Check Choices) A. Direct Documentation B. Indirect Documentation C. Training Programs Competency Acquisition D. Evaluatee Provided E. Confirmed Observation

Rating Code (Check One) Outstanding 16 Exemplary 14 Effective 12 Needs Improvement 6 Unsatisfactory 0

**WAKULLA COUNTY SCHOOL BOARD ANNUAL
PERFORMANCE APPRAISAL
MAINTENANCE SUPERVISOR**

Name _____ Position _____

3. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- 15. Model and maintain high ethical standards.
- 16. Participate in workshops and training sessions as required.
- 17. Coordinate training / updating of skills for assigned maintenance workers.
- 18. Demonstrate initiative in the performance of assigned responsibilities.
- 19. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Circle Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Circle One) 18 16 14 7 0

4. SYSTEM SUPPORT

Category Definitions

- 20. Prepare all required reports and maintain all appropriate records.
- 21. Follow all School Board policies, rules and regulations
- 22. Exhibit interpersonal skills to work as an effective team member.
- 23. Demonstrate support for the School District and its goals and priorities.
- 24. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 25. Maintain confidentiality regarding school matters.
- 26. Perform other incidental tasks consistent with the goals and objectives of this position.
- 27. Perform such duties and responsibilities associated with the ADA and OSHA as they relate to assigned areas.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check One) 18 16 14 7 0

5. WORKSITE SERVICE STANDARDS

Category Definitions

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code A. Direct B. Indirect C. Training Programs D. Evaluatee E. Confirmed
(Check Choices) Documentation Documentation Competency Acquisition Provided Observation

Rating Code Outstanding Exemplary Effective Needs Improvement Unsatisfactory
(Check One) 18 16 14 7 0