

**LEAD GENERAL MAINTENANCE WORKER
Summative Appraisal Form**

Name _____

School Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- | | | |
|----------|------------------------------|--|
| 5 | Clearly Outstanding: | Performance is consistently far superior to what is normally expected. |
| 4 | Exceeds Expectations: | Performance demonstrates increased proficiency and is consistently above expectations. |
| 3 | Meets Expectations: | Performance meets expectations and presents no significant problems. |
| 2 | Below Expectations: | Performance is consistently below expectations and significant problems exist. |
| 1 | Unsatisfactory: | Performance is consistently unacceptable. |
| 0 | Not Applicable | |

JOB PERFORMANCE STATEMENTS

Lead Carpenter

Maintenance and Repair

- ____ 1. Plans and completes construction of cabinets, shelves, and partitions from initial layout to assembly using oral instructions, plans, specifications, blueprints, and work orders.
- ____ 2. Selects material and hardware and makes time and materials estimates.
- ____ 3. Fabricates, repairs, and replaces doors, windows, flooring, ceiling materials, glass, building hardware, screens, plastic laminate, etc.
- ____ 4. Constructs and repairs outdoor equipment including playground equipment, fences, gates, bleachers, etc.
- ____ 5. Detects needed repairs on buildings, grounds, and equipment by following established inspection procedures.
- ____ 6. Replaces, repairs, and refinishes furniture, cabinets, fixtures, woodwork, etc.
- ____ 7. Assists with the installation and moving of portable buildings, including constructing steps, installing underpinning, etc.

- ____ 8. Receives and completes work orders as required by Maintenance Department Policies and Procedures.
- ____ 9. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ____ 10. Maintains inventory of district-owned tools, equipment, and materials.
- ____ 11. Inspects jobs upon completion and ensures areas are clean.
- ____ 12. Works with building principals and supervisors to complete projects.
- ____ 13. Responds to emergency calls as needed.

COMMENTS: _____

Driving

- ____ 14. Operates light truck to transport furniture and equipment throughout district.

COMMENTS: _____

Safety

- ____ 15. Instructs assigned personnel on proper and safe use of tools and equipment.
- ____ 16. Operates tools, equipment, and machinery according to prescribed safety procedures.
- ____ 17. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- ____ 18. Ensures that vehicles, equipment, and tools are in safe operating condition.
- ____ 19. Inspects and adjusts tools and equipment for safety and efficiency.
- ____ 20. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____

Other

- ____ 21. Follows School Board and Maintenance Department policies and procedures.
- ____ 22. Performs other duties assigned by supervisor.

____ 23. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities:

____ 24. Oversees construction and repairs projects when directed by maintenance coordinator.

____ 25. Provides input on evaluation when requested by maintenance coordinator.

COMMENTS: _____

Lead Doors and Locks

Maintenance and Repair

____ 26. Repairs and maintains district facilities, including repairing emergency exit doors and hardware, replacing door fixtures, motors, closers, repairing, and re-keying locks.

____ 27. Keeps detailed stock of key blanks and records of all keys needed within the district.

____ 28. Detects and reports needed major repairs to locks on lockers, furniture, restroom partitions, restroom partition doors, overhead doors, and all related equipment.

____ 29. Receives and completes work orders as required by Maintenance Department policies and procedures.

____ 30. Inspects jobs upon completion and ensures areas are clean.

____ 31. Maintains inventory of district-owned tools, equipment, and materials.

____ 32. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.

____ 33. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.

____ 34. Knows and follows local fire code as it applies to doors and locks within the district.

____ 35. Stocks and orders all materials needed for maintenance of doors and locks district wide.

____ 36. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.

____ 37. Installs door and window assemblies and hardware, including window glass and screens.

____ 38. Installs ceiling and flooring materials.

____ 39. Works with building principals and supervisors to complete projects.

____ 40. Responds to emergency calls as needed.

COMMENTS: _____

Driving

____ 41. Operates light truck to transport furniture and equipment throughout district.

COMMENTS: _____

Safety

____ 42. Instructs assigned personnel on proper and safe use of tools and equipment.

____ 43. Operates tools, equipment, and machinery according to prescribed safety procedures.

____ 44. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

____ 45. Ensures that vehicles, equipment, and tools are in safe operating condition.

____ 46. Inspects and adjusts tools and equipment for safety and efficiency.

____ 47. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____

Other

____ 48. Follows and abides by School Board and Maintenance Department policies and procedures.

____ 49. Performs other duties assigned by supervisor.

____ 50. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____ 51. Supervises the repair and replacement of locks and keys throughout the district.

COMMENTS: _____

Lead Painter

Maintenance and Repair

- ____ 52. Smooths and prepares surfaces for painting, including sanding and removing old paint.
- ____ 53. Fills nail holes, cracks, and joints with putty, plaster, or other filler.
- ____ 54. Tapes, floats, and textures walls and ceilings.
- ____ 55. Selects premixed paints or mix required portions of pigment, oil, and thinning and drying substances to prepare paint to match specified colors.
- ____ 56. Paints surfaces, using brushes, spray gun, or paint rollers, and applies paint with cloth, brush, sponge, or fingers to create special effects.
- ____ 57. Stains, seals, and varnishes wood surfaces.
- ____ 58. Erects scaffolding or sets up ladder to perform tasks above ground level.
- ____ 59. Retrieves and delivers painting supplies to campuses; maintains delivery records.
- ____ 60. Detects needed repairs on buildings, grounds, and equipment by following established inspection procedures.
- ____ 61. Prepares all painted signs required by the district.
- ____ 62. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ____ 63. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ____ 64. Maintains inventory of tools and assists with inventory control of materials and equipment.
- ____ 65. Inspects jobs upon completion and ensures areas are clean.
- ____ 66. Works with building principals and supervisors to complete projects.

COMMENTS: _____

Driving

- ____ 67. Operates light truck to transport furniture and equipment throughout district.

COMMENTS: _____

Safety

- ____ 68. Operates tools and equipment according to established safety procedures.
- ____ 69. Performs preventive maintenance on tools and equipment.

- ____ 70. Ensures that vehicles, equipment, and tools are in safe operating condition.
- ____ 71. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- ____ 72. Handles and disposes of paint, stain, varnish, and other chemicals according to established procedures.
- ____ 73. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____

Other

- ____ 74. Follows and abides by School Board and Maintenance Department policies and procedures.
- ____ 75. Performs other duties as assigned by supervisor.
- ____ 76. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

- ____ 77. Assists Maintenance Coordinator in the supervision of all GSMW (painters).

COMMENTS: _____

What strengths does _____ possess?

What are some improvements _____ can make to ensure a higher degree of success for students on this campus/department?

