

**GROUNDS FOREMAN
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

Grounds Maintenance and Landscaping

- ____ 1. Assists in assigning all grounds work and oversees completion.
- ____ 2. Estimates the cost and time required for special projects and orders materials.
- ____ 3. Interprets blueprints, plans, and sketches to carry out landscape designs.
- ____ 4. Establishes care and watering schedules, including spraying, fertilizing, pruning, etc.
- ____ 5. Operates and maintains equipment used for grounds operations, including backhoe, trencher, tractor, riding and power mowers, etc.
- ____ 6. Inspects grounds and facilities and initiates needed repairs, including the building and repair of fences and gates.
- ____ 7. Installs, tests, adjusts, and repairs sprinkler systems.
- ____ 8. Coordinates the storage and use of all grounds equipment, tools, and supplies.
- ____ 9. Prepares, implements, and maintains preventive maintenance and repair procedures for grounds equipment and tools.
- ____ 10. Recommends replacement of existing equipment.

- ____ 11. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ____ 12. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ____ 13. Maintains inventory of district-owned tools, equipment, and materials.
- ____ 14. Inspects jobs upon completion and ensures areas are clean.
- ____ 15. Works with building principals and supervisors to complete projects.

COMMENTS: _____

Driving

- ____ 16. Operates light truck to transport furniture and equipment throughout district.

COMMENTS: _____

Safety

- ____ 17. Instructs assigned personnel on proper and safe use of tools and equipment.
- ____ 18. Operates tools, equipment, and machinery according to prescribed safety procedures.
- ____ 19. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- ____ 20. Ensures that vehicles, equipment, and tools are in safe operating condition.
- ____ 21. Inspects and adjusts tools and equipment for safety and efficiency.
- ____ 22. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____

Other

- ____ 23. Works irregular hours and responds to after-hours emergency calls as needed.
- ____ 24. Assists in preparation of grounds supplies budget.
- ____ 25. Assists in recruiting, screening, training, and evaluation of grounds employees.
- ____ 26. Follows and abides by School Board and Maintenance Department policies and procedures.
- ____ 27. Performs other duties as assigned by supervisor.

____ 28. Maintains confidentiality of information.

COMMENTS: _____

Supervisory Responsibilities

____ 29. Supervises and assists in evaluating work of groundskeepers.

COMMENTS: _____

What strengths does _____ possess?

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

Summative Conference Comments:

Recommendation of Evaluator: I have read and received a copy of this evaluation. I have reviewed this instrument.

- ____ Renewal and/or Extension of Assignment
- ____ Non-renewal of Assignment
- ____ Termination of Assignment
- ____ Non-extension of Assignment

Administrator (Print Name) Date

Administrator (Signature) Date

Employee's Signature Date