

**CONSTRUCTION MANAGER
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

Building Maintenance and Repair

- ____1. Serves as liaison to architects, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications. Coordinates and conducts project development and construction progress meetings.
- ____2. Works with city, county, state, and federal officials to ensure conformity with codes and ordinances regulating district construction projects.
- ____3. Develops and maintains construction and progress schedules.
- ____4. Conducts on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.
- ____5. Inspects existing facilities and makes recommendations for improvements as needed and establish and recommend priorities for repair projects.
- ____6. Expedites documentation and completion of punch-list items and coordinate transition of building operation from general contractor to district upon acceptance of a facility.
- ____7. Tracks warranty expiration dates and makes final warranty check prior to end of warranty periods. Oversees warranty correction work.
- ____8. Participates in the prequalification or approval process for architects, engineers, and contractors.

____9. Consults faculty, administrative staff, and community to determine program-driven design needs.

COMMENTS: _____

Policy, Reports, and Law

____10. Completes periodic reports of construction project progress and makes presentations to the board.

____11. Compiles, maintains, and files all reports, records, and other documents required including coordinating the storage and handling of construction documents.

COMMENTS: _____

Budget and Inventory

____12. Estimates cost of construction and repair projects, including labor, materials, and other related costs and assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.

____13. Assists with the evaluation of formal bids and provides input into recommendations for the awarding of contracts for school board approval.

____14. Reviews and authorizes requests for payment from contractor(s) and designer(s).

____15. Ensures that programs are cost-effective and funds are managed wisely.

COMMENTS: _____

Safety

____16. Maintains safety standards in conformance with federal, state, and insurance regulations,

COMMENTS: _____

Other

____17. Performs other duties and responsibilities as assigned by supervisor.

COMMENTS: _____

What strengths does _____ possess?
