

**WELDER
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

Welding - Main Responsibility

Maintenance and Repair

- ____ 1. Completes repair and maintenance of district facilities, including repairing Metal roofing, walkway covers, handrails, sidewalk drains, material supports, septic covers, district vehicles, farm equipment, repairing, and replacing plumbing piping, drainage systems; metal door frames, playground equipment, and fencing.
- ____ 2. Inspects building exterior and interior, playground equipment, all grounds, and performs maintenance and minor repairs.
- ____ 3. Detects and reports needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
- ____ 4. Completes repairs as requested on work orders or by maintenance foreman.
- ____ 5. Assists with mowing and detailing of district grounds.
- ____ 6. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- ____ 7. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.
- ____ 8. Installs door and window assemblies and hardware, including window glass and screens.

- ___ 9. Installs ceiling and flooring materials.
- ___ 10. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ___ 11. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ___ 12. Maintains inventory of district-owned tools, equipment, and materials.
- ___ 13. Inspects jobs upon completion and ensures areas are clean.
- ___ 14. Works with building principals and supervisors to complete projects.
- ___ 15. Responds to emergency calls as needed.

COMMENTS: _____

Carpentry

Maintenance and Repair

- ___ 16. Completes repair and maintenance of district facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.
- ___ 17. Inspects building exterior and interior, playground equipment, and grounds; performs maintenance and minor repairs.
- ___ 18. Detects and reports needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
- ___ 19. Completes repairs as requested on work orders or by maintenance foreman.
- ___ 20. Assists with mowing and detailing of district grounds.
- ___ 21. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- ___ 22. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.
- ___ 23. Hangs pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.
- ___ 24. Installs door and window assemblies and hardware, including window glass and screens.
- ___ 25. Installs ceiling and flooring materials.
- ___ 26. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ___ 27. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ___ 28. Maintains inventory of district-owned tools, equipment, and materials.
- ___ 29. Inspects jobs upon completion and ensures areas are clean.

____ 30. Works with building principals and supervisors to complete projects.

____ 31. Responds to emergency calls as needed.

COMMENTS: _____

Doors and Locks

Maintenance and Repair

____ 32. Repairs and maintains district facilities, including repairing emergency exit doors and hardware, replacing door fixtures, motors, closers, repairing, and re-keying locks.

____ 33. Keeps detailed stock of key blanks.

____ 34. Detects and reports needed major repairs to locks on lockers, furniture, restroom partitions, restroom partition doors, over head doors, and all related equipment.

____ 35. Completes repairs as requested on work orders or by maintenance foreman.

____ 36. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.

____ 37. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.

____ 38. Installs door and window assemblies and hardware, including window glass and screens.

____ 39. Installs ceiling and flooring materials.

____ 40. Inspects jobs upon completion and ensures areas are clean.

____ 41. Receives and completes work orders as required by Maintenance Department policies and procedures.

____ 42. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.

____ 43. Maintains inventory of district-owned tools, equipment, and materials.

____ 44. Knows and follows local fire code as it applies to doors and locks within the district.

____ 45. Works with building principals and supervisors to complete projects.

____ 46. Responds to emergency calls as needed.

COMMENTS: _____

Small Engine Repair Mechanic

Maintenance and Repair

____ 47. Performs general maintenance and repair of grounds equipment, including repairing weed-trimmers, mowers, tractors, tire repair, replacing electrical gauges, switches, wiring and associated parts.

- ___ 48. Inspects grounds equipment for damage, corrosion and defective parts; performs maintenance and repairs.
- ___ 49. Detects and completes needed repairs on all grounds equipment, including oil changes and hydraulic fluid changes when required.
- ___ 50. Assists with mowing and detailing of district grounds when needed.
- ___ 51. Assists with relocation of grounds equipment, such as shedders, tractors, trailers, backhoe, etc.
- ___ 52. Moves, installs, assembles, and repairs all grounds equipment as needed.
- ___ 53. Delivers and picks up grounds equipment as required.
- ___ 54. Maintains preventive maintenance schedules and procedures for all grounds equipment, including changing of oil and oil filters, cleaning of decks, engines, replacement of belts, pulleys and bearings.
- ___ 55. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ___ 56. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ___ 57. Maintains inventory of district-owned tools, equipment, and materials.
- ___ 58. Inspects jobs upon completion and ensures areas are clean.
- ___ 59. Works with building principals and supervisors to complete projects.
- ___ 60. Responds to emergency calls as needed.

COMMENTS: _____

Sprinkler and Fence

Grounds, Fencing and Sprinklers Maintenance and Repair

- ___ 61. Repairs all district fencing and sprinklers.
- ___ 62. Assists with the preparation of athletic fields for games, including repair of fence and sprinkler.
- ___ 63. Installs water sprinklers and hose bibs.
- ___ 64. Measures and orders appropriate materials for sprinkler and fencing repair.
- ___ 65. Maintains inventory of district-owned tools, equipment, and materials.
- ___ 66. Inspects jobs upon completion and ensures areas are clean.
- ___ 67. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ___ 68. Works with building principals and supervisors to complete projects.

- ____ 69. Detects needed repairs on buildings, grounds, and equipment following established inspection procedures.
- ____ 70. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ____ 71. Responds to emergency calls as needed.

COMMENTS: _____

Plumbing

Maintenance and Repair

- ____ 72. Completes plumbing repair of district facilities, including drains, sinks, water lines, water fountains, replacing piping, drainage systems, sprinkler systems, pumps, lift stations, and kitchen equipment
- ____ 73. Inspects building exterior, interior, and all grounds, and performs maintenance and minor repairs to all plumbing items.
- ____ 74. Detects and reports needed major repairs on building structures and their systems.
- ____ 75. Completes repairs as requested on work orders or by maintenance foreman.
- ____ 76. Assists with mowing and detailing of district grounds as requested.
- ____ 77. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- ____ 78. Moves, installs, assembles, and repairs all school furniture and playground equipment as needed.
- ____ 79. Installs boilers , hot water heaters, sinks, faucets, water lines, drains, and other plumbing fixtures.
- ____ 80. Inspects gas lines for leaks.
- ____ 81. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ____ 82. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.

COMMENTS: _____

Painting

Maintenance and Repair

- ____ 83. Paints all district facilities, including, buildings, sheds, playground equipment, covered walkways, interior and exterior walls, parking lines, fields, bleachers, and playcourts.
- ____ 84. Inspects building exterior, interior, and grounds, reports areas that require painting to maintenance Office.

- ___ 85. Detects and reports needed major repairs on building structures and their systems.
- ___ 86. Completes painting as requested on work orders or by maintenance foreman.
- ___ 87. Assists with mowing and detailing of district grounds as requested.
- ___ 88. Assists with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.
- ___ 89. Moves, installs, assembles, and repairs/paints all school furniture and playground equipment as needed.
- ___ 90. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ___ 91. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures

COMMENTS: _____

Electrical

Maintenance and Repair

- ___ 92. Performs electrical repairs of district facilities, lighting, outlets, and equipment.
- ___ 93. Inspects distort electrical equipment for damage, corrosion and defective parts; performs maintenance and repairs.
- ___ 94. Detects and completes needed repairs on score boards, signs, and intercom equipment, when required.
- ___ 95. Assists with mowing and detailing of district grounds when needed.
- ___ 96. Assists with relocation of grounds equipment, such as shedders, tractors, trailers, backhoe, etc, as needed
- ___ 97. Moves, installs, assembles, and repairs all grounds equipment as needed.
- ___ 98. Maintains preventive maintenance schedules and procedures for all electrical equipment,
- ___ 99. Receives and completes work orders as required by Maintenance Department policies and procedures.
- ___ 100. Maintains accurate records on material and labor used as required by Maintenance Department policies and procedures.
- ___ 101. Maintains inventory of district-owned tools, equipment, and materials.
- ___ 102. Inspects jobs upon completion and ensures areas are clean.
- ___ 103. Works with building principals and supervisors to complete projects.
- ___ 104. Responds to emergency calls as needed.

COMMENTS: _____

Driving

____ 105. Operates light truck to transport furniture and equipment throughout district.

COMMENTS: _____

Safety

____ 106. Instructs assigned personnel on proper and safe use of tools and equipment.

____ 107. Operates tools, equipment, and machinery according to prescribed safety procedures.

____ 108. Follows established safety procedures and techniques to perform job duties, including lifting, climbing, etc.

____ 109. Ensures that vehicles, equipment, and tools in safe operating condition.

____ 110. Inspects and adjusts tools and equipment for safety and efficiency.

____ 111. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.

COMMENTS: _____

Other

____ 112. Follows and abides by School Board and Maintenance Department policies and procedures.

____ 113. Performs other duties as assigned by supervisor.

____ 114. Maintains confidentiality of information.

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