

**ENERGY MANAGER
Summative Appraisal Form**

Name _____ School Location _____

Position _____ Date of Review _____

Appraisal Period: From _____ to _____

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

- _____ 1. Monitors, compiles and analyzes data on the consumption of electricity, water and natural gas; weather conditions including temperature extremes, humidity and other relative data. Develops reports evaluating the relative efficiency of district facilities and their system components, trends in energy usage and causal relationships including comparisons between facilities, within the district, region and state. Keeps management informed of deviations from norms or planned usage.
- _____ 2. Pursues an aggressive program to reduce district costs for energy, developing long-range plans to improve energy efficiency and customizing strategies for each campus. Prioritizes projects through demonstrating simple payback, increased comfort and life cycle costing.
- _____ 3. Establish an Energy Management Committee including school staff, students and administrators.
- _____ 4. In cooperation with the Committee, develops energy management policies, procedures and training programs for the operations of school facilities.
- _____ 5. Manages the installation and operation of energy management systems. Designs systems to accommodate programmatic needs and comfort levels while maximizing energy efficiency.
- _____ 6. Reviews and makes recommendations on shop drawings, product data and samples for construction projects. Assists in evaluating HVAC and energy equipment to ensure effectiveness.
- _____ 7. Monitors, compiles and analyzes data on all environmental issues. Develops reports outlining improvements in environmental health and safety, trends and causal relationships.

- _____ 8. Assumes responsibility for regularly inspecting and testing district facilities for adverse environmental conditions. Ensures adequate records are maintained of all pertinent information. Notifies appropriate staff and officials regarding environmental concerns.
- _____ 9. Works closely with Human Resources to develop policies, procedures and training programs, setting standards for the management of energy issues in district facilities.
- _____ 10. Conducts awareness training, educating and equipping students, parents and staff, on energy management.
- _____ 11. Keeps informed regarding changes in laws and regulations, innovations, and best practices.
- _____ 12. Other duties as assigned.

COMMENTS: _____

Supervisory Responsibilities

- _____ 13. The Energy Manager administers control over the energy usage of all district facilities. The Energy Manager works in cooperation with other administrators and departments to resolve any energy issues.

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's Print Name

Date

Administrator's Signature

Date

Employee's Signature

Date