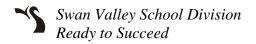


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Maintenance Supervisor

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JOB RELATED SKILLS:

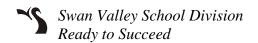
1.	Provide supervision and scheduling of all custodial and maintenance work within Division facilities. The maintenance team will be coordinated through a work order scheduling system.	0	VG	S	NI	NA
2.	Completes an evaluation of maintenance staff.	0	VG	S	NI	NA
3.	Maintains the School Division's building mechanical systems in a safe and operational condition.	0	VG	S	NI	NA
4.	Performs scheduled preventative maintenance tasks as required.	0	VG	S	NI	NA
5.	Purchases materials and supplies as per yearly budget.	0	VG	S	NI	NA
6.	Coordinates the repair and upgrade of facility and grounds equipment through a "work order" scheduling program.	0	VG	S	NI	NA
7.	Provides material and labor estimates associated with all minor maintenance projects.	0	VG	S	NI	NA
8.	Orders and ships to schools and support buildings all maintenance and custodial supplies as required.	0	VG	S	NI	NA
9.	Establishes and maintains maintenance department inventory control program.	0	VG	S	NI	NA
10.	Handles the preparation and processing of tenders for supplies and services related to building maintenance.	0	VG	S	NI	NA
11.	Assists with the scheduling of the School Division's computerized energy management program.	0	VG	S	NI	NA
12.	Develops and implements an annual Divisional "schools facility request" program for buildings and grounds improvement.	0	VG	S	NI	NA



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13.	Prepares and completes maintenance reports and forms on a regular basis.	0	VG	S	NI	NA
14.	Assists with the training of employee custodial staff.	0	VG	S	NI	NA
15.	Attends in-services related to facility maintenance as required.	0	VG	S	NI	NA
16.	Maintains filing system for existing service prints, drawings, and facility maps.	0	VG	S	NI	NA
17.	Oversees the operation of the energy management control and security systems through the Division.	0	VG	S	NI	NA
18.	Organizes and maintains a master key system for all property owned by the Division.	0	VG	S	NI	NA
19.	Assists in the prioritization of capital "D" expenditures and in the development of the five-year capital plan.	0	VG	S	NI	NA
20.	Performs all other related duties as assigned by the Superintendent/CEO.	0	VG	S	NI	NA
21.	Attendance.	0	VG	S	NI	NA
22.	Public Relations a) works positively as part of the SVSD team b) interacts positively with other staff interacts positively with the public	0 0 0	VG VG VG	S S S	NI NI NI	NA NA NA
23.	Personal Qualities /Attributes a) punctuality b) dependability c) cooperation d) enthusiasm e) judgment f) adaptability g) confidentiality	0 0 0 0 0 0	VG VG VG VG VG VG	\$ \$ \$ \$ \$ \$ \$ \$	NI NI NI NI NI NI	NA NA NA NA NA NA



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h)	personal appearance	0	VG	S	NI	NA
i) [′]	attitude to work	0	VG	S	NI	NA
j)	accepts responsibility	0	VG	S	NI	NA
k)	accepts direction	0	VG	S	NI	NA

Comments:

Ratings:

Outstanding Outstanding is unusual. Genuine "outstanding" performance means performance that is all one can possibly expect in all phases of the work. "Outstanding" work performance means a degree of performance that can be achieved but rarely maintained.

Very Good Very Good means that the employee meets requirements of his/her position satisfactorily throughout the rating period, and in addition consistently performs at a level above such requirements in many areas of his/her total work performance.

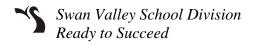
Satisfactory Satisfactory means the performance of an employee who consistently meets the requirements of his/her position in a satisfactory manner throughout the rating period. By this standard he/she is a worker who has produced what can reasonably be expected of a fully competent

person in the position.

Needs Improvement Meeds Improvement means the performance does not meet all requirements of the position, and hence falls below the average of the work group. A "Needs Improvement" rating indicates a positive need for a discussion between the employee and his/her supervisor regarding the

shortcomings. A suggestion on how to improve must accompany this comment.

Not Applicable Not Applicable means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.

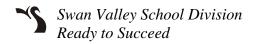


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GROWTH PLAN (Summary)

General Information – position description.					
2. Growth Plan (Goals)					
3. Areas of Strength:					
4. Suggestions for Improvement:					
5. Recommendations/Conclusions:					
I have read and received a copy of the evaluation.					
Employee's Signature	Date				
Evaluator's Signature	Date				
Comments (additional sheets may be added as required):					



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