

Haysville USD #261
Employee Performance Review
Building Controls Technician

EMPLOYEE INFORMATION

Employee Name

Location

Job Classification

Evaluator Name

REVIEW GUIDELINES

Directions:

As with any evaluation process, the intent is to provide information that will enable the employee to improve job performance. Individuals needing to improve in an area shall be given specific information as to the reasons why improvement is needed and time to correct any deficiencies.

Check one rating for each function. The evaluator may comment on any marking but functions marked "Marginal" or "Unsatisfactory" shall include suggestions for improving performance.

Complete this Employee Evaluation using the following scale:

Outstanding – Performance is so successful at this element of your job that special note should be made.

Very Good – Performance at this level is consistently better than average.

Satisfactory – Performance is at or above the standards required.

Marginal – Performance is somewhat below the minimum standard for this element of your job. There appears to be, however, potential and the willingness to improve.

Unsatisfactory – Performance on this element of your job is well below the standards and potential and/or willingness to meet the minimum standards is not immediately apparent.

REVIEW OF ESSENTIAL JOB FUNCTIONS

1. Install, maintain, trouble shoot, test and calibrate HVAC equipment for the purpose of ensuring all equipment is working properly.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

2. Perform preventative maintenance on all assigned equipment and respond to emergency calls after regular work hours for the purpose of maintaining building equipment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

3. Ensure that all work is done according to standard practices, design specifications, and provincial and local building codes to ensure safe and accurate maintenance.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

4. Provide response and corrective action for urgent building operational items, indoor air quality, thermal comfort parameters and environmental issues to ensure a safe and comfortable work environment.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

5. Maintain appropriate records including complete equipment repair history, work orders, daily job card, vehicle records, test reports, and other related data for the purpose of having references to all archived work.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

6. Serve as a liaison with consultants, contractors, inspectors, suppliers and other departments on maintenance and project work to provide expert advice and oversight.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

7. Complete and document work orders prior to submission to supervisor to provide accountability for any work within the department.

Outstanding

Very Good

Satisfactory

Marginal

Unsatisfactory

Comments:

8. Provide written reports on any inspections and/or tests and make recommendations to improve performance.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

9. Maintain clean and orderly conditions in all work areas, including shop, monitoring station, vehicle and school sites to ensure a safe work environment.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

10. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

11. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Outstanding **Very Good** **Satisfactory** **Marginal** **Unsatisfactory**

Comments:

COMMENTS AND SIGNATURES

Evaluator Comments:

Employee Comments: _____

I have discussed this performance evaluation with the employee.

Evaluator's Signature

Date

I have reviewed this performance evaluation.

Administrator's Signature

Date

I have read this evaluation of my performance and discussed it with my evaluator.

Employee's Signature

Date