

**Haysville USD #261**  
**Employee Performance Review**  
**Director of Facilities**

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. Develop and maintain a system to prioritize maintenance and custodial jobs, utilize staff, and account for time and materials in job completion to ensure an effective and efficient work environment.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

2. Make frequent inspections of facilities to assure that equipment is functioning properly and that maintenance and custodial work is being completed at a satisfactory level.

**Outstanding**

**Very Good**

**Satisfactory**

**Marginal**

**Unsatisfactory**

**Comments:**

3. Advise, recommend and follow up on repair service to be contracted for the purpose of maintaining equipment properly.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

4. Insure proper documentation and safeguards for all materials and equipment issued and used for the purpose of accountability within the Maintenance Department.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

5. Develop and implement systems for dealing efficiently and effectively with emergency situations to ensure that all safety measures are taken.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

6. Maintain accurate inventory of equipment for the purpose of accountability of the district's assets.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

7. Evaluate and recommend selection, placement, promotion, and dismissal of all custodial and maintenance personnel to the Director of Operations to promote excellence within the Maintenance Department.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

8. Approve time cards and certify any overtime for the purpose of accountability of work being done within the district.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

9. Conduct training and safety workshops for custodial and maintenance personnel in order to comply with all district and local regulations.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

10. Keep informed of the latest trends, development and products of custodial supplies and services, maintenance, repairs, energy conservation and environmental control to provide an efficient work environment.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

11. Prepare accident reports and submit to the Director of Operations to ensure that all incidents are handled in a timely manner.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

12. Coordinate installation and maintenance of fire, security, and other alarm systems to ensure that the district abides by all local and state regulations.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

13. Serve as the district's field representative for construction projects to provide proper communication between the district and the contractors.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

14. Review and recommend Capital Outlay projects to provide input for ongoing and new projects within the district.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

15. Coordinate custodial services with Head Custodians, Principals and the Director of Operations to ensure that all the needs of the maintenance department are met.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

16. Be familiar with all safety standards, laws, codes, rules, regulations, policies, and procedures for maintenance and custodial work to ensure compliance with state and local regulations.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

17. Assist the Operations Director regarding communications with law enforcement, fire, and emergency medical and emergency management personnel for the purpose of compliance with local regulations.

**Outstanding                      Very Good                      Satisfactory                      Marginal                      Unsatisfactory**

**Comments:**

18. 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:**

19. 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