

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

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

h)	personal appearance	O	VG	S	NI	NA
i)	attitude to work	O	VG	S	NI	NA
j)	accepts responsibility	O	VG	S	NI	NA
k)	accepts direction	O	VG	S	NI	NA

Comments:

Ratings:	
Outstanding	<u>Outstanding</u> 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	<u>Very Good</u> 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	<u>Satisfactory</u> 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	<u>Needs Improvement</u> 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	<u>Not Applicable</u> means that the particular job characteristic is not an expectation for this employee as part of his/her regular duties at this time.

