

 LETHBRIDGE SCHOOL DIVISION

 402.11.2.22 Laborer Evaluation Form

# Section One Introduction

 Name

 Location

 Start Date for Current Position

 Evaluator (Principal/Vice Principal)

 Date

*Reason for evaluation:*

[ ]  Evaluation process for employees new to the Division (indicate period below).

 [ ]  6 Month Evaluation [ ]  10 Month Evaluation

[ ]  Employee request.

[ ]  Employee has not developed and implemented a Growth Plan.

[ ]  Employee may not be meeting the Support Staff Quality Standards.

# Section Two Labourer Quality Standards Form

**In accordance with the expectations of the Labourer position, the employee will be evaluated within the following areas:**

* All areas should be marked as meeting (M) the standard, not meeting (N/M) the standard, or not applicable (N/A). For the purposes of this form, “meeting” describes job performance that meets the standard of performance in each area. Where areas of “not meeting” standards are identified, a comment must be made.
* All marked deficiencies must be accompanied by supporting documentation.

**1. KEY RESPONSIBILITIES**

This position is responsible for completing varied and routine manual duties and skilled work.

M N/M

[ ]  [ ]  Good organizational skills.

[ ]  [ ]  Self-motivated.

[ ]  [ ]  Possesses a valid Alberta Driver’s license.

[ ]  [ ]  Thorough knowledge of the applicable rules and regulations of safe driving.

[ ]  [ ]  Possesses a mechanical aptitude.

[ ]  [ ]  Possesses considerable knowledge of the rules and regulations governing the safe and proper practices for completing work.

[ ]  [ ]  Possesses considerable knowledge of materials, tools, equipment methods and practices related to the work environment.

[ ]  [ ]  Carries out directions and duties as assigned.

COMMENTS:

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**2. PERSONAL/PROFESSIONAL QUALITIES**

M N/M

[ ]  [ ]  Interpersonal relationships (Maintenance staff, caretaking, teachers, students, public; includes dealing with conflict).

[ ]  [ ]  Team player (with the maintenance staff, caretaking, the school, the community, and the Division).

[ ]  [ ]  Demonstrate the ability to communicate effectively and appropriately.

[ ]  [ ]  Ability to resolve conflict effectively. (Reference: [Employee Code of Conduct Appendix A 400.1](https://www.lethsd.ab.ca/download/187241))

[ ]  [ ]  Use of time (include attendance, punctuality, setting of priorities, keeping to schedules).

[ ]  [ ]  Initiative (self directed, takes charge of assigned tasks, requires minimum supervision).

[ ]  [ ]  Maintains appropriate personal hygiene and appearance.

[ ]  [ ]  Promotes an atmosphere of mutual respect and appreciation for individual

 differences, all staff, students, families, and community members,

 regardless of race, culture, gender, faith, nation, or spoken language,

 within the school division.

[ ]  [ ]  Promotes a welcoming, caring, respectful, and safe work environment.

COMMENTS:

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**3. POSITION REQUIREMENTS**

1. **GENERAL**

M N/M

[ ]  [ ]  Possesses the skills required to perform the work assigned.

[ ]  [ ]  Capable of performing heavy manual labour for extended periods of time under various weather conditions.

[ ]  [ ]  Preforms paperwork related to Occupational Health & Safety.

[ ]  [ ]  Assists other departments in facility operation.

[ ]  [ ]  Services physical education equipment.

[ ]  [ ]  Provides minor painting as required.

[ ]  [ ]  Performs minor welding repairs.

[ ]  [ ]  Able to operate various hand tools.

[ ]  [ ]  Requisitions and/or purchases materials as required.

[ ]  [ ]  Able to perform duties in all weather conditions.

[ ]  [ ]  Consistently performs related duties as assigned by the Director of Operations and Maintenance or designate.

[ ]  [ ]  Able to perform incidental clerical duties as required.

[ ]  [ ]  Keeps simple records.

COMMENTS:

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1. **GAS POWERED EQUIPMENT**

M N/M N/A

[ ]  [ ]  [ ]  Services vehicles by checking oil, filling with gas, and other related duties.

[ ]  [ ]  [ ]  Able to operate various vehicles.

[ ]  [ ]  [ ]  Periodically performs maintenance of vehicles and tractors.

[ ]  [ ]  [ ]  Periodically services lawn mowers, snow blowers, sweepers, etc.

COMMENTS:

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**C. GROUNDS**

M N/M N/A

[ ]  [ ]  [ ]  Performs lawn edging, power raking, sweeping, aerating, and fertilizing.

[ ]  [ ]  [ ]  Prunes trees and shrubbery.

[ ]  [ ]  [ ]  Maintains playground equipment and chain link fencing.

[ ]  [ ]  [ ]  Provides necessary repairs to asphalt surface in parking lots and play court areas.

[ ]  [ ]  [ ]  Removes snow and applies sand to parking lots and play courtyards.

[ ]  [ ]  [ ]  Performs power sweeping of parking lots.

[ ]  [ ]  [ ]  Maintains and installs snow fence.

[ ]  [ ]  [ ]  Provides athletic game lines in fields and courtyards.

[ ]  [ ]  [ ]  Assists in preparation of start-up and shut down of underground sprinkler systems.

[ ]  [ ]  [ ]  Sprays insecticide and pesticide chemicals on trees, shrubbery, and lawn according to Alberta Environment regulations and codes.

COMMENTS:

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1. **CARTAGE**

M N/M N/A

[ ]  [ ]  [ ]  Able to safely unload trucks independently or with assistance.

[ ]  [ ]  [ ]  Displays knowledge of the methods and procedures used in the safe and efficient loading, unloading, and transporting of materials and equipment.

[ ]  [ ]  [ ]  Preforms general delivery of interschool mail, office materials, records, and receipts.

[ ]  [ ]  [ ]  Performs general moving tasks (Caretakers’ supplies, physical education equipment, musical equipment, school supplies and furniture as per principals’ request).

COMMENTS:

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**4. COMMUNICATION**

M N/M

[ ]  [ ]  Excellent communication skills both in written and oral format.

[ ]  [ ]  Proven public relations skills and demonstrated ability in promoting and maintaining effective working relations with public, students, co-workers, school staff, administration and Division officials.

COMMENTS:

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# **5. TIME MANAGEMENT**

[ ]  Attendance report attached.

M N/M

[ ]  [ ]  Attends regularly.

[ ]  [ ]  Is on time, ready to work at the assigned time.

[ ]  [ ]  Sets priorities in collaboration with administration.

[ ]  [ ]  Uses time effectively.

[ ]  [ ]  Follows assigned schedule.

COMMENTS:

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# **6. DECISION**

 [ ]  Improvement plan implemented; employee proceeds to 10-month evaluation.

 [ ]  Completes probationary process.

 [ ]  Employee returns to Growth Plan process.

 [ ]  Employee must submit a Growth Plan within one month.

# **7. EVALUATOR’S COMMENTS**

COMMENTS:

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# **8. EMPLOYEE’S COMMENTS**

COMMENTS:

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***As Director, I have read and approve this evaluation.***

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 Director of Facilities Signature Date

After this evaluation has been signed by the Director of Facilities, the following signatures are necessary upon review:

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 Coordinator (if applicable) Date

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 Employee’s Signature Date

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 Reviewed by Human Resources Date

* Copy to Employee
* Copy to Director of Facilities
* Original copy goes to Human Resources for employee’s file