

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
EMPLOYEE EVALUATION FORM**

Job Description #1400-0455
Grounds Maintenance Director

NAME _____

BUILDING _____ ANNIVERSARY DATE _____

TYPE OF EVALUATION

PROBATIONAL ADDITIONAL ANNUAL

PERFORMANCE LEVEL INDICATION KEY

- SCALE THE EMPLOYEE'S PERFORMANCE HAS:**
- +** Exceeded or met the expectations for this position.
 - 0** Employee's performance does not meet expectations for this position.

For those areas rated "0", the employee shall develop a plan to bring performance to an acceptable level. The supervisor is available for assistance in the development of the plan.

ESSENTIAL SKILLS

- _____ **Cut and reseed grass on athletic and physical education playing fields as needed.**
- _____ **Line athletic and practice fields as needed.**
- _____ **Water playing field areas as needed.**
- _____ **Sharpen blades and maintain all grass cutting equipment in a state of repair which is safe for all personnel to use.**
- _____ **Be sure all protective shields and skirts around mower are installed.**
- _____ **Obtain cost of grounds equipment when requested and submit quote to Maintenance Director.**
- _____ **As appropriate, participate in continuous programs of updating knowledge and skills in maintaining sod and lawns.**

- _____ Assist the maintenance staff in repairing equipment and buildings.
- _____ Remove, clean and/or replace filters as needed.
- _____ Make electrical repairs to scoreboard and sound system as needed.
- _____ Complete work orders as assigned.
- _____ Practice preventive maintenance on all electrical and mechanical equipment.
- _____ Qualified to operate school equipment and machinery.
- _____ Make sure all sprinkler systems are drained and properly prepared for winter.
- _____ Be certified to operate a school bus.
- _____ Carry a valid CDL License.
- _____ Be in attendance at home varsity football games.
- _____ Agricultural Chemical Certificate.

SUMMARY RATINGS

- _____ Accuracy and neatness of work
- _____ Amount and performances of work
- _____ Attendance and punctuality
- _____ Initiative, responsibility
- _____ Use of time
- _____ Cooperation
- _____ Personal relationship
- _____ Acceptance of criticism

SUMMARY COMMENTS

Employee Signature

Evaluator Signature

Date

The signature of the employee does not mean the employee agrees with the evaluation; rather the employee has read the evaluation.