

Performance Evaluation

Park Maintenance Technician

Employee: _____ Evaluation Period _____

Role: to support the Board of Managers in community improvement and maintenance activities of common property as directed by the Board of Managers

Examples of specific job duties

- Service water filters in the lodge (laundry room and women’s rest room)
- Maintain swamp cooler (includes start-up and winterization)
- Check and replace light bulbs in all common areas
- Winterize bathhouses and other common areas
- Keep maintenance building and storage areas neat, clean and organized
- Perform routine maintenance of community equipment as requested
- Perform bridge maintenance i.e. oiling, replacing deck boards, replacing lights, etc.
- Perform quarterly electric meter readings
- Keep track of job/project costs

Evaluation Criteria:

Task	Needs Improvement	Meets Expectations	Exceeds Expectations
Submit invoices at time of purchase			
Submit time sheets and frequency chart as directed			
Complete tasks in a timely manner			
Take direction and re-prioritize as needed			
Learn basics of community infrastructure i.e. water, electric and sewer			
Keeps task costs on target			
Maintains accurate records of materials costs and time spent on assigned tasks			
Communicates effectively with Board Liaison(s)			
Communicates effectively with community members			
Provides Board with a written work schedule on a monthly basis			
Re-prioritizes tasks as needed to accommodate changing conditions			
Works with minimal supervision			
Winterize bath-houses as directed			
Winterize swamp cooler by October 1st			
Insure that swamp cooler is operational by June 1st			

Monitor and replace lights as needed on all common property			
Perform grounds maintenance; i.e. mowing, watering, trimming as needed			
Informs Board if task assignments exceed abilities/experience			
Reads electric meters on a quarterly basis and submits completed forms in a timely manner			
Service water filters in lodge (laundry room and women's rest room)			
Demonstrates initiative and problem solving when required			

Any evaluation other than "Meets" requires written justification

Date of Evaluation: _____

Evaluators Signatures: _____

Employee Signature: _____

Comments: