

Performance Evaluation

Park Manager

Evaluation Period _____

Role: to support the Board of Managers in community operations as directed by the President of the Board of Managers and/or the Board Liaison

Examples of specific job duties:

- After hours emergency response
- Supervision of PMT(s) and/or volunteers including schedules and task sheets
- Oversee maintenance and security of CCOA
- Operational updates to the Board
- Assess long term infrastructure needs
- Prioritize jobs/projects and determine in-house vs outside provider
- Operational knowledge of all equipment
- Oversee all aspects of the maintenance building, tools, supplies and equipment
- Perform routine maintenance such as mowing, weed eating, tree trimming in absence of PMT
- Promotes efficiency and cost effectiveness
- Report compliance issues to the Board
- Demonstrate knowledge of CCOA Governing Documents
- Maintain and check work logs for accuracy and efficiency
- Perform quarterly reviews of PMT(s)
- Demonstrate fiscal responsibility with in an assigned budget

Evaluation Criteria:

Task	Needs Improvement	Meets Expectations	Exceeds Expectations
Works independently with minimal supervision			
Takes direction and communicates effectively with Board and/or Liaison			
Provides on point periodic reports to the Board			
Communicates effectively with community members			
Communicates effectively with PMT(s) and volunteers			
Monitors PMT(s) performance			
Performs and informs the Board of PMT quarterly reviews			
Demonstrates initiative and problem solving when required			
Re-prioritizes tasks as needed to accommodate changing conditions			

Informs Board if assignments exceed abilities/experience			
Demonstrates knowledge of basic community infrastructure i.e. water, electric and sewer			
Provides Board with a written work schedule on a monthly basis			
Performs grounds maintenance; i.e. mowing, watering, trimming in absence of PMT			
Performs routine security checks			
Responds to after-hours emergencies			
Demonstrates knowledge of CCOA governing documents as related to member compliance			
Provides written documentation of compliance issues			
Procures and submits bids from outside providers in a timely manner			
Keeps costs within assigned budget			
Submits work logs/time sheets as directed			
Submits invoices at time of purchase			
Maintains and/or confirms accurate records of materials costs and time spent on assigned tasks			

Any evaluation other than “Meets” requires written justification

Date of Evaluation: _____

Evaluators Signatures: _____

Employee Signature: _____

Comments: