

Performance Evaluation

Sewer Plant/Water Technician

Evaluation Period _____

Role: to support the Board of Managers in community operations the day to day monitoring and maintenance of Chateau Chaparral Owners Association (CCOA) Sequencing Batch Reactor (SBR), pump house and water facilities.

Examples of specific job duties:

- After hours emergency response
- Maintain required certifications
- Demonstrate operational knowledge of all equipment
- Oversee all aspects of SBR and pump house operations
- Perform routine maintenance of SBR and pump house and related equipment
- Oversee security of CCOA sewer and water facilities
- Collect and analyze daily, or as required by the State of Colorado, waste water and water system control tests and samplings
- Use SCADA (Supervisory Control and Data Acquisition) systems, personal computers, and Microsoft software applications for daily use in preparing reports, data management and analysis
- Contact local service provider for sludge removal
- Provide operational updates to the Board
- Assess long term needs
- 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 periodic reports to the Board			
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 SBR, pump house and related equipment			
Performs routine maintenance of SBR, pump house and related equipment			

Collects and analyzes daily, or as required by the State of Colorado, waste water and water system control tests and samplings			
Uses SCADA systems, in preparing reports, data management and analysis			
Makes adjustments as needed to assure proper levels as indicated by tests and data analysis			
Contacts local service provider for sludge removal as needed			
Performs routine security checks			
Responds to after-hours emergencies			
Provides verification of certification(s) and required renewal(s)			
Maintains office file with written documentation of required reporting			
Keeps costs within budget			
Submits invoices/POS purchases by the end of the month			

Any evaluation other than “Meets” requires written justification

Date of Evaluation: _____

Evaluators Signatures: _____

Employee Signature: _____

Comments: