

PERFORMANCE APPRAISAL

Name:	Date: May 24, 2014	Parks & Recreation - Maintenance	
Time in Present Assignment 0 Years 6 Months	Date Employed 11/30/09	Title, Range, Step Crewleader 4057 158 3	
Date of Last Appraisal 4/30/13	Present Salary \$26.92	Days Absent Since Last Review	Last Increase 10/13
Education or Training Since Last Appraisal			

Reason for Appraisal:

Completion of Probationary Period
Salary Increase

Scheduled Performance Rating
 Special Review

Key Elements of Job Performance: (If preferred, attach separate sheet) Performs general parks maintenance task including mowing, small equipment operation, turf, trees and shrub maintenance. Other duties may also include irrigation repair and facility maintenance. Provides limited supervision to division employees and seasonal labor as required. Performs other task as assigned.

PRODUCTIVITY - PERFORMANCE

Comments on Performance: Evaluation must be substantiated. Attach separate memo where required.

1. Quantity of Work Volume of Acceptable Work.

Very Slow - Volume Consistently Below Standards	Accomplishes Scheduled Assignments	Exceptionally Good Producer Always Above Standards
(-) (+)	(-) (+)	(-) (+)
/ /	/ /	X + / /

REMARKS: completes her work assignments according to schedule & does so in a professional & timely manner.

2. Knowledge of Work Understanding of "what" and "why" of all phases of assigned work and related matters.

Inadequate Knowledge Needs Instruction and Guidance	Has Adequate Knowledge to Complete Assignments	Has Exceptional Knowledge of Own and Related Work
(-) (+)	(-) (+)	(-) (+)
/ /	/ / X	/ /

REMARKS: is gaining a clearer concept of her work assignments as each week goes by. She has a good sense for what needs to be done in Open Spaces and now is improving on what is expected of her in her role as a Crewleader.

3. Quality of Work Thoroughness, accuracy and neatness of work.

Frequent Errors & Omissions, Does Not Meet Minimum Standards	Achieves Consistently Acceptable Results	Maintains Highest Standards
(-) (+)	(-) (+)	(-) (+)
/ /	/ /	X / /

REMARKS: meets the requirements for her classification. She has learned how to manage her facilities & properties to the expected standards and her area of responsibility reflects it. She has also taken on new responsibilities in her new role and is doing so very naturally.

4. Judgment Ability to use wisdom and logic in decision in Execution of Job

Frequently Shows Poor Judgment	Has Good Judgment	Exceptionally Capable
(-) (+)	(-) (+)	(-) (+)
/ /	/ /	X / /

REMARKS: uses good judgment and sound decision-making as she accomplishes her daily tasks. She seeks advice from other Crewleaders & her supervisor when issues are not straight forward or if they will have a major impact on the appearance of the farms & Open Spaces or on the budget. She has shown the ability to make sound judgments as a Crewleader & I feel comfortable with her making decisions on her own when the situation arises.

How well were past goals accomplished?

Future Performance Goals:

Maintained pesticide license & CDL.
Maintain Arborist Certification

Continue to maintain certifications & CDL.
Attend trainings dealing with supervision & leadership

ATTITUDE AND PERSONAL CHARACTERISTICS

Evaluation must be substantiated. Attach separate memo where required.

1. Cooperation, Ability to work with others and assist superiors, co-workers and subordinates

Uncooperative	Demonstrates Willingness to Cooperate	Exceptionally Cooperative, Always Willing to Assist Others
(-) (+)	(-) (+)	(-) (+)
/ /	/ /	/ X + /

REMARKS: gets along with her co-workers and works well with others. She always has a smile on her face that seems to put others in a better mood while they are around her. She works well with volunteers and other city departments as well. She has the attitude that I wish all Park Maintenance employees shared. She has always excelled in this area and now works to mix in being in a leadership role as well.

2. Dependability Reliability in following through on assignments and instructions.

Requires More Than Normal Follow-Up	Dependable, Completes Most Assignments on Schedule	Exceptionally Reliable on All Assignments
(-) (+)	(-) (+)	(-) (+)
/ /	/ /	/ X + /

REMARKS: is reliable in following work instructions and schedules. I am confident that when given a task or assignment that it will get done on schedule & above standard. Now as a Crewleader she is taking on new admin tasks and assignments and is progressing nicely.

3. Leadership (if applies) Ability to lead and train others and get results through teamwork.

Has Difficulty	Gets Good Results	Very Effective Leader
(-) (+)	(-) (+)	(-) (+)
/ /	/ / X	/ /

REMARKS: had shown that through the managing of the Invasive Removal contract that she possessed positive leadership qualities which is one of the reasons she was promoted to Crewleader. I plan to work with her, send her to trainings and over time she will become a very effective leader within our department.

EMPLOYEE DEVELOPMENT

When preferred, attach separate memo

1. What position do you think most possible for the employee's next assignment?

Most Crewleader level assignments within the division.

2. What formal training or other activity do you recommend?

A. For the employee to perform his present assignment at a higher standard of proficiency.

Workshops, seminars or college level courses dealing with landscape, horticulture, Open Space and facility maintenance. Courses dealing with elements of line supervision and leadership would also prove beneficial. Attend Oregon Recreation and Park Association conference to gain knowledge and information & co-speak at a conference session.

B. To prepare the employee for a future job assignment at the same level or for a higher level (Specify the future assignment).

3. Supervisor's Comments: **has been a solid hire for our department and earned her promotion to Crewleader. Her Open Space & plant material knowledge has proven to be a tremendous asset and she has made every effort in the Open Space/Farm system to make it even more efficient and sustainable. As mentioned before she always has a smile on her face and is just a pleasure to be around. She again continued to grow & gain experience over the last year as she managed our Invasive Removal Contract. Her customer service skills have rose to the top in dealing with property owners & staff alike over the past 6 months. I hold her at a high standard because I am confident that she has the ability to do a lot with her career and see her growing in her new role as a Crewleader. With time & training she will continue to grow and elevate her level of knowledge and leadership.**

EMPLOYEE

I agree with the overall evaluation

I do not agree with the overall evaluation

I wish to discuss the evaluation with higher supervision within my department.*

I wish to discuss the evaluation with the City Manager or his designee.*

Refer to review and appeal procedure

Signature _____ Date _____

RATER

Signature _____ Date _____

INTERMEDIATE SUPERVISOR (if applicable)

- I concur with the evaluation.
- I do not concur with the evaluation and have added comments on attached sheet.

Signature _____ Date _____

DEPARTMENT HEAD

- | | |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Retain on regular status. | <input type="checkbox"/> I concur with the evaluation |
| <input type="checkbox"/> Merit increase to _____ step. | I do not concur with the evaluation and have added comments on attached sheet. |
| Dismissal, suspension or demotion. Attach separate memo using job related factors. | Other |

Signature _____ Date _____

CITY MANAGER OR HIS DESIGNEE

Signature _____ Date _____

Remarks:

ADDITIONAL REMARKS
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