

Public Works Employee Performance Appraisal Template

EMPLOYEE NAME: _____ DATE OF REVIEW: _____

COMMUNITY: _____

STANDARDS	TASKS	ASSESSMENT	PLAN OF ACTION
<p><u>WATER TREATMENT PLANT AND DISTRIBUTION SYSTEMS</u></p> <p>To ensure treatment and distribution of a safe supply of potable water to the community meets Manitoba Conservation regulations.</p>	<ul style="list-style-type: none"> - record all meter readings as required by the province. - take daily water tests and record results as required by Manitoba Conservation. - collect the required samples and submit for analysis as required. Have results forwarded to Manitoba Conservation. - check all components of the system(s) daily for proper operation. perform & record all required servicing as stated in the operation manual. - prepare all chemical solutions and backwash and/or replace filters in accordance with the operation manual. Record on MMS. - ensure all thermostats are set and functioning at proper operating levels. - check all main and backup system(s) where provided. - maintain the system in a clean and orderly condition and ensure that facilities are secured with locks. - report to council any system failures and take necessary remedial action to prevent freezing damage to components of the system. - take all reasonable steps and precautions to ensure a safe potable water supply for the community. - complete all training courses to attain the required level of certification to operate this facility. 		
<p><u>WASTEWATER TREATMENT AND COLLECTON SYSTEMS</u></p> <p>Ensure collection and treating of all wastewater in the community, meets Manitoba Conservation regulations.</p>	<ul style="list-style-type: none"> - take daily tests and record results as required by the province. - collect the required samples and submit for analysis as required. Have results forwarded to Manitoba Conservation. - check all components of the system(s) daily for proper operation. Perform & record all required servicing as stated in the operation manual. - ensure all thermostats are set and functioning at proper operating levels. - check all main and backup system(s) where provided. - maintain the system in a clean and orderly condition and ensure that facilities are secured with locks. - report to council any system failures and take necessary remedial action to prevent freezing damage to components of the system. - take all reasonable steps and precautions to ensure effluent discharge meet license requirements at all times. - complete all training courses to attain the required level of certification to operate this facility. 		
STANDARDS	TASKS	ASSESSMENT	PLAN OF ACTION

<p>Maintain and supply the service of collecting and disposing of solid waste generated in the community, meeting Manitoba Conservation regulations.</p>	<ul style="list-style-type: none"> - provide garbage collection on a weekly basis (_____ days per week). - maintain the local waste disposal site in a neat, reasonably tidy condition and do not engage in burning at any time whatsoever, unless in possession of a burning permit. - collect only such garbage as is placed in appropriate bags or secured and placed in enclosed containers and in the event that the employee determines that certain residences have not placed their garbage in garbage bags or appropriate containers, notify council of the name and/or location of said residence. - be responsible for the operation and maintenance of the waste disposal site and equipment as provided by council. Record activities on MMS. - notify council of any needed repairs to the site or equipment. - be responsible for sorting of all bulky objects such as fridges, stoves, tires, burnables, etc. to a specific location at the waste disposal site. 		
<p><u>MAINTENANCE OF COMMUNITY INFRASTRUCTURE</u> Maintain all community buildings in an efficient manner using a Maintenance Management System (MMS).</p>	<ul style="list-style-type: none"> - responsible for the caretaking/cleaning of community buildings. - responsible for inspections of infrastructure to facilitate repairs as required. - keep all doorways, stairs, steps and driveways clear of ice and snow at all times. - ensure all buildings are locked and secure at the end of each day. - reading and recording of hydro meters on infrastructure. - use the MMS to record repairs, projects and daily routines. 		
<p>Maintain community parks, playgrounds, yards and green spaces.</p>	<ul style="list-style-type: none"> - keep all park and playground equipment in safe working condition. - clean-up fallen trees, rake and cut grass as required. - maintain gardens, plants and trees as required by council. 		
<p>Maintain community roads, ditches and drainage.</p>	<ul style="list-style-type: none"> - advise council of road(s) needing repair, gravel, grading, culverts or snowplowing and seek approval to complete work required. - keep ditches, drainage and culverts free of garbage and brush. - thaw out frozen culverts and clear ice dams during spring thaw/runoff. - keep records of work on MMS. 		
<p>Maintain community skating and curling rinks.</p>	<ul style="list-style-type: none"> - keep the rink in order and repair, if required. - check all lights and fuel supply. - flood rink and paint lines. - remove snow from rink. - ensure only qualified people work on artificial ice plants. - record duties on MMS. 		
<p>Maintain community cemetery.</p>	<ul style="list-style-type: none"> - maintain fence around the cemetery and keep cemetery yard cut and clean. 		

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<p><u>EQUIPMENT MAINTENANCE</u> Maintenance of all community equipment large and small in a safe and operable condition.</p>	<ul style="list-style-type: none"> - implement and use of a Maintenance Management System (MMS) or log books for each piece of community equipment. - ensure all required services as stated in manuals are completed to ensure validity of warranties. - ensure all equipment is stored safely and securely as directed by council. - ensure all license and safety inspections are current for applicable equipment. - notify council and record all repairs, cost of repair and who completed repairs. - allow only licensed / trained personnel to operate community equipment. 		

EMPLOYER'S COMMENTS:

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EMPLOYER'S SIGNATURE

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DATE: _____