| | Personal/Position Information | |
|---|-------------------------------|--|
| Name: Period Covered: Position: | | |
| Reviewed by: Title: | | |
| Position Start Date: Community: Region: | | |
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Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency (P):

- 1 Needs significant improvement employee is unable to the complete task or perform the function in a satisfactory manner even though assistance is routinely provided
- 2 Needs improvement employee can complete the task or perform the function with considerable assistance
- 3 Satisfactory employees can complete the task or perform the function in a satisfactory manner with little or no assistance
- 4 Very good employee consistently completes the task or performs the function in an above average manner with little or no assistance
- 5 Outstanding employee consistently completes the task or performs the function at a very high level with little or no assistance

Each competency is to be rated as follows (S):

- 1 Competency has little significant to the position
- 2 Competency has minor significance to the position
- 3 Competency is important to the position
- 4 Competency has major significance to the position
- 5 Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

| Major Category | Skill | Subskill |
|-------------------------------|--|---|
| Community Works Management | Monitor conditions | Monitor condition of condition of water and sanitation systems bridges and drainage systems Monitor Monitor condition of condition of mobile and stationary equipment models. Monitor fire protection condition of public equipment buildings Monitor condition of systems and equipment equipment buildings Monitor condition of condition of public equipment buildings |
| | | P S 5 P S 5 P S 5 P S 4 |
| | Manage mobile and stationary equipment | Possess Ensure that working preventative knowledge of mobile and stationary equipment equipment Ensure that preventative repairs are done on mobile and stationary equipment Ensure safe operation of mobile and stationary equipment Ensure safe operation of mobile and stationary equipment Ensure safe operation of mobile and stationary equipment |
| | | P S 5 P S |
| | Manage water and sanitation systems | Ensure adherence to applicable legislation Ensure proper record keeping Ensure proper regulators Accommodate regulators Finsure proper operation of wastewater procedures distribution systems Ensure proper wastewater procedures are followed system is functioning properly |
| | | P S 5 P S 5 P S 5 P S 5 P S 5 |
| | | Ensure proper operation of solid waste systems |
| | | P S 5 |

| Major Category | Skill | Subskill |
|-------------------------------|--|--|
| Community Works Management | Manage maintenance and repairs to public buildings | Possess working working knowledge of building systems Co-ordinate maintenance and repairs to plumbing systems Co-ordinate maintenance and repairs to fire protection systems and equipment Co-ordinate maintenance and repairs to structural systems Co-ordinate maintenance and repairs to structural systems Systems Co-ordinate maintenance and repairs to structural systems Systems Co-ordinate maintenance and repairs to electrical systems Systems Systems Co-ordinate maintenance and repairs to structural systems |
| | | Co-ordinate maintenance and repairs to standby generators P S 5 P |
| | Maintain recreation areas and cemeteries | Co-ordinate Co-ordinate cemetery maintenance of recreation areas Co-ordinate cometery maintenance of docks and wharves |
| | Manage municipal roads | P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S 3 P S S S Co-ordinate quarries and granular supply Knowledge of load restrictions for municipal roads Suppression programs construction and maintenance P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 P S 5 |

| Major Category | Skill | Subskill |
|-------------------------------|--------------------------------------|--|
| Community Works Management | Manage municipal roads | Supervise and monitor construction drainage and systems maintenance of snow/ice roads and bridges |
| | | P S 5 P S |
| | Maintain municipal airports | Obtain Manage certification as contracts as required PS5PSS |
| | Possess knowledge of tank farms | Understand tank farms Possess knowledge of product supply methods |
| | | P S 3 P S 3 |
| | Assist with protective services | Assist with animal control Assist with fire animal control activities Assist with emergency measures planning and organization |
| | | P S 3 P S 5 P S 4 |
| Safety | Practice workplace health and safety | Adhere to occupational knowledge of health and safety regulations and procedures Adhere to occupational knowledge of spill response and procedures P S 5 P |

| Major Category | Skill | Subskill |
|----------------|--|--|
| Administration | Conduct planning | Provide assistance assistance and advice for community planning planning planning Provide assistance assistance and advice for business planning provide assistance assistance assistance assistance and advice for preparation of capital plan provide assistance assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance assistance and advice for preparation of capital plan provide assistance assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for preparation of capital plan provide assistance and advice for provide and advic |
| | Conduct planning | Set objectives Track and analyze historical data |
| | | P S 4 P S 4 |
| | Participate in Risk Management Planning | Assess risk Manage risk Be aware of required insurance coverage for community assets Implement loss control system Address liability issues |
| | | P S 5 P S 5 P S 4 P S 4 P S 4 P |
| | Manage budgets | Draft operation and maintenance budgets Assist with grant submissions and proposals Assist with grant submissions for applicable capital expenditures Monitor and control costs benefit analysis Perform cost-benefit analysis revisions |
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| Major Category | Skill | Subskill | |
|----------------|-----------------------------------|--|--|
| Administration | Provide Information Management | office nation | ity rts for or nistrative er/first |
| | | P S 4 P S 4 P S 4 P | S 4 |
| | Maintain inventory | Maintain purchase- capital asset inventory mestod through availation capital asset inventory inventory availation trans | cking Igh able |
| | | P S 4 P S 4 P S 4 P | S 4 |
| | Schedule work | Develop work plans, plans preventative strategies and contingencies Follow work plans preventative maintenance schedules | |
| | | P S 4 P S 4 P S 4 P | S 4 P S 4 P S 4 |
| | | Evaluate results | |
| | | P S 4 | |
| | Manage contracts | | ommend Supervise contractors Evaluate contractor's performance |
| | | P | S 4 P S 4 P S 4 |

| Major Category | Skill | Subskill |
|------------------------------|---------------------------|---|
| Technical Skills | Practice technical skills | Use survey equipment Read building specifications, blueprints and as-builts Read technical documents Draft technical documents Possess working knowledge of operation and maintenance of heavy equipment gauges |
| | | P S 3 P S 4 P S 4 P S 5 P S |
| | | Possess Use mobile radio equipment operation and maintenance of air/hydraulic and power tools P S 5 P S 4 |
| | Possess computer skills | Use word processing software programs Use database software programs Use database e-mail and Internet Use MMOS |
| | | P |
| Human Resource Management | Hire staff | Provide advice and assist with developing human resource plans Provide advice and advice and assist with developing blans Provide advice and advice and advice and assist with advice and assist with assist with assist with assist with advice and assist with assist with assist with applicant interviews staff Participate in applicant selection of interviews Staff recruitment |

| Major Category | Skill | Subskill |
|------------------------------|--------------------------------------|---|
| Human Resource Management | Supervise staff | Provide staff Conduct staff Provide staff Delegate Ensure that Monitor staff leadership and motivation P |
| | | Be aware of drug and performance alcohol issues reviews Recommend disciplinary actions Recommend staff promotions and terminations |
| | Develop staff | P S 5 P S 4 P S 5 D D D D |
| | L | P S 5 P S 4 P S 4 P S 5 |
| Communication | Use effective communication | Read and comprehend business documents Write clearly and concisely listening skills effectively Practice Speak effectively presentations |
| | | P |
| Legislation | Comply with policies and regulations | Comply with territorial acts and regulations regulations Comply with territorial acts and regulations regulations Comply with council resolutions and policies |
| | l I | P S P S P S P S |

| Major Category | Skill | Subskill |
|-----------------|--|--|
| Communication | Use effective communication | Practice Speak Maintain customer service P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 5 5 5 5 5 5 5 5 5 |
| Professionalism | Demonstrate good work habits | Manage stress Take direction Be selfmotivated Be depended able Confidentiality Effective decisions P S 4 P S 5 P S 5 P S 5 P S |
| | Demonstrate good work habits | Manage time Perform related duties Be punctual Be flexible Be organized Work with minimal supervision P S 5 P S 4 P S 5 P S 5 P S |
| | | Meet Use analytical Be deadlines skills responsible player |
| | Demonstrate positive personal attributes and ethical behaviour | Accept change Adapt to situations Compromise Separate personal and professional life Be patient |
| | | P S 5 P S 4 P S 5 P S 5 P S 5 P S |
| | Demonstrate positive personal attributes and ethical behaviour | Maintain a Be honest Possess a sense of attitude P S 5 P S 5 P S 4 |
| | Respect self and others | Display tact Cooperate Respond Be courteous with others positively to others P S 5 P S 5 P S 5 P S 4 |

| Major Category | Skill | Subskill |
|-----------------|--|---|
| Professionalism | Possess cultural and political knowledge | Practice cross cultural skills with political situation Endowment of the political knowledge of community knowledge |
| | | P S 5 P S 4 P S 4 P S 4 P |
| | Demonstrate leadership skills | Demonstrate fair, equitable and consistent behaviour |
| | | P S 5 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P S 4 P P S 4 P P S 4 P P P P P P P P P |

Comments:

| | Supervisor's comments |
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| <u>2</u> . | Expectations for the coming year/work plan |
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| 3. | Employee goals and objectives |
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| 4. | Career Goals |
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| 5. | 5. Recommended training | | |
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| 6. | Employee Comments | | |
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| | Employee. | | |
| | Employee: | Supervisor: | |
| | Title: | Title: | |
| | Signature: | Signature: | |
| | Date: | Date: | |