

**Wildwood Property Owner's Association  
Property Maintenance Specialist Form**

STAFF MEMBER: \_\_\_\_\_ JOB TITLE: Property Maintenance Specialist

EVALUATED BY: \_\_\_\_\_ DATE OF EVALUATION: \_\_\_\_\_.

**RATING DESCRIPTIONS:**  
 Very Good – Indicates performance that exceeds usual expectations.  
 Satisfactory – Indicates performance that meets expectations.  
 Needs Improvement – Indicates that assignments and responsibilities are not being met as expected.  
 Unacceptable – Indicates unacceptable performance in need of immediate improvement.  
 Comments – Should include suggestions and constructive ideas regarding all items rated below satisfactory.

<b>I. Maintenance Skills</b>	Very Good	Satisfactory	Needs Improvement	Unacceptable	Comments
1. Performs all duties as seen in job description, facilities, buildings maintenance, equipment, common property, cleanliness of property					
2. Completes maintenance logs to ensure proper up keep of all equipment inclusive of buildings and all structures, including annual inventory of all					
3. Operates vehicles, equipment and heavy equipment safely and effectively					
4. Perform basic vehicle and equipment preventive maintenance					

**COMMENTS:**

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<b>II. Coordinates with Property Maintenance Supervisor</b>	Very Good	Satisfactory	Needs Improvement	Unacceptable	Comments
1. Assists Property Maintenance Supervisor in projects as needed. Follows all procedures in accordance with state mandates.					
2. Maintains required licenses					

**COMMENTS:**

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<b>III. Community Oversight and Emergencies</b>	Very Good	Satisfactory	Needs Improvement	Unacceptable	Comments
1. Covers weather and property emergencies when off duty					
2. Oversees WW property including routine rounds of property					
3. Promptly notifies Operations Manager of emergencies and rule violations					
4. Monitors and upholds rules and bylaws of community, including approved use by non-members					

**COMMENTS:**

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<b>IV. EVALUATION OF PERSONAL CHARACTERISTICS</b>	Very Good	Satisfactory	Needs Improvement	Unacceptable	Comments
1. Works within team structure					
2. Responds effectively to changes in work schedules					
3. Attendance and punctuality					
4. Works independently and exercises good judgment					
5. Based on the Business Ethics and Standards of Conduct (2.6) as outlined in the Employee Handbook, employees are expected to protect the privacy of others to include members of the Wildwood community.					

**COMMENTS:**

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**V. GOAL SETTING**

**Goals should be established with the employee.**

SHORT TERM GOALS:

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LONG TERM GOALS:

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## **VI. EVALUATION OF OVERALL PERFORMANCE**

**Comments should include particular strengths and weakness and address the employee's ability to accept advance assignments.**

COMMENTS:

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EMPLOYEE COMMENTS:

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Signatures

\_\_\_\_\_  
Employee:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator:

\_\_\_\_\_  
Date

**Wildwood Property Owner's Association  
Property Maintenance Supervisor Form**

STAFF MEMBER: \_\_\_\_\_ JOB TITLE: Property Maintenance Supervisor

EVALUATED BY: \_\_\_\_\_ DATE OF EVALUATION: \_\_\_\_\_.

**RATING DESCRIPTIONS:**  
 Very Good – Indicates performance that exceeds usual expectations.  
 Satisfactory – Indicates performance that meets expectations.  
 Needs Improvement – Indicates that assignments and responsibilities are not being met as expected.  
 Unacceptable – Indicates unacceptable performance in need of immediate improvement.  
 Comments – Should include suggestions and constructive ideas regarding all items rated below satisfactory.

<b>I. Maintenance Skills</b>	Very Good	Satisfactory	Needs Improvement	Unacceptable	Comments
1. Performs all duties as seen in job description.					
2. Completes maintenance logs to ensure proper upkeep of all equipment inclusive of buildings and all structures, including annual inventory of all					
3. Operates vehicles, equipment and heavy equipment safely and effectively					
4. Plan and implement proper vehicle and equipment preventive maintenance					

**COMMENTS:**

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<b>II. Coordination of Projects with Operations Manager &amp; Supervisory</b>	Very Good	Satisfactory	Needs Improvement	Unacceptable	Comments
1. Coordinate and assist Operations Manager in establishing projects. Follows all procedures in accordance with state mandates.					
2. Organize projects, including request for bids, meeting with contractors and inspection of final completion of projects.					
3. Participate in weekly scheduling with Operation's Manager. Supervise PMS for day to day work as well as long term goals. Annual performance review of PMS.					
4. Report employee absences					

**COMMENTS:**

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<b>III. Community Oversight and Emergencies</b>	Very Good	Satisfactory	Needs Improvement	Unacceptable	Comments
1. Covers weather and property emergencies when off duty					
2. Oversees WW property including routine rounds of property					
3. Promptly notifies Operations Manager of emergencies and rule violations					

4. Monitors and upholds rules and bylaws of community, including approved use by non-members

**COMMENTS:**

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<b>IV. EVALUATION OF PERSONAL CHARACTERISTICS</b>	Very Good	Satisfactory	Needs Improvement	Unacceptable	Comments
1. Works within team structure					
2. Responds effectively to changes in work schedules					
3. Attendance and punctuality					
4. Works independently and exercises good judgment					
5. Based on the Business Ethics and Standards of Conduct (2.6) as outlined in the Employee Handbook, employees are expected to protect the privacy of others to include members of the Wildwood community.					

**COMMENTS:**

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## V. GOAL SETTING

Goals should be established with the employee.

SHORT TERM GOALS:

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LONG TERM GOALS:

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## VI. EVALUATION OF OVERALL PERFORMANCE

Comments should include particular strengths and weakness and address the employee's ability to accept advance assignments.

COMMENTS:

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EMPLOYEE COMMENTS:

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Signatures

\_\_\_\_\_  
Employee:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator:

\_\_\_\_\_  
Date

**Wildwood Property Owner's Association  
Operations Manager Evaluation Form**

STAFF MEMBER: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

EVALUATED BY: \_\_\_\_\_ DATE OF EVALUATION: \_\_\_\_\_

**RATING DESCRIPTIONS:**  
 Outstanding – Indicates extraordinary performance, well beyond expectations.  
 Satisfactory – Indicates performance that meets expectations.  
 Needs Improvement – Indicates that assignments and responsibilities are not being met as expected.  
 Comments – Should include suggestions and constructive ideas regarding all items rated below satisfactory.

<b>I. Compliance with State and Federal mandates</b>	Outstanding	Satisfactory	Needs Improvement	Unacceptable	Comments
1. Understands and implements environmental requirements					
2. Understands and implements OSHA guidelines					

COMMENTS:

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<b>II. Management of Employees</b>  <b>Equipment? – see job descrip</b>	Outstanding	Satisfactory	Needs Improvement	Comments
1. Establishes workload priorities and accomplishes goals				
2. Manages & evaluates property maintenance supervisor				

COMMENTS:

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<b>III. Scheduling and Management of Contractors and Staff</b>	Outstanding	Satisfactory	Needs Improvement	Comments
1. Create RFPs for outside contractors, reviews bids, and presents to BOD				
2. Coordinates projects between staff and contractors				

COMMENTS:

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<b>IV. Fiscal Responsibilities</b>	Outstanding	Satisfactory	Needs Improvement	Comments
1. Develops central management process for cost analysis of projects and purchases				
2. Communicates routinely with WPOA Treasurer				
3. Coordinates budget process with Finance committee  4. Prepare and file financial documents in timely fashion ____.  5. Communicates with BOD regarding pending work and finances				

COMMENTS:

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<b>V. Communication and External Relationships</b>	Outstanding	Satisfactory	Needs Improvement	Comments

1. Functions as liaison with community				
2. Communicates routinely with President and BOD				
3. Communicates and maintains professional relationship with outside contractors, realtors, community gvrmt etc.				

COMMENTS

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**VI. GOAL SETTING**

Goals should be established with the employee.

SHORT TERM GOALS:

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LONG TERM GOALS:

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**VII. EVALUATION OF OVERALL PERFORMANCE**

Comments should include particular strengths and weakness and address the employee's ability to accept advance assignments.

COMMENTS

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EMPLOYEE COMMENTS

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Signatures

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Employee

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Date

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Evaluator

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Date