

**QUEST ASSET MANAGEMENT, INC.  
PERFORMANCE EVALUATION**

**Name:** \_\_\_\_\_

**Property:** \_\_\_\_\_

**SS #** \_\_\_\_\_

**Purpose of Review**

**Evaluation Period (fill in dates)**

**From:** \_\_\_\_\_

**To:** \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Annual</b>    | <input type="checkbox"/> <b>Transfer/Job Change</b> |
| <input type="checkbox"/> <b>New Hire</b>  | <input type="checkbox"/> <b>Disciplinary Action</b> |
| <input type="checkbox"/> <b>Promotion</b> | <input type="checkbox"/> <b>Other</b> _____         |

**Final approval by:**

**Signature:** \_\_\_\_\_

**JOB TITLE: ASSISTANT MAINTENANCE**

**REPORTING:** This position reports to the Maintenance Technician and Property Manager.

**EVALUATION KEY:** Yes = Acceptable Performance    NI= Needs Improvement    N/A= Not Applicable

**ESSENTIAL FUNCTIONS:**

- \_\_\_\_\_ 1. Satisfies service requests per work order, by entering at resident's convenience, if possible, to make repairs; clean up thoroughly, observes condition of apartment and report any unusual circumstances (i.e., size and number of pets), and leave notice of work performed.
- \_\_\_\_\_ 2. Performs apartment tum duties to include, painting, carpet cleaning, service appliances, plumbing and electrical fixture, replace burned out light bulbs, ensure water heater, furnace and/or air conditioner units are in working order, damaged items in apartment.
- \_\_\_\_\_ 3. Makes regular daily inspections of grounds, buildings, plumbing, sprinkler systems, electrical fixtures, appliances and major equipment by checking appearance for cleanliness, structural cracks, excessive wear or faulty parts.
- \_\_\_\_\_ 4. Makes repairs or replacements, as necessary and with approval of the Maintenance Technician
- \_\_\_\_\_ 5. Maintains property amenities such as pools, spas, weight equipment, sport courts, etc.
- \_\_\_\_\_ 6. Promptly respond to emergencies while on call.
- \_\_\_\_\_ 7. Assists in maintaining inventory of tools, equipment and supplies.
- \_\_\_\_\_ 8. Picks up trash on property, at all times.
- \_\_\_\_\_ 9. Reports needed repairs to the Maintenance Technician.
- \_\_\_\_\_ 10. Shovel snow and ice from steps, walkways, sidewalks, etc., and deices same. Also pertains to inclement weather that occurs on employee's unscheduled work time. The safety of our Residents is our primary concern.
- \_\_\_\_\_ 11. Assists with other types of maintenance when necessary.
- \_\_\_\_\_ 12. Takes all instructional classes provided by management.

**JOB PROFICIENCIES:**

- \_\_\_\_\_ 1. Provides own dependable transportation (for picking-up parts and other supplies locally)
- \_\_\_\_\_ 2. Provides own tools.
- \_\_\_\_\_ 3. Practices good safety habits.
- \_\_\_\_\_ 4. Know where power, water and gas turnoffs, clean-out traps, fire extinguishers and fire hydrants are for the community.
- \_\_\_\_\_ 5. Knows where emergency telephone numbers (i.e. police, fire department, Maintenance Supervisor and property Manager).
- \_\_\_\_\_ 6. Some familiarity with electricity, plumbing and carpentry.
- \_\_\_\_\_ 7. Working knowledge of HVAC systems and various appliances.
- \_\_\_\_\_ 8. Compatible with wide range of people.
- \_\_\_\_\_ 9. Appearance and manner compatible with image of property.
- \_\_\_\_\_ 10. HVAC Certified (If not, score "NI")
- \_\_\_\_\_ 11. Has EPA Certification, Type I (If not, score "NI")
- \_\_\_\_\_ 12. Has EPA Certification, Type II (If not, score "NI")
- \_\_\_\_\_ 13. Has obtained an Electric Maintenance Certification or completed similar certification / training through the local apartment association. (If not, score "NI")
- \_\_\_\_\_ 14. Has obtained a Plumbing Maintenance Certification or completed similar certification / training through the local apartment association. (If not, score "NI")
- \_\_\_\_\_ 15. Assists other properties as needed.
- \_\_\_\_\_ 16. Complies with Quest Asset Management, Inc. policies and procedures.

**NOTE: For questions #13 and #14, a Certificate of Apartment Maintenance Technicians (CAMT) through the local apartment association satisfies these specified requirements.**

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- \_\_\_\_\_ 1. Is the employee able to perform the duties listed above?
- \_\_\_\_\_ 2. At the time of this evaluation, did the employee request reasonable accommodations to perform essential functions, noted above?

If "Yes" to question #2 above, what accommodations were requested?

GOALS	
Progress in achieving goals set during last review.	New Goals

**ACKNOWLEDGEMENT:**

I, \_\_\_\_\_, have reviewed this employee evaluation and am able to perform the duties and agree to adhere or improve to these standards as a condition of my employment.

This employee evaluation and my job description should not be construed to imply that these requirements are the exclusive standards of the position. The employee will follow any other instructions, and perform any other related duties, as may be required by their Supervisor.

I understand that employment with Quest Asset Management, Inc. is at will, meaning that employment may be terminated at any time for any reason without specific prior notice.

I understand that this is not an employment contract but merely an acknowledgement of the company's evaluation of my performance during the *Evaluation Period* listed on page one of this form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Regional Supervisor Signature

\_\_\_\_\_  
Date