

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

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

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

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

**Purpose of Review**

**Evaluation Period (fill in dates)**

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

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

- Annual**  
 **New Hire**  
 **Promotion**

- Transfer/Job Change**  
 **Disciplinary Action**  
 **Other** \_\_\_\_\_

**Final approval by:**

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

**JOB TITLE: MAINTENANCE TECHNICIAN**

**REPORTING:** This position reports to the Property Manager / Regional Property Supervisor and works as a teammate with the staff at the community.

**ESSENTIAL FUNCTIONS**

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

**A. Building Exteriors**

Employee's ability to observe, perform maintenance and repairs, supervise or obtain contractor/vendor bid approvals in the following areas:

- \_\_\_\_\_ 1. Roofing
- \_\_\_\_\_ 2. Building veneers
- \_\_\_\_\_ 3. Covered parking
- \_\_\_\_\_ 4. Site lighting
- \_\_\_\_\_ 5. Landscaping, fencing, and irrigation
- \_\_\_\_\_ 6. Limited extermination services
- \_\_\_\_\_ 7. Asphalt and concrete
- \_\_\_\_\_ 8. Parking Areas and/or Covered Parking Structures
- \_\_\_\_\_ 9. Site utilities to include water, electric, gas, sewer, and storm drainages, post map

**B. Amenities**

Employee's ability to observe, perform maintenance and repairs, supervise or obtain contractor/vendor bid approvals in the following areas:

- \_\_\_\_\_ 1. Pools and/or Spas
- \_\_\_\_\_ 2. Clubroom Entries & Walkways
- \_\_\_\_\_ 3. Resident Mailbox Area(s)

### C. Administrative

- \_\_\_\_\_ 1. Maintains proper operation and inventory of tools, equipment, and supplies;
- \_\_\_\_\_ 2. Conducts property inspections on a weekly basis;
- \_\_\_\_\_ 3. Maintains a clean, safe and orderly workshop/utility room environment;
- \_\_\_\_\_ 4. Supervisory and Maintenance duties: Prioritize and schedule service requests, following company procedures;
- \_\_\_\_\_ 5. Enter at resident's convenience, if possible.
- \_\_\_\_\_ 6. Makes repairs, whenever possible (in lieu of replacement).
- \_\_\_\_\_ 7. Clean up thoroughly
- \_\_\_\_\_ 8. Observe condition of apartment and report any unusual circumstances (e.g., size and number of pets)
- \_\_\_\_\_ 9. Establish schedules for maintenance tasks and tracks landscaping visits
- \_\_\_\_\_ 10. Follows up on work assignments for efficient, thorough completion;
- \_\_\_\_\_ 11. Comply with service requests and purchase order system;
- \_\_\_\_\_ 12. Establishes emergency maintenance on-call schedule, and post and distribute emergency telephone numbers;
- \_\_\_\_\_ 13. Make management-approved purchases of supplies, equipment and services;
- \_\_\_\_\_ 14. Assist in preparation of all maintenance-related records
- \_\_\_\_\_ 15. Meet with Property Manager daily to report on status of all scheduled work;
- \_\_\_\_\_ 16. Complete service requests within 24 hours and follow budget guidelines
- \_\_\_\_\_ 17. Implement preventive maintenance schedule and maintain updated preventive maintenance information (e.g., location of extra parts for appliances, equipment serial numbers, service telephone numbers);
- \_\_\_\_\_ 18. Hold regular instruction classes for maintenance staff and/or takes online courses provided by management
- \_\_\_\_\_ 19. Perform any addition duties assigned by the Property Manager, Regional Manager or Director of Operations.

### PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand, 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 abilities required by this job include close vision, distance vision, color 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?

| <b>GOALS</b>                                               |                  |
|------------------------------------------------------------|------------------|
| <b>Progress in achieving goals set during last review.</b> | <b>New Goals</b> |
|                                                            |                  |

**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 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