



CUPE LOCAL 1115 JOB EVALUATION MAINTENANCE REVIEW QUESTIONNAIRE

The purpose of this maintenance review is to update your job and inform us of any new conditions which you carry out so that we may update and analyze it. Please read this maintenance review questionnaire carefully and write your response legibly in pen. Provide as much detail as possible and attach additional pages if necessary. You may find some sections have not changed. If this is the case please do NOT put a check in the box provided beside the factor.

Please complete this form, review your submission with your immediate Supervisor and ensure that it is signed by both parties, prior to sending it to the Employment Services Coordinator in Human Resources.

DATE:

TO: Employment Services Coordinator, Human Resources Department

FROM:

(Please print name)

DEPARTMENT:

JOB TITLE:

PRESENT JOB LEVEL:

Are there any changes that have occurred since the last evaluation?

Yes

No

POSITION SUMMARY

Describe briefly the overall purpose of your position. In other words, what do you do?

POSITION RESPONSIBILITIES

Job descriptions exist for the majority of jobs within our organization, some of which are up to date and some are not. Although a description may exist for your job, it is important for you to describe your current responsibilities in your own words.

Please list clearly all duties of your job:

I (we) wish the following factors be reviewed (please check all applicable factors):

- 1. Education
- 2. Experience
- 3. Judgement
- 4. Mental Effort
- 5. Physical Effort
- 6. Dexterity
- 7. Accountability
- 8. Supervision
- 9. Contacts
- 10. Working Conditions

*Give specific reason(s) for each factor being reviewed **using the attached form.**



**CUPE LOCAL 1115 JOB EVALUATION
MAINTENANCE REVIEW QUESTIONNAIRE**

Present Rating

1. KNOWLEDGE / EDUCATION

Knowledge / education refer to the training and / or formalized knowledge (versus practical experience) necessary to prepare an individual to satisfactorily fill a position based on today's educational levels and standards. Such knowledge is most commonly acquired as the result of time spent in schools, colleges, universities, other formal instruction programs or equivalent.

Application of this factor should not be confused with the actual education of a particular incumbent.

For jobs coming from an apprenticeship program only the entrance education level (as prescribed) plus the required classroom time is measured in this factor. Time spent learning on the job is measured under the experience factor.

Have the minimum education and/or specific training requirements changed? **NO** _____ **YES** _____

If yes, please specify.

Please provide the reasons for this change and give examples.

Supervisor's Comments:

I agree with the data as stated above. I disagree with the data as stated above



**CUPE LOCAL 1115 JOB EVALUATION
MAINTENANCE REVIEW QUESTIONNAIRE**

Present Rating

2. EXPERIENCE

Work experience measures the length of time (in months or years) required to learn under instruction or guidance, the essential techniques and skills required for the job. The experience will be gained on the job under consideration, as well as on prior job(s) where the same or more elementary principles and techniques were used, and also on related jobs where one can build up a body of knowledge essential to the proper performance of the job. This factor includes the time needed to learn special skills required for the job (but not normally taught during formal education). For jobs coming from an apprenticeship program, the time spent learning on the job (versus classroom time) is measured under this factor.

The amount of work experience represents the fastest elapsed on-the-job learning time. It does not reflect individual maturity or typical ages of people on a certain job. Assume that the incumbent starts with the educational level specified in the Knowledge / Education factor.

Has the time period of relevant experience necessary to learn and carry out the required job activities changed?

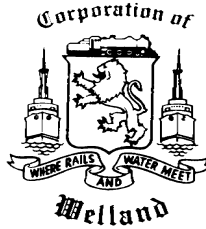
NO _____ YES _____

If yes, please specify.

Please provide the reasons for this change and give examples.

Supervisor's Comments:

I agree with the data as stated above. I disagree with the data as stated above



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3. JUDGEMENT (Complexity – Judgment – Decision Making)

This factor deals with the decision-making aspects of the position and the scope of judgment allowed for the position. It also takes into consideration the responsibility for decisions made as identified by the corporation's structure.

Are there any changes that have occurred since the last evaluation? Yes No

If yes, please provide the reasons for this change and give examples.

Supervisor's Comments:

I agree with the data as stated above. I disagree with the data as stated above.



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MAINTENANCE REVIEW QUESTIONNAIRE**

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4. CONCENTRATION (Sensory demand / mental effort)

Concentration considers the period of time wherein mental, visual and / or aural (hearing) concentration is required on the job and considers both frequency and duration of the effort.

Are there any changes that have occurred since the last evaluation? Yes No

Supervisor's Comments:

I agree with the data as stated above. I disagree with the data as stated above



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MAINTENANCE REVIEW QUESTIONNAIRE**

Present Rating

5. PHYSICAL EFFORT

Physical Effort measures the physical activity by the type (i.e. heavy or light - , lifting, climbing stairs, sitting etc.) and duration required to perform the job duties. It considers restriction of movement, physical exertion and frequency of the physical task over the course of a normal work year. Seasonal activities are considered.

Are there any changes that have occurred since the last evaluation? Yes No

If yes, please provide the reasons for this change and give examples

Supervisor's Comments:

I agree with the data as stated above. I disagree with the data as stated above



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MAINTENANCE REVIEW QUESTIONNAIRE**

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6. DEXTERITY

Definition

Dexterity considers the need for accurate hand / eye, hand / foot co-ordination to carry out duties within the position. It measures the level of dexterity required by a job.

Are there any changes that have occurred since the last evaluation? Yes No

If yes, please provide the reasons for this change and give examples

Supervisor's Comments:

I agree with the data as stated above. I disagree with the data as stated above



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MAINTENANCE REVIEW QUESTIONNAIRE**

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7. ACCOUNTABILITY / SAFETY

This factor appraises the likelihood and the probable effect of errors on the job. Consider the extent of losses to the organization which may result from mistakes occasioned by insufficiently considered decisions or judgments. Consider a typical instance, not a rare or extreme one.

Safety measures the degree of care required to prevent physical injury to oneself or others while doing your work. In considering this factor, it is always assumed that you are aware of and following safety procedures and regulations that are in place for the work that is being done.

Are there any changes that have occurred since the last evaluation? Yes No

If yes, please provide the reasons for this change and give examples

Supervisor's Comments:

I agree with the data as stated above. I disagree with the data as stated above



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MAINTENANCE REVIEW QUESTIONNAIRE**

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8. SUPERVISION / LEADERSHIP

This measures the extent to which the position is required to provide leadership in the work of others such as students, volunteers, other employees of the Corporation or employees of other organizations.

Are there any changes that have occurred since the last evaluation? Yes No

If yes, please provide the reasons for this change and give examples

Supervisor's Comments:

I agree with the data as stated above. I disagree with the data as stated above



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MAINTENANCE REVIEW QUESTIONNAIRE**

Present Rating

9. CONTACTS

This factor refers to the nature and purpose of communicating with other people. The contacts can be internal or external to the organization.

Examples of contacts include: talking face-to-face, on the telephone, making presentations, written communication, instructing, guiding, counseling or negotiating.

Are there any changes that have occurred since the last evaluation? Yes No

If yes, please provide the reasons for this change and give examples

Supervisor's Comments:

I agree with the data as stated above. I disagree with the data as stated above



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MAINTENANCE REVIEW QUESTIONNAIRE**

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10. WORKING CONDITIONS - DISAGREEABLE CONDITIONS

This factor measures the types (and degrees or extent) of disagreeable conditions and the frequency of exposure to those undesirable or disagreeable environment conditions, or hazards while performing the work over the course of a year.

Are there any changes that have occurred since the last evaluation? Yes [] No []

If yes, please provide the reasons for this change and give examples

Supervisor's Comments:

I agree with the data as stated above. I disagree with the data as stated above

Employee's Signature

Date

Supervisor's Signature

Date