

JOB EVALUATION COMMITTEE RATING SHEET

<b>JOB TITLE:</b>	<b><i>Administrative Assistant - Operations &amp; Maintenance</i></b>				
<b>DATE:</b>	<b>28-Jun-16</b>				
<b>SUBFACTOR:</b>	<b>WEIGHT</b>	<b>SUBSTANTIATING DATA</b>	<b>DEGREE</b>	<b>POINTS</b>	
<b>EDUCATION</b>	16	Grade 12 + 2 year	5	80	
<b>EXPERIENCE</b>	12	6 years - including 2 years in an operations or maintenance setting	8	96	
<b>JUDGEMENT</b>	10	Recommends changes	4	40	
<b>MENTAL EFFORT</b>	10	Frequent / intermediate	3	30	
<b>PHYSICAL ACTIVITY</b>	5	Light / long	3	15	
<b>DEXTERITY</b>	5	Speed is a consideration	3	15	
<b>ACCOUNTABILITY</b>	12	Serious loss of time / resources - community use, security codes, Health & Safety, public image	4	48	
<b>SAFETY OF OTHERS</b>	10	Basic safety procedures required	1	10	
<b>CONTACTS</b>	11	Community use, Health & Safety, WSBC, securing cooperation	5	55	
<b>DISAGREEABLE CONDITIONS</b>	9	Minor / frequent	3	27	
		<b>TOTAL</b>	<b>39</b>	<b>416</b>	