

# Kentucky Housing Association

Maintenance Person of the Year

Maintenance Staff of the Year

Longest Serving Maintenance Employee

Retired Maintenance Employee



Attached are the nomination forms for the KHA Maintenance Person of the Year and KHA Maintenance Staff of the Year. There's no better way to show appreciation to our employees and boost staff morale. The committee would also like to recognize the Longest Serving Maintenance Employee and any Retired Maintenance Employees.

The winners will be announced at our annual Maintenance Workshop Conference held this year at the Campbell House in Lexington on Monday, April 15th 2024 during the opening session. Please fill out the nomination forms and forward to the address below by mail or email. **All entries must be received by March 10, 2024 to allow time for judging and awards to be made.**

Faith Day  
Housing Authority of Catlettsburg  
210 24th Street  
Catlettsburg, KY 41129  
606-739-6851  
faithday@catlettsburgky.gov

2024 KHA Maintenance Person of the Year

To nominate the Maintenance Person please complete the following evaluation questions. Score the nominee from 1 to 5 and provide supporting information. **For judging purposes, please do not include the nominee's name or agency in the below narratives. On the final page there is a space for the nominee's information.**

**PLEASE INCLUDE THE FOLLOWING:**

\* A score for each attribute using the following numerical rating system:

**1 – Below Average    2 – Average    3 – Good    4 – Very Good    5 - Excellent**

\* Supporting statements or examples for each attribute.

Please attach an additional sheet of paper if you need more writing space.

**1. Nominee is productive, exhibits commitment to quality in carrying out job responsibilities and is an asset to the staff of his/her maintenance department.**

SCORE (1-5): \_\_\_\_\_

SUPPORTING COMMENTS/EXAMPLES

**2. Nominee is willing to take initiative and accepts and carries out additional responsibilities beyond regular job assignments.**

SCORE (1-5): \_\_\_\_\_

SUPPORTING COMMENTS/EXAMPLES:

**3. Nominee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.**

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES

**4. Nominee portrays a positive attitude toward work responsibilities, co-workers, and customers and serves as a role model for others.**

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES

**5. Nominee exhibits exemplary service in daily work of the individual and notable contribution to the maintenance department.**

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES

**6. Staff excels in knowledge and expertise in their position. Staff is willing to obtain training and will request training when needed.**

SCORE (1-5): \_\_\_\_\_

SUPPORTING COMMENTS/EXAMPLES

**7. Staff exhibits willingness to works as a team setting outside of the maintenance department. (ie: community service, KHA, etc.)**

SCORE (1-5): \_\_\_\_\_

SUPPORTING COMMENTS/EXAMPLES

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Agency Name: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Number of Maintenance Employees: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Title: \_\_\_\_\_

Applicant Code # \_\_\_\_\_ (KHA use only)

2024 KHA Maintenance Staff of the Year

To nominate the Maintenance Person please complete the following evaluation questions. Score the nominee from 1 to 5 and provide supporting information. **For judging purposes, please do not include the nominee's name or agency in the below narratives. On the final page there is a space for the nominee's information.**

**PLEASE INCLUDE THE FOLLOWING:**

\* A score for each attribute using the following numerical rating system:

**1 – Below Average    2 – Average    3 – Good    4 – Very Good    5 - Excellent**

\* Supporting statements or examples for each attribute.

Please attach an additional sheet of paper if you need more writing space

**1. Staff is productive, exhibits commitment to quality in carrying out job responsibilities and is an asset to the agency.**

SCORE (1-5): \_\_\_\_\_ SUPPORTING COMMENTS/EXAMPLES: \_\_\_\_\_

**2. Staff is willing to "think out of the box" to address unique problems..**

SCORE (1-5): \_\_\_\_\_ SUPPORTING COMMENTS/EXAMPLES: \_\_\_\_\_

**3. Staff is supportive of each other, as well as the other employees of the agency, and they work to maintain a positive work environment.**

SCORE (1-5)

SUPPORTING COMMENTS/EXAMPLES

**4. Staff portrays a positive attitude toward work responsibilities, co-workers, and customers. Staff is well liked and respected by residents.**

SCORE (1-5)

SUPPORTING COMMENTS/EXAMPLES

**5. Staff promotes safety through education and practice.**

SCORE (1-5)

SUPPORTING COMMENTS/EXAMPLES

**6. Nominee excels in knowledge and expertise in his/her maintenance department.**

SCORE (1-5): \_\_\_\_\_

SUPPORTING COMMENTS/EXAMPLES

**7. Nominee exhibits a willingness to work in a team setting within and/or outside of his/her maintenance department.**

SCORE (1-5) \_\_\_\_\_

SUPPORTING COMMENTS/EXAMPLES

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**Nominee's Name:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Length of Employment:** \_\_\_\_\_

**Nominator:** \_\_\_\_\_

**Applicant Code #** \_\_\_\_\_ **(KHA use only)**

**2024 KHA Longest Serving Maintenance Employee of the Year**

Name of the Nominee: \_\_\_\_\_

Job Title of the Nominee: \_\_\_\_\_

Name of the Property: \_\_\_\_\_

Year Began at the Property: \_\_\_\_\_

Brief Biography of Nominee:

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Any additional accomplishments should also be submitted with this request.

Submitted By: \_\_\_\_\_



**2024 KHA Retired Maintenance Employee**

Name of the Retired Employee \_\_\_\_\_

Job Title of the Retiree: \_\_\_\_\_

Name of the Property: \_\_\_\_\_

Year Began at the Property: \_\_\_\_\_

Date Retired from the Property: \_\_\_\_\_

Brief Biography of the Retiree:

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Any additional accomplishments should also be submitted with this request.

Submitted By: \_\_\_\_\_