

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
AIR CONDITIONING AND REFRIGERATION MECHANIC

1. SERVICE DELIVERY

- _____ 1. Install and maintain air conditioning units.
- _____ 2. Maintain records and make reports as required.
- _____ 3. Maintain inventory of parts and filter material.
- _____ 4. Install clean filter media in all HVAC equipment on a regular schedule.
- _____ 5. Perform maintenance on HVAC equipment - belts, pulleys, bearings, grease fittings and motor shafts.
- _____ 6. Requisition filter media and other supplies needed.
- _____ 7. Load and drive facilities vehicle to assigned sites.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 8. Work independently or as a team member.
- _____ 9. Interact with school and maintenance personnel.
- _____ 10. Report to work punctually and regularly.
- _____ 11. Display appropriate work ethic.
- _____ 12. Follow maintenance policies and procedures.

3. SYSTEM SUPPORT

- _____ 13. Communicate well with Director of Facilities.
- _____ 14. Maintain positive relationship with outside vendors.
- _____ 15. Represent the School Board in an appropriate manner.
- _____ 16. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 17. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 18. _____
- _____ 19. _____
- _____ 20. _____
- _____ 21. _____

5. PERFORMANCE ASSESSMENT SERVICES

- _____ 22. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 23. The accurate and timely filing of all school reports.
- _____ 24. The completion of required professional development services.
- _____ 25. _____
- _____ 26. _____

AIR CONDITIONING AND REFRIGERATION MECHANIC (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)