

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
MAINTENANCE ASSISTANT

1. SERVICE DELIVERY

- _____ 1. Assist in maintaining and installing the District’s electrical systems; to include, plumbing, HVAC, and refrigeration.
- _____ 2. Assist in maintaining a tools, materials, and parts inventory.
- _____ 3. Assist in meeting all requirements of building codes.
- _____ 4. Assist in developing and maintaining a preventive maintenance program.
- _____ 5. Assist in maintaining alarm systems.
- _____ 6. Assist in maintaining intercom systems.
- _____ 7. Assist in ordering and bidding parts and materials.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

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

3. SYSTEM SUPPORT

- _____ 13. Communicate well with Director of Facilities.
- _____ 14. Maintain a 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. ASSESSMENT AND OTHER 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.

MAINTENANCE ASSISTANT (Continued)

_____ 25. _____
_____ 26. _____

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)