

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
BOILER / HVAC MECHANIC

1. SERVICE DELIVERY

- _____ 1. Receive and respond to work orders for inspection and repair of heating and cooling units.
- _____ 2. Trouble-shoot malfunctioning thermostats.
- _____ 3. Make repairs to air handlers, ventilating fans, controls, bearings, pressure leaks and other equipment and parts.
- _____ 4. Maintain records and make reports as required.
- _____ 5. Establish and maintain preventive maintenance programs.
- _____ 6. Order and bid, when required, parts and material.
- _____ 7. Follow EPA guidelines in freon removal and disposal.
- _____ 8. Assist other tradesmen as required.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 9. Work independently and as a team member.
- _____ 10. Interact effectively with secretaries, bookkeepers and other maintenance and school personnel.
- _____ 11. Report to work punctually and regularly.
- _____ 12. Follow maintenance policies and procedures.
- _____ 13. Display appropriate work ethic.

3. SYSTEM SUPPORT

- _____ 14. Communicate well with Director of Facilities.
- _____ 15. Maintain strong relationship with outside vendors.
- _____ 16. Represent the School Board in an appropriate manner.
- _____ 17. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 18. 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.
- _____ 19. _____
- _____ 20. _____
- _____ 21. _____
- _____ 22. _____

5. PERFORMANCE ASSESSMENT SERVICES

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

BOILER / HVAC MECHANIC (Continued)

_____ 27. _____

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)