

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**MAINTENANCE WORKER – GENERAL**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Assist tradesmen in various tasks.
- \_\_\_\_\_ 2. Perform general repairs in carpentry, painting, electrical, plumbing, welding, kitchen equipment, boilers, grounds work or other low technical tasks.
- \_\_\_\_\_ 3. Help transport equipment and materials to job site.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 4. Work independently or as part of a team.
- \_\_\_\_\_ 5. Interact with school or facilities personnel.
- \_\_\_\_\_ 6. Report to work punctually and regularly.
- \_\_\_\_\_ 7. Display an appropriate work ethic.
- \_\_\_\_\_ 8. Follow maintenance policies and procedures.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ 9. Communicate well with supervisor.
- \_\_\_\_\_ 10. Represent the District in an appropriate manner.
- \_\_\_\_\_ 11. Perform other duties as assigned.

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 12. 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.
- \_\_\_\_\_ 13. \_\_\_\_\_
- \_\_\_\_\_ 14. \_\_\_\_\_
- \_\_\_\_\_ 15. \_\_\_\_\_
- \_\_\_\_\_ 16. \_\_\_\_\_

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 17. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 18. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 19. The completion of required professional development services.
- \_\_\_\_\_ 20. \_\_\_\_\_
- \_\_\_\_\_ 21. \_\_\_\_\_

MAINTENANCE WORKER – GENERAL (Continued)

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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)