

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

PLUMBER

1. SERVICE DELIVERY

- _____ 1. Repair water lines and leaking faucets.
- _____ 2. Unclog sewer lines and commodes.
- _____ 3. Develop and maintain a preventive program.
- _____ 4. Install, maintain, and repair gas lines and equipment.
- _____ 5. Complete work orders initiated at the building level.
- _____ 6. Order and bid, if necessary, plumbing parts.
- _____ 7. Maintain an inventory of parts and materials.
- _____ 8. Work with other tradesmen as needed.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

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

3. SYSTEM SUPPORT

- _____ 14. Communicate well with Director of Facilities.
- _____ 15. Maintain a positive relationship with outside vendors.
- _____ 16. Represent the District 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. ASSESSMENT AND OTHER 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.

PLUMBER (Continued)

_____ 26. _____
_____ 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)