

SCHOOL DISTRICT OF GADSDEN COUNTY

VEHICLE MECHANIC FOREMAN

PERFORMANCE APPRAISAL

Name _____ Position _____

School / Dept. _____ School Year _____

1. SERVICE DELIVERY

Category Definitions

- (1) Use diagnostic equipment to evaluate mechanical problems in vehicles.
- (2) Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.
- (3) Assign priority and process vehicle repair work orders.
- (4) Evaluate and recommend all repairs. Provide cost estimates.
- (5) Assign all vehicle repairs to personnel and oversee completion.
- (6) Arrange contract repairs when work cannot be performed in shop.
- (7) Assign or perform welding and minor body work to keep vehicles operating.
- (8) Perform routine vehicle maintenance and preventive care.
- (9) Establish preventive maintenance and care schedules.
- (10) Locate and requisition all parts needed for vehicle repair.
- (11) Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
- (12) Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor/coordinator immediately.
- (13) Operate bus as needed and be familiar with bus routes.
- (14) Assist in training new drivers.
- (15) Load and unload tapes for video monitoring system.

Source Code (circle choices)

- | | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|
| A. Behavioral Event Interview | B. Direct Documentation | C. Indirect Documentation | D. Training Programs Competency Acquisition | E. Evaluatee Provided | F. Confirmed Observation |
|--------------------------------------|--------------------------------|----------------------------------|--|------------------------------|---------------------------------|

Rating Code (circle one)

- | | | | | |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|-----------------------|--------------------------|------------------|-----------------------|--------------------|

Vehicle Mechanic Foreman (Continued)

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

Category Definitions

- (16) Contact vendors to check on availability of parts/supplies.
- (17) Discuss mechanical problems with other mechanics and help them solve repair problems.
- (18) Inspect work performed by mechanics in overhaul and repair of district automotive equipment.
- (19) Review and approve completed work orders.
- (20) Perform state safety inspections for all district vehicles.
- (21) Direct the upkeep and appearance of shop and parking lot area.
- (22) Work irregular hours and respond to after-hours emergency calls as needed.
- (23) Operate tools, equipment, and machinery according to prescribed safety procedures.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
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|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
| Unsatisfactory | Needs Improvement | Effective | Very Effective | Outstanding |
|----------------|-------------------|-----------|----------------|-------------|

3. SYSTEM SUPPORT

Category Definitions

- (24) Keep shop, equipment, and tools in safe operating condition.
- (25) Order equipment and supplies and maintain accurate records.
- (26) Recommend replacement of existing equipment.
- (27) Conduct annual inventory of physical equipment and supplies.
- (29) Supervises lead mechanics and mechanics with responsibility of diesel engine trouble shooting.
- (30) Other duties as assigned

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
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|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

- | | | | | |
|----------------|-------------------|-----------|----------------|-------------|
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|----------------|-------------------|-----------|----------------|-------------|

Vehicle Mechanic Foreman (Continued)

4. WORKSITE SERVICE STANDARDS

Control Dimension

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.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
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|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|

Rating Code (circle one)

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

5. ASSESSMENT AND OTHER SERVICES

Control Dimension

The use of the adopted performance appraisal system for instructional and other employees.
The accurate and timely filing of all school reports.
The completion of required professional development services.

(Special Note)

An effective or higher rating is required in this job context category in order to be eligible for an overall Effective or higher rating.

Source Code (circle choices)

- | | | | | | |
|-------------------------------|-------------------------|---------------------------|---|-----------------------|--------------------------|
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Rating Code (circle one)

Unsatisfactory Needs Improvement Effective Very Effective Outstanding

Vehicle Mechanic Foreman (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____ Needs Improvement _____ Effective _____ Very Effective _____ Outstanding _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____ No _____

Signature of Evaluatee

Date

Comments of the Evaluator:

Signature of Evaluator

Date