

SCHOOL DISTRICT OF GADSDEN COUNTY  
SERVICE DEFINITIONS AND DATA COLLECTION FORM

**ELECTRICIAN**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ 1. Install and / or repair all electrical systems and fixtures throughout the District.
- \_\_\_\_\_ 2. Inventory and maintain all tools, equipment and supplies.
- \_\_\_\_\_ 3. Place orders and bids, if needed, for parts and materials.
- \_\_\_\_\_ 4. Install all systems according to state and local codes.
- \_\_\_\_\_ 5. Provide Director of Facilities with information for budget development.
- \_\_\_\_\_ 6. Develop and maintain a preventive program.
- \_\_\_\_\_ 7. Install all electrical systems according to blueprints and schematics.
- \_\_\_\_\_ 8. Assist other tradesmen as needed.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ 9. Work independently or as a team member.
- \_\_\_\_\_ 10. Interact with building personnel and maintenance workers.
- \_\_\_\_\_ 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 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.

**ELECTRICIAN (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)