

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
FIRE AND SAFETY INSPECTOR

1. SERVICE DELIVERY

- 1. Establish a management plan for Asbestos Remediation in accordance with state and federal guidelines.
2. Establish and implement a comprehensive Fire Safety Program including inspections.
3. Coordinate the disposal of hazardous waste generated by the District.
4. Serve as liaison with appropriate governmental agencies with regard to health and safety issues.
5. Keep accurate and up-to-date records for Health, Safety, Fire and Hazardous Waste programs.
6. Conduct training sessions relevant to health and safety issues.
7. Conduct SREF comprehensive safety inspections of all buildings.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- 8. Ability to work independently or as a team member.
9. Ability to interact with school and maintenance personnel.
10. Report to work punctually and regularly.
11. Display appropriate work ethic.
12. Follow maintenance policies and procedures.

3. SYSTEM SUPPORT

- 13. Communicate well with the Director of Facilities.
14. Maintain positive relationship with outside agencies.
15. Represent the School Board in an appropriate manner.
16. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- 17. 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.
18.
19.
20.
21.

5. ASSESSMENT AND OTHER SERVICES

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

FIRE AND SAFETY INSPECTOR (Continued)

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)