

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**

**VEHICLE MECHANIC FOREMAN**

**1. SERVICE DELIVERY**

- \_\_\_\_\_ (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.

**2. EMPLOYEE QUALITIES / RESPONSIBILITIES**

- \_\_\_\_\_ (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.

**3. SYSTEM SUPPORT**

- \_\_\_\_\_ (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

VEHICLE MECHANIC FOREMAN (Continued)

**4. WORKSITE SERVICE STANDARDS**

INDICATORS

- \_\_\_\_\_ 31. 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.
- \_\_\_\_\_ 32. \_\_\_\_\_
- \_\_\_\_\_ 33. \_\_\_\_\_
- \_\_\_\_\_ 34. \_\_\_\_\_
- \_\_\_\_\_ 35. \_\_\_\_\_

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 36. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 37. The accurate and timely filing of all school reports
- \_\_\_\_\_ 38. The completion of required professional development services.
- \_\_\_\_\_ 39. \_\_\_\_\_
- \_\_\_\_\_ 40. \_\_\_\_\_

VEHICLE MECHANIC FOREMAN (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)