

NAME:
TITLE:

Head Mechanic/Maintenance

QUALIFICATIONS:

1. High School Diploma.
2. Must have ability to read and write and follow instructions.
3. Possess skills necessary for the proper maintenance, construction and repair of buildings, grounds, and equipment.
4. Must be able to do vigorous physical labor and lift heavy objects.
5. Must be able to follow and interpret oral and written instructions.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Director of Operations

TERMS OF EMPLOYMENT: Twelve month year. Days and hours to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

JOB GOAL:

Under the direct supervision of the Director of Operations performs work necessary for the proper maintenance, construction and repair of buildings, grounds and equipment and supervises the work of other maintenance personnel.

PERFORMANCE RESPONSIBILITIES:

<u>Meets</u> <u>Expectations</u>	<u>Needs</u> <u>Emphasis</u>
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| _____ | _____ | 1. Receives initial work assignments from the Director of Operations or initiates work assignments. |
| _____ | _____ | 2. Plans, assigns, instructs and assists in the accomplishment of maintenance jobs. |
| _____ | _____ | 3. Demonstrates the use of equipment to other employees. |
| _____ | _____ | 4. Follows proper procedure of assigned work orders. |
| _____ | _____ | 5. Responsible for supervision and instruction of new maintenance workers. |
| _____ | _____ | 6. Makes time and material reports as required. |
| _____ | _____ | 7. Responsible for compliance with building standards and codes. |
| _____ | _____ | 8. Performs other duties as directed including those of the Maintenance I Classification and assisting the Head Mechanic/Transportation. |
| _____ | _____ | 9. Practices safety first. |
| _____ | _____ | 10. Maintains required licenses and training for driving a school bus when requested. |
| _____ | _____ | Attendance |
| _____ | _____ | Punctuality |
| _____ | _____ | Dependability |

Meets
Expectations

Needs
Emphasis

Relationship with Other Personnel

Relationship with Students/Public

Quality of Work

Cooperation

Work Habits (Neatness, Speed, Etc.)

School Ethics (Confidentiality, Loyalty)

Other

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

3. _____

I believe that the following areas need improvement:

1. _____

2. _____

3. _____

I have read this evaluation and have had a conference with the evaluator. _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____