

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

PARTS MANAGER

1. SERVICE DELIVERY

- _____ 1. Maintain all inventory and property in compliance with all state and local policies and procedures.
- _____ 2. Assure integrity of all parts, lubricants and fuel to comply with manufacturer and local and state guidelines.
- _____ 3. Order and issue requisitions for purchase of parts and supplies.
- _____ 4. verify and complete purchase order process and send to purchasing department for payment.
- _____ 5. Receive parts and verify invoices and enter into data processing center.
- _____ 6. Maintain all records necessary for documentation for state and federal audits.
- _____ 7. Initiate formal and informal bids for services and parts based on state law and School Board policy.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 8. Demonstrate ability to work independently and as a team member.
- _____ 9. Demonstrate ability to interact with numerous maintenance personnel.
- _____ 10. Report to work punctually and regularly.
- _____ 11. Display appropriate work ethic.
- _____ 12. Follow all policies and procedures.

3. SYSTEM SUPPORT

- _____ 13. Communicate well with Director of Transportation.
- _____ 14. Maintain a positive relationship with outside vendors.
- _____ 15. Represent the District 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. _____

PARTS MANAGER (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)**