

**LEAD VEHICLE MECHANIC
Summative Appraisal Form**

Name _____

Location _____

Appraisal Period: From _____ to _____

Date of Review _____

Directions

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

Rating Scale

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

JOB PERFORMANCE STATEMENTS

Maintenance and Repairs

- ____1. Use advanced automotive, electronics and HVAC diagnostic equipment to evaluate mechanical problems in vehicles.
- ____2. Performs mechanical repairs.
- ____3. Helps mechanic complete major repairs.
- ____4. Does welding and minor body work.
- ____5. Services vehicles according to established preventive maintenance schedule. Rotates and balances tires; changes oil and filters; lubricates vehicle parts; inspects and replaces hoses, belts, mirrors, lamps; and maintains all fluid levels.
- ____6. Maintains accurate, updated records of preventive maintenance.
- ____7. Inspects vehicles and evaluates condition of electronic systems, equipment, accessories, and lights; services as needed.
- ____8. Demonstrates process of preventive maintenance and visual inspections to mechanic.

- ____9. Performs preventive maintenance, including DEF regeneration using specialized electronic equipment according to established schedules.

COMMENTS: _____

Safety

- ____10. Operates tools, specialized equipment, and machinery according to prescribed safety procedures.
- ____11. Follows established safety procedures and techniques to perform job duties including lifting, climbing, etc.
- ____12. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
- ____13. Helps keep shop, equipment, and tools in safe operating condition.

COMMENTS: _____

Vehicle Maintenance

- ____14. Direct repair of all specialized mechanical repairs of district-owned vehicles and assists with plans for preventive maintenance.
- ____15. Must be willing to assist with after hour vehicle repairs.

COMMENTS: _____

Other

- ____16. Maintains accurate records of time and materials required to perform repairs and service with minimal supervision.
- ____17. Operates buses and other vehicles as needed.
- ____18. Works irregular hours as needed.
- ____19. Drives for an assigned bus route as needed.
- ____20. Exhibits punctuality and dependability in the workplace.
- ____21. Performs other duties assigned by supervisor.
- ____22. Maintains confidentiality of information.
- ____23. Clean and sweep shop area.

COMMENTS: _____
