

**TRANSPORTATION MECHANIC FOREMAN  
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**

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

**JOB PERFORMANCE STATEMENTS**

**Maintenance and Repairs**

- \_\_\_\_\_ 1. Delegates and supervises work assignments to assigned shift mechanics and makes adjustments as necessary.
- \_\_\_\_\_ 2. Monitors activity to ensure efficient use of time, materials, equipment and inventory.
- \_\_\_\_\_ 3. Monitors repair of assigned shift on all district-owned vehicles, preventive maintenance, and inspection.
- \_\_\_\_\_ 4. Uses advanced automotive, electronics and HVAC diagnostic equipment to evaluate mechanical problems in vehicles.
- \_\_\_\_\_ 5. Performs mechanical repairs.
- \_\_\_\_\_ 6. Helps mechanics complete major repairs.
- \_\_\_\_\_ 7. Does welding and minor body work.
- \_\_\_\_\_ 8. Services vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
- \_\_\_\_\_ 9. Maintains accurate, updated records of preventive maintenance.

- \_\_\_\_\_ 10. Inspects vehicles and evaluates condition of electronic systems, equipment, accessories, and lights; service as needed.
- \_\_\_\_\_ 11. Demonstrates process of preventive maintenance and visual inspections to mechanic.
- \_\_\_\_\_ 12. Performs preventive maintenance, including DEF regeneration using specialized electronic equipment according to established schedules.
- \_\_\_\_\_ 13. Handles complex troubleshooting issues that require advanced expertise and in-depth experience.
- \_\_\_\_\_ 14. Manages parts ordering and inventory to ensure efficient operations.
- \_\_\_\_\_ 15. Leads the installation of COVID HEPA filtration systems.
- \_\_\_\_\_ 16. Optimizes in-house repair processes to reduce reliance on costly external services.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

#### **Safety**

- \_\_\_\_\_ 17. Operates tools, specialized equipment, and machinery according to prescribed safety procedures.
- \_\_\_\_\_ 18. Follows established safety procedures and techniques to perform job duties including lifting, climbing, etc.
- \_\_\_\_\_ 19. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
- \_\_\_\_\_ 20. Helps keep shop, equipment, and tools in safe operating condition.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

#### **Vehicle Maintenance**

- \_\_\_\_\_ 21. Directs repair of all specialized mechanical repairs of district –owned vehicles and assists with plans for preventive maintenance.
- \_\_\_\_\_ 22. Assists with after hour vehicle repairs both in town and out-of-town, as needed.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Other**

- \_\_\_\_\_ 23. Maintains accurate records of time and materials required to perform repairs and service with minimal supervision.
- \_\_\_\_\_ 24. Operates buses and other vehicles as needed.
- \_\_\_\_\_ 25. Works irregular hours as needed.
- \_\_\_\_\_ 26. Exhibits punctuality and dependability in the workplace.
- \_\_\_\_\_ 27. Performs other duties assigned by supervisor.
- \_\_\_\_\_ 28. Maintains confidentiality of information.
- \_\_\_\_\_ 29. Cleans and sweeps shop area

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**Supervisor Responsibilities**

- \_\_\_\_\_ 30. Assists with mechanic helpers, mechanics, safety for personnel, security of building and support staff assigned to Transportation.
- \_\_\_\_\_ 31. Ensures that both mechanic helpers and mechanics attend relevant training sessions and seminars to maintain up-to-date certifications.

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

What strengths do \_\_\_\_\_ possess?

\_\_\_\_\_

\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for students on this campus/department?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Summative Conference Comments:

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**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

\_\_\_\_ Renewal and/or Extension of Assignment

\_\_\_\_ Non-renewal of Assignment

\_\_\_\_ Termination of Assignment

\_\_\_\_ Non-extension of Assignment

\_\_\_\_  
Administrator (Print Name)

\_\_\_\_  
Date

\_\_\_\_  
Administrator (Signature)

\_\_\_\_  
Date

\_\_\_\_  
Employee's Signature

\_\_\_\_  
Date

