

CITY OF GONZALES

PUBLIC WORKS MAINTENANCE SUPERVISOR

SUPPLEMENTAL QUESTIONNAIRE

INSTRUCTIONS TO APPLICANTS:

This supplemental questionnaire must be submitted with your application for the position of Public Works Maintenance Supervisor.

This supplemental questionnaire requires that you prepare a narrative description in response to each item. In answering the following questions, please include your background, skills and experience in the areas of Public Works Maintenance. Your ability to provide clear and concise answers will be used in assessing your qualifications for this position. Please limit your answers to the spaces provided.

Applications for the position of Public Works Maintenance Supervisor will not be considered without the supplemental questionnaire. Only those applicants demonstrating the best job-related qualifications will be invited for interviews. Therefore, it is to your advantage to complete this form thoroughly and accurately. The information contained within your responses will be verified through background and reference checks should you be selected as a finalist.

Responses such as "see resume," "see application," or "see attached" will not be evaluated.

I, THE UNDERSIGNED, UNDERSTAND THAT ALL INFORMATION PROVIDED HEREIN IS SUBJECT TO VERIFICATION AND IS TRUE TO THE BEST OF MY KNOWLEDGE AND ABILITY.

Signature

Date signed

Print Name

Day Phone Number

Print Mailing Address, City, State, Zip

APPLICANT'S NAME: _____

SUPPLEMENTAL QUESTIONS

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1. Describe your training and experience in evaluating subordinates, and what steps would you take to ensure that employees are performing at the level that is prescribed under their job description.

[illegible]

APPLICANT'S NAME: _____

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2. What type of education and work experience have you received that would qualify you for this position.

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APPLICANT'S NAME: _____

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3. Describe how you would handle an employee who has a satisfactory work performance record but his interaction with his fellow employees becomes disruptive to the organization. How would you approach these problems and what steps would you take to ensure this does not continue.

[illegible]

APPLICANT'S NAME: _____

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4. Describe your specific experience in operating and maintaining water systems, sewer systems, parks systems, general building maintenance, and lift or pump stations.

[illegible]