

**EAST BAY REGIONAL PARK DISTRICT**  
**CIVIL ENGINEER**  
**Supplemental Statement**

**SUPPLEMENTAL STATEMENT INSTRUCTIONS**

The purpose of this supplemental statement is to allow you to elaborate on your qualifications in specific job-related areas. It is important that you provide this information in as clear and concise a manner as possible. You are limited to a total of four typed (8 1/2 x 11) pages to respond to the seven (7) items below. When describing your experience in the following areas, first indicate the job where you gained the experience by referring to #11 of the application form and identify that job by letter (a,b,c, etc.). Use the information provided on the job announcement to guide you in making your responses relevant to the District's Civil Engineer position.

1. *Summarize your project management experience, including total years of experience. Give two examples from your recent experience which best exemplify your ability to manage a complex project, including development of a project program, schedule and engineer's estimate as well as design and preparation of contract documents, contract management and budget tracking. List the duties that you specifically performed and describe the process you used to successfully manage the projects.*
  
2. *Briefly describe your engineering experience in the planning, design, production of plans and specifications, and construction administration regarding as many of the following types of work as are applicable:*
  - Sewage Treatment Systems – gravity lines, force mains, lift stations, leach fields, evaporative ponds, etc.*
  - Water Systems – distribution facilities (including pipes, appurtenances and pump systems), water treatment (i.e., chlorination), well and spring development, etc.*
  - Storm Drain Systems – pipes, inlets, manholes, oil separators, etc.*
  - Gas Systems – pipes, fuel tanks, fuel pumps, containment systems, etc.*
  - Earthworks – grading design, estimating and balancing quantities of cut and fill*
  - Road and Trails – design of alignments and asphalt paving sections.*
  - Swimming Pools and/or Lagoons – filtration systems*
  - Bridge Approaches – for pre-manufactured bridges (pedestrian and/or vehicular)*
  - Retaining Walls*
  - Piers*
  - Marina Facilities – boat dock and boat launch facilities*
  
3. *Briefly describe one representative example of your experience supervising other professional and technical staff members as a supervisor, team leader or job captain. Include the number of staff members supervised, the job title of each staff member and the level of supervision required. Describe your method of directing, motivating and communicating with the staff during the course of the project*

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4. Summarize your experience in the coordination of staff input from multiple federal, state and local agencies in the development of a multi-jurisdictional project. Cite a specific example of your experience obtaining regulatory permits from federal and/or state agencies.
5. Describe your experience managing design consultants. Include the types of consultants you have managed and your methodology for ensuring consultant performance as to schedule, deliverables and budget.
6. Describe your experience with and give an assessment of your current level of proficiency using the following software (or similar software) for the design, development and drafting of contract plans, preparation of written specifications and project correspondence, estimating and project scheduling:
  - AutoCAD 2004 or later version
  - Land Desktop 2004 or later version – Project and Drawing Management, Points, COGO, Terrain Modeling, Roadway Design, Grading and Civil Design
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Project
7. Apart from what you have covered above, please describe any additional skills and abilities you possess that are applicable to this position.



**Please remember that you are strictly limited to a 4 page maximum for your responses. Please sign each page, certifying that the responses are true and correct to the best of your knowledge. Any misrepresentation of information may cause you to forfeit all rights to employment with the East Bay Regional Park District. Staple this form and the supplemental pages to your Application Form, and submit these materials as your completed application packet.**

