

EAST BAY REGIONAL PARK DISTRICT
FIELD/OFFICE SURVEYOR
Supplemental Statement Instructions

The purpose of the 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 3 typed (8 ½ x 11) pages, one inch margins, single space, with Arial 12 pt. font, to respond to the 6 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, or c). Use the information on the job announcement, to guide you in making your responses relevant to the District's situation.

You may attach a resume, but not as a substitute for completing this supplemental statement. We do not expect applicants to have experience in all the areas.

1. Describe the scope of your experience planning and leading/supervising a field survey crew. Indicate the number of employees and their job titles.
2. Please select and describe two projects for each of the following areas that demonstrate your hands-on knowledge: topographic mapping, real property boundary surveying, preparing legal descriptions, construction staking, and miscellaneous survey requests.
3. Please explain your hands-on experience and proficiency level with various survey equipment (electronic and manual).
4. Describe in detail your level of proficiency utilizing AutoCAD 2012 and Civil 3D software with the following modules: Surfaces, Lines/Curves, Parcels, Alignments, Description Keys, Styles – Point, Label and Table. Please specify the total number of years of experience in each and the type of projects you have worked on.
5. Please state if you have completed any related technical knowledge, training, or coursework. Specify where and when completed.
6. Please describe any other skills and abilities you possess that are applicable to this position.

Please limit your response to a maximum of three (3) pages. Sign each page, staple to this form and your Application Form, and submit this package as your completed Application packet.

IMPORTANT! I certify that the information I have provided is true and correct to the best of my knowledge. I understand that misrepresentation of information may cause me to forfeit all rights to employment with East Bay Regional Park District.

Signature _____

Date _____