

EAST BAY REGIONAL PARK DISTRICT
BUILDING/GROUNDS AIDE - 2012
SUPPLEMENTAL STATEMENT

PRINT NAME: _____

The purpose of this supplement is to learn more about your work-related experience as is relevant to the position of Building/Grounds Aide. It is important that you provide this information in as clear and concise a manner as possible; therefore you may complete your answers in the spaces provided below or you may attach a separate document. If you attach a separate document **you are limited to a total of three (3), typed (8½ x 11) pages** to respond to the items below. When describing your experience in the following areas, first indicate where you gained the experience by referring to #11 of the application form and identifying that job by letter (a, b or c).

I. MINOR BUILDING MAINTENANCE

a) Select the job from your application where you had the most relevant experience performing preventive maintenance and repairs of public use buildings, specifically basic carpentry, painting, electrical, plumbing, and HVAC repairs. Identify that job by letter here: #11 _____ Explain if duties were performed daily, weekly, monthly, etc.

b) Select from your application where you had the most relevant experience setting up and cleaning meeting rooms per established room setups and standards.

c) Select from your application where you had the most relevant experience with the maintenance and care of public buildings which include public art, museum or exhibit pieces, special room and speaking arrangements, and special events.

II. GROUNDS MAINTENANCE

Select the job from your application where you had the most relevant experience performing groundskeeping duties, specifically care of landscaped areas, irrigation system repair, turf mowing, and other maintenance of grounds. Provide examples of your liaison responsibilities for the work performed by groundkeeping services. Identify that job by letter here: #11 _____ Explain if duties were performed daily, weekly, monthly, etc.

III. CUSTODIAL

a) Select the job from your application where you had the most relevant clean-up related tasks, such as sweeping, dusting, mopping, vacuuming, shampooing, cleaning public restrooms, litter pick-up, and emptying trash. Provide examples of your experience dealing with outside janitorial services and the scope of your liaison with the service. Identify that job by letter here: #11 _____ Explain if duties were performed daily, weekly, monthly, etc.

OVER...

b) Please describe an example of your ability to complete custodial work to meet deadlines or emergencies.

IV. PUBLIC CONTACT

a) Select the job from your application where you had the most relevant experience answering phones to assist the public or internal customers. Identify that job by letter here: #1 | _____ Explain if duties performed were daily, weekly, monthly, etc. Was the level of activity slow-paced, fast paced, etc.?

b) Select the job from your application where you had the most relevant experience assisting the public or internal customers in person. Please specify if this included reservations type work, resolving room setup problems, or what type of assistance you provided to the customers. Identify that job by letter here: #1 | _____ Explain if duties were performed daily, weekly, monthly, etc. Was the level of activity slow-paced, fast paced, etc.?

V. ADMINISTRATIVE

a) Select the job from your application where you had the most relevant experience keeping records, inventory, and completing requisitions for ordering supplies. Identify that job by letter here: #1 | _____ Explain if duties performed were daily, weekly, monthly, etc.

b) Provide examples of daily, weekly, monthly or annual inspections you have performed.

VI. OTHER AREAS OF KNOWLEDGE, SKILLS, and ABILITIES

Apart from what you have covered above, please describe any other areas of knowledge, skills, or abilities you possess that are relevant to this position, such as, but not limited to: experience with computers, copy machines, fax machines, office machines, or HVAC certification. Please include any tools, equipment and/or vehicles you are able to operate and maintain.

I certify that all my responses to the questions listed on this form are true and correct to the best of my knowledge. I agree and understand that any misstatement or omission may cause forfeiture on my part to all rights to any employment with the East Bay Regional Park District.

SIGNATURE _____

DATE _____