

MAINTENANCE SUPERINTENDENT
SUPPLEMENTAL STATEMENT

You are limited to a total of 2 typed (8 ½ " x 11") pages to answer all 5 questions below. The questions are given in a setting of background information. Use that, along with the job announcement, to guide you in making your response relevant to the Park District's situation. (In each case, the question itself is that which is underlined.)

1. This position directly supervises five crew supervisors and Administrative Analyst II M.A.S.T. (over the crafts crews) and through them, a large staff of journey-level crafts people with trade capacities in the following areas: carpentry, plumbing, electricity, painting, sanitation and water utilities maintenance. Most of the staff are regular employees and therefore, are covered under a civil service system and are also represented by a labor union, AFSCME.

What experience have you had as a supervisor, particularly a supervisor of similar craft workers? Please include the size and composition of your present staff, if any. Enlarge upon what you feel is the supervisory situation in your experience that is most similar to ours.

2. Do you have specific familiarity with one or more of the trade capacities listed in #1 above? While it is understood this Manager won't necessarily be a crafts person by background, whatever specific background is possessed is likely to be a help. Please begin with the craft or trade with which you are most familiar, define your level of expertise and how you gained it. Proceed with the next most familiar craft and so on. (You need not address those crafts where you feel you have lay person familiarity only.)

3. Some maintenance projects are completed by contractor rather than our in-house crews and therefore require contract documents.

What is your experience with contract development and management? Please select the largest dollar contract you wrote/oversaw and describe specifically how you went about first selecting, then monitoring that contractor.

4. Describe your experience, knowledge and skill in the area of light construction, including the design and installation of erosion control and drainage structures, asphalt pavement maintenance, and construction of ADA-compliant pathways using green technology and soil conservation methods.

5. Apart from what you already covered in answering #1 through #4 above, do you have any other special background or personal attributes or abilities that you see as particularly appropriate for this position?

Please remember that you are strictly limited to a 2 page maximum for your total response.

Sign each page, staple to your Application Form, and submit this package as your completed Application packet.