

## Superintendent

### Supplemental Employment Application Questionnaire

1. Describe your experience supervising a team and the tasks you perform on a regular basis. Describe the breadth and depth of responsibilities and skill levels of the members of that team.
2. Describe your paid experience with preventative maintenance programs.

3. Describe your experience with Sanitary Sewer Overflow reporting in conjunction with California Integrated Water Quality System (CIWQS)?

4. Describe the administrative tasks you perform on a regular basis (e.g., planning, project management, developing programs, monitoring goals, preparing contracts/reports).

5. Describe your procurement experience as it relates to soliciting bids and proposals, developing and writing contracts, and contract administration and compliance.

6. Describe your experience preparing a budget for a maintenance and operations unit. Include your level of responsibility and your experience with development, implementation, and monitoring.

7. Describe your experience researching and analyzing an issue and providing a recommended course of action. Include examples of how you researched and analyzed the issue, the process you used to develop your recommendation, and how you presented your recommendation.

8. Describe your level of experience working with Human Resources including recruitment, employee retention, and employee development.

9. Describe your experience in interpreting, communicating, and enforcing state and local regulations. Please include any experience regarding regulations specific to local utility districts.

**Attach a professional writing sample. The sample must be something you've written in the last two years.**