Westlands Water District

SUPERVISOR OF MECHANICAL MAINTENANCE

Supplemental Application

Please submit responses to the following questions along with your employment application no later than the final filing deadline. Your responses should be numbered and addressed on a separate paper.

1. Describe your experience or exposure to the administration of mechanical maintenance work and managing the following areas. In your answers, address the challenges that arise from the fact that the Mechanical Maintenance Department works on facilities that are spread across the District.
   a. Selecting, training, and evaluating the performance of skilled staff engaged in independent work with minimal supervision.
   b. Acquiring materials, equipment, and services for pump selection and specifications.
   c. Planning and scheduling mechanical maintenance work including and implementing new maintenance technologies on antiquated facilities and equipment.

2. Describe your work experience complying with the policies, rules, regulations, and guidelines within your profession. In your answer, discuss how you directed or managed others to ensure their compliance.

3. Describe your experience in preparing, monitoring, and maintaining department or project budgets.

4. Describe your approach to leading a team and holding staff accountable for performing their job responsibilities and encouraging staff to perform if their productivity falters.

5. Describe your bias for action and characteristics you bring to the position that will improve the department’s performance.

6. After reviewing the Notice of Job Opening. Are you able to perform the essential functions of the position without reasonable accommodations?
   ☐ Yes ☐ No If no, please describe the type of assistance or accommodations needed:
   _______________________________________________________________________
   _______________________________________________________________________

7. The District’s conditional offer of employment includes your legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of your employment history, education, training, and any licensing requirement. As part of the selection process, you are required to complete and submit the Candidate Conviction Questionnaire. Do you foresee any issue to any of the above?
   ☐ Yes ☐ No If yes, please provide explanation. ______________________________________
   _______________________________________________________________________

Your submission of the information provided in the Supplemental Application certifies that it is true and correct to the best of your knowledge. You understand that any misrepresentation or falsification of information may result in failure to receive an offer of employment, or if you were hired, may result in discharge from employment. You agree that any of the statements you have made herein may be verified by Westlands Water District.