

COMMONWEALTH OF PENNSYLVANIA
STATE CIVIL SERVICE COMMISSION

APPLICATION SUPPLEMENT NO. 2011-053-1

For

**ASSISTANT MAINTENANCE SUPERINTENDENTS (Local Government) (L1000)
MAINTENANCE SUPERINTENDENTS (Local Government) (L1070)
DIRECTOR OF CAPITAL IMPROVEMENTS (Local Government) (L0257)**

General Information

Read Announcement No. 2011-053 thoroughly before you complete this supplement. The Announcement includes information on the minimum requirements for the job, the examination and other information.

Your completed *Application for Employment/Promotion* will be used to determine if you meet the minimum experience and training requirements. The information you provide in your *Application* and your *Application Supplement No. 2011-053-1* constitutes the examination and will be used to rate and score your qualifications. There is no other test. You must complete this supplement. If you have questions about your eligibility for this job or about completing this supplement or your application, contact one of the State Civil Service Commission Offices. The addresses and telephone numbers of the offices are listed at the end of the announcement.

Instructions for Completing this Supplement

This supplement describes the six major work behaviors performed by the Assistant Maintenance Superintendent, Maintenance Superintendent, and Director of Capital Improvements. Work behaviors are activities performed to achieve the objectives of the job. Read each work behavior carefully.

Determine which "Level of Performance" most closely represents your highest level of work performance and list the employer(s)/institution(s) where you gained this experience/training. In order to receive credit for experience, you must have worked in a job for at least **six** months in which the experience claimed was a major function. The employer(s)/institution(s) are those that you noted on your *Application for Employment/Promotion*. Please note that if the information you provided on your *Application for Employment/Promotion* does not support the level you claim, your selections will be revised.

Enter your Social Security Number on the top of each page of this supplement. Do not submit a resume in lieu of the requested information. Resumes will not be scored. After you have finished, read the statement at the end of your supplement, then sign and date the form in the spaces provided. Submit the completed supplement along with your completed *Application for Employment/Promotion*.

WORK BEHAVIOR 1 – SUPERVISES/ADMINISTERS A BUILDING MAINTENANCE PROGRAM

Supervises and/or administers a building maintenance program of structures and utility services maintenance, repair and construction, with responsibility for work in a variety of trades such as carpentry, painting, plumbing and sanitary systems, heating, air conditioning, electrical, and similar trades related to buildings and their systems. Duties include assigning workers; training or solving work problems; enforcing rules; participating in hiring, firing and disciplining; handling grievances; checking work; and keeping time.

Levels of Performance

Select the Level of Performance that best describes your claim.

- I have experience **supervising** individuals performing this work behavior or **administering** a building maintenance program for several commercial buildings including responsibility for building maintenance **and** utility services.
- I have experience performing a variety of construction, maintenance and repair functions which include several trades such as carpentry, plumbing, electrical, HVAC and painting.
- I have journey-level experience performing **one** trade or I have post high school level training related to this work behavior.
- I have no experience or training related to this work behavior.

WORK BEHAVIOR 1 – SUPERVISES/ADMINISTERS A BUILDING MAINTENANCE PROGRAM (CONTINUED)

Please provide specific information concerning your experience supervising/administering a building maintenance program, the actual duties you performed, and your level(s) of responsibility (i.e., supervisor or manager, team leader/member, working independently, working under the guidance of others more experienced):

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

Employer(s)

If you are claiming education/apprenticeship experience, complete the requested information below.

<u>Training Source</u>	<u>Course Title</u>	<u>Clock Hours</u>

WORK BEHAVIOR 2 – DEVELOPS, IMPLEMENTS AND/OR ADMINISTERS A PREVENTATIVE MAINTENANCE PROGRAM

Develops, implements and/or administers a program of preventative maintenance (PM) for buildings, grounds and related equipment. Determines maintenance standards and time schedules; develops and supervises keeping of equipment maintenance records; and monitors the on-going program through reports and inspections.

Levels of Performance

Select the Level of Performance that best describes your claim.

- I have experience developing, implementing or administering a preventative maintenance program for commercial buildings, grounds and related equipment which includes determining maintenance standards, time schedules, keeping of equipment maintenance records and monitoring the program through reports and inspections.
- I have experience supervising individuals involved in a preventative maintenance program including responsibility to see that all aspects of the program are done on a timely and routine basis.
- I have experience performing preventative maintenance activities or I have post high school level training related to this work behavior.
- I have no experience or training related to this work behavior.

WORK BEHAVIOR 2 – DEVELOPS, IMPLEMENTS AND/OR ADMINISTERS A PREVENTATIVE MAINTENANCE PROGRAM (CONTINUED)

Please provide specific information concerning your experience developing, implementing or administering a preventative maintenance program, the actual duties you performed, and your level(s) of responsibility (i.e., supervisor or manager, team leader/member, working independently, working under the guidance of others more experienced):

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

Employer(s)

If you are claiming education/apprenticeship experience, complete the requested information below.

<u>Training Source</u>	<u>Course Title</u>	<u>Clock Hours</u>

WORK BEHAVIOR 3 – SUPERVISES/ADMINISTERS A PROGRAM OF JANITORIAL SERVICES, GROUNDKEEPING, SAFETY AND PERSONAL SECURITY

Supervises/administers a program of janitorial services, groundskeeping, safety and personal security. Includes responsibility for neatness and cleanliness of buildings and grounds, vandalism/graffiti mitigation, elimination of safety hazards, and the maintenance of a safe environment for persons and property by changing locks, key control, and the prevention of unauthorized access to buildings.

Levels of Performance

Select the Level of Performance that best describes your claim.

- I have experience supervising/ administering a program of janitorial services, groundskeeping, safety and personal security which includes responsibility for neatness and cleanliness of commercial buildings and grounds, vandalism/graffiti mitigation, elimination of safety hazards, and the maintenance of a safe environment for persons and property.
- I have experience being responsible for janitorial services **or** groundskeeping **or** for safety/personal security/ elimination of safety hazards for commercial buildings.
- I have experience being responsible for janitorial services **or** groundskeeping **or** for safety/personal security/ elimination of safety hazards for any building or I have post high school level training related to this work behavior.
- I have no experience or training related to this work behavior.

WORK BEHAVIOR 3 – SUPERVISES/ADMINISTERS A PROGRAM OF JANITORIAL SERVICES, GROUNDSKEEPING, SAFETY AND PERSONAL SECURITY (CONTINUED)

Please provide specific information concerning your experience supervising/administering a program of janitorial services, groundskeeping, safety and personal security, the actual duties you performed, and your level(s) of responsibility (i.e., supervisor or manager, team leader/member, working independently, working under the guidance of others more experienced):

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

Employer(s)

If you are claiming education/apprenticeship experience, complete the requested information below.

<u>Training Source</u>	<u>Course Title</u>	<u>Clock Hours</u>

WORK BEHAVIOR 4 – REQUISITIONS MATERIALS AND SUPPLIES

Requisitions materials and supplies for the building and grounds maintenance program and related activities. Authorizes requisitioning documents; controls issuance of equipment, tools, materials, and supplies; and insures maintenance of adequate inventories and the keeping of inventory and use records.

Levels of Performance

Select the Level of Performance that best describes your claim.

- I have experience being responsible for requisitioning materials for a complete commercial buildings and grounds maintenance program including authorizing requisitioning documents controlling issuance of equipment, tools, materials and supplies **and** insuring adequate inventories of necessary maintenance/ groundskeeping supplies.
- I have experience being responsible for one activity such as requisitioning materials **or** controlling issuance of tools or equipment for a buildings and grounds maintenance program.
- I have experience requesting/being responsible for supplies for my own use in maintaining buildings/grounds or I have post high school level training related to this work behavior.
- I have no experience or training related to this work behavior.

WORK BEHAVIOR 4 – REQUISITIONS MATERIALS AND SUPPLIES (CONTINUED)

Please provide specific information concerning your experience requisitioning materials and supplies for a building and grounds maintenance program, the actual duties you performed, and your level(s) of responsibility (i.e., supervisor or manager, team leader/member, working independently, working under the guidance of others more experienced):

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

Employer(s)

If you are claiming education/apprenticeship experience, complete the requested information below.

<u>Training Source</u>	<u>Course Title</u>	<u>Clock Hours</u>

WORK BEHAVIOR 5 – PLANS AND COORDINATES CONSTRUCTION OR REHABILITATION PROJECTS

Plans and coordinates construction or rehabilitation projects for buildings and grounds. Includes participating in preparing or reviewing specifications, sketches and basic plans; estimating labor and material costs; negotiating with contractors and suppliers; seeking and recommending successful bidders; monitoring work in progress; and participating in final acceptance.

Levels of Performance

Select the Level of Performance that best describes your claim.

- I have experience planning and coordinating large scale, commercial construction or rehabilitation projects for buildings and grounds which includes participating in preparing or reviewing specifications, sketches and basic plans; estimating labor and material costs; negotiating with contractors and suppliers; seeking and recommending successful bidders; monitoring work in progress; and participating in final acceptance.
- I have experience performing this work behavior as above for small scale or residential construction or rehabilitation projects such as room additions, patios, decks, etc.
- I have experience performing activities associated with this work behavior as above for small scale projects or I have post high school level training related to this work behavior.
- I have no experience or training related to this work behavior.

WORK BEHAVIOR 5 – PLANS AND COORDINATES CONSTRUCTION OR REHABILITATION PROJECTS
(CONTINUED)

Please provide specific information concerning your experience planning and coordinating construction or rehabilitation projects for buildings and grounds, the actual duties you performed, and your level(s) of responsibility (i.e., supervisor or manager, team leader/member, working independently, working under the guidance of others more experienced):

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

Employer(s)

If you are claiming education/apprenticeship experience, complete the requested information below.

<u>Training Source</u>	<u>Course Title</u>	<u>Clock Hours</u>

WORK BEHAVIOR 6 – ESTIMATES ANNUAL AND SPECIAL BUDGETARY REQUIREMENTS

Estimates annual and special budgetary requirements for building and grounds maintenance and construction projects and programs. Includes review of prior budgets; estimating projected costs and emergency needs; determining priorities through consultation with management; and providing formal input into budget documents.

Levels of Performance

Select the Level of Performance that best describes your claim.

- I have experience estimating annual and special budgetary requirements for large scale, commercial building and grounds maintenance and construction projects and programs which includes reviewing prior budgets, estimating projected costs and emergency needs, determining priorities through consultation with management and providing formal input into budget documents.
- I have experience performing this work behavior as above for small scale building and grounds maintenance and construction projects such as room additions, patios, decks, etc.
- I have experience performing activities associated with this work behavior as above for small scale projects or I have post high school level training related to this work behavior.
- I have no experience or training related to this work behavior.

WORK BEHAVIOR 6 – ESTIMATES ANNUAL AND SPECIAL BUDGETARY REQUIREMENTS (CONTINUED)

Please provide specific information concerning your experience estimating annual and special budgets, the actual duties you performed, and your level(s) of responsibility (i.e., supervisor or manager, team leader/member, working independently, working under the guidance of others more experienced):

List below the employer(s) indicated on your Application for Employment/Promotion where you gained this experience.

Employer(s)

If you are claiming education/apprenticeship experience, complete the requested information below.

<u>Training Source</u>	<u>Course Title</u>	<u>Clock Hours</u>

Social Security Number

I understand this Supplement and all additional sheets constitute part of my Civil Service Application for Employment/Promotion. If requested, I will provide documentation and the names, addresses and phone numbers of persons who can verify the validity of the claims I make in this Supplement and the information reported as part of the Application.

Printed Name of Applicant

Date

Signature of Applicant

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Home Phone Number

Street Address

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Daytime Phone Number

City

State

Zip Code

E-Mail Address