



2024 Circle of Excellence Awards Maintenance Supervisor of the Year Nomination Kit 1.2

***Preparation checklist: Use this form for reference prior to submitting your online nomination. The following items are required to properly submit a valid online nomination.*

*** Please note a nominee will receive zero points for not submitting the criteria.*

1. Nominator Information **(REQUIRED)**

- a. Name
- b. Phone Number
- c. Email

2. Nominee Information **(REQUIRED)**

- | | |
|--------------------------|---|
| a. Name | e. Supervisor Name |
| b. Phone Number | f. Supervisor Phone Number |
| c. Email | g. Number of years in the position at
this community |
| d. Professional Headshot | |

3. Community Information **(REQUIRED)**

- | | |
|---------------------------------------|--|
| a. Community Name | d. The average number of service requests per week |
| b. Management Company Name | e. Total number of maintenance employees in the
community |
| c. The total number of units serviced | |

4. Continuing Education / Designation(s) / Trade License(s) **(10 POINTS)**

- a. Continuing Education completed in the last 12 months (October 2023 – September 2024).
- b. Professional Designations / Trade Licenses (CAMT, EPA, CPO, HVAC, etc.) currently on record.

5. Association Involvement **(10 POINTS)**

- a. Involvement in SEFAA, FAA, and NAA events in the last 12 months (October 2023 – September 2024).
- b. Involvement in SEFAA committees in the last 12 months (October 2023 – September 2024).

6. Supplementary Questions **(70 POINTS)**

- a. Are any maintenance services done in-house (pool care, painting, etc.)? If yes, which services?
- b. Explain what aspects of the job the nominee has succeeded and excelled at.
- c. Describe a challenge that the nominee has overcome.
- d. Describe an instance when the nominee provided exceptional service to a resident this past year (over and above what was expected).
- e. Is there anything else you would like to say about the nominee that makes them qualified for this award?

7. Endorsement Form(s) **(10 POINTS)**

- a. Nominees are required to submit at least one (1) completed endorsement form from a supervisor, colleague, or supplier. Nominees may submit up to five (5) completed endorsement forms.

8. Additional Attachments **(OPTIONAL)**

- a. Nominees may submit additional documents (photos, videos, presentations, etc.) to further make their claim for this award.

SOUTH EAST FLORIDA
APARTMENT ASSOCIATION



Maintenance Supervisor Nominee

(Fill & Submit One Letter for Each Endorsement)

Nominee Name: _____

Community: _____

To Whom It May Concern,

The South East Florida Apartment Association (SEFAA) Circle of Excellence Awards Ceremony is taking place on October 18, 2024.

I am seeking nomination support for the category of, "Maintenance Supervisor of the Year". The award is given to an outstanding individual that demonstrates exemplary skills in professionalism, time management, work ethic, operational knowledge, and colleague support as it relates to the position of Maintenance Supervisor.

If you are in support of my nomination for this award, please sign the endorsement form below.

Endorsement:

Name

Title

Email Address

Phone Number