



## Maintenance Supervisor of the Year Questionnaire

(This form will constitute 50% of the final score)

Please have this completed by your Interview date

### Topaz Awards

Name \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Property \_\_\_\_\_

Number of years at Current Property \_\_\_\_\_

Number of years in the Rental Housing Industry \_\_\_\_\_

Number of years as a Maintenance Supervisor \_\_\_\_\_

Total Number of Work Orders Annually \_\_\_\_\_ Percentage of Work Orders Complete \_\_\_\_\_

Total Number of Turnovers Annually \_\_\_\_\_ Number of Current Unturned Vacancies \_\_\_\_\_

Please list any designations or certifications you currently hold. Specify if you are pursuing any additional designations or certifications at this time.

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1. Outline your short and long term goals and how you plan to reach them. Elaborate on what impact they will have on both your property and career.

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2. What is your biggest challenge as a Maintenance Supervisor and what steps are you taking to overcome those challenges to reach your short and long term goals?

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3. How do you prioritize your workload, in addition to your staff's workload?

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4. How do you work with the Community Manager to accomplish overall goals and promote a cohesive team?

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5. What role do you play in encouraging training and continuing education on your team?

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