

TOPAZ



AWARDS

Maintenance Supervisor of the Year Questionnaire

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

Please have this completed by your Interview date

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.

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.

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?

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

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

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