

LOS ANGELES COUNTY - INTERNAL SERVICES DEPARTMENT

SUPPLEMENTAL QUESTIONNAIRE FORM

for

FACILITIES PROJECT MANAGER I

W-4125-K

Last Name, First Name

Social Security No.

General Information

Before completing this form, carefully read the job summary and selection requirements as stated in the official County job bulletin. Submit an application only if you meet the selection requirements.

This supplemental questionnaire form provides you with an opportunity to elaborate on the training/education and experience that have prepared you for this examination. The information you provide in this form will be used to help us identify candidates who are prepared to assume the responsibilities of the classification and who are likely to be successful on the job if hired. **Note: ALL information that you provide is subject to verification.**

Print or type your name and Social Security Number on each page of this form where indicated. Read the instructions for each section carefully. If you do not respond to a question, the evaluator will assume that you do not have any experience or training/education in that particular area. ***Resumes or referrals to a resume in lieu of a response on the supplemental questionnaire form will be considered a non-response.***

This supplemental questionnaire form must be returned along with the standard employment application to the address listed on the official County job bulletin for this examination. It is the obligation of each applicant to make sure that his/her application is received before the examination closes.

CERTIFICATION

I hereby certify that all statements provided in this supplemental questionnaire form are true and complete to the best of my knowledge. I acknowledge that the department may contact my current and past employers or educators to verify the information I have provided on this form. I understand that any falsification or omission of material facts is in violation of the Los Angeles County Code-Civil Service Rules and may subject me to action up to and including being barred from future examinations.

Print Name

Signature

Date (mm/dd/yy)

**FACILITIES PROJECT MANAGER I
W-4125-K**

Last Name, First Name

- -

Social Security No.

INSTRUCTIONS: Complete the supplemental questionnaire information by responding to the questions listed below. A legible copy of degree and certification(s), if applicable, MUST be attached to your application at the time of filing.

SELECTION REQUIREMENTS:

EDUCATION

1. Do you possess any of the following degrees from an accredited college or university?

Bachelors Degree

Masters Degree in:

Architecture

Construction Management

Building Science

Engineering related field (mechanical, electrical, controls or civil)

OTHER (please specify): _____

EXPERIENCE

Each response for the questions listed below **must** include the name(s) and addresses of your employer(s), your job title(s), beginning and ending employment dates and the functions performed, including a description of your role, level of involvement, independence, and information about the size, complexity and level of accountability surrounding your experience. Your response to each question should be type-written or legibly printed and should be no longer than one page (8.5" x 11") per question.

1. Describe your experience in project development (be sure to specify the type of project).
2. Describe your experience in the independent performance of staff assignments involving the construction or retrofitting of energy efficiency projects including project coordination, scheduling, resource management and budget.

DESIREABLE QUALIFICATIONS:

CERTIFICATION

Do you possess any relevant certification? YES NO (proceed to next section)

If yes, please place a checkmark (✓) next to EACH certification that you possess (**credit will be given only for the certifications listed**).

Certified Energy Manager (CEM)

Certified Business Energy Professional (BEP)

Certified Green Building Engineer (GBE)

Leadership in Energy and Environmental Design (LEED)

EXPERIENCE

1. Describe your experience in energy retrofit projects that include lighting, mechanical building systems, or building automation systems.