



# ALBERTO COVARRUBIAS MAINTENANCE SUPERVISOR OF THE YEAR



**Must have two years of supervisor experience to be considered for this award**

Name of Nominee: \_\_\_\_\_

Management Company: \_\_\_\_\_

**In this section below, please mark an "x" next to the correct answer**

1) How many years has this Supervisor been employed in the apartment industry?

- 1 year
- 2 – 4 years
- 5 – 7 years
- 8 + years

2) How many years has this Supervisor been in their Present Position?

- 1 year
- 2 – 4 years
- 5 – 7 years
- 8 + years

3) Designations Earned (check all that apply)

- CAM            Year \_\_\_\_\_
- NALP           Year \_\_\_\_\_
- CPM            Year \_\_\_\_\_
- CAMT          Year \_\_\_\_\_
- Other, please list \_\_\_\_\_

4) Does this Supervisor have the EPA/CFC Certification?

- yes                 no

5) Has this Supervisor been involved in IAA or participated in property projects related to IAA within the last year? (Please mark an "x" next to all that apply)

Committee Involvement (Please list Committee(s))

\_\_\_\_\_

Attended an Education Seminar

How Many:  (0-5)             (5 – 10)             (Over 10)

\_\_\_\_\_ Attended Annual IAA Convention

\_\_\_\_\_ Maintenance Mania

6) Number of staff managed?

\_\_\_\_\_ 1 – 4

\_\_\_\_\_ 4 – 10

\_\_\_\_\_ Over 10

7) Number of units managed?

\_\_\_\_\_ 1 – 100

\_\_\_\_\_ 101- 250

\_\_\_\_\_ 251- 750

\_\_\_\_\_ Over 750

\_\_\_\_\_ Multiple Site

\_\_\_\_\_ Government subsidized

\_\_\_\_\_ Conventional

\_\_\_\_\_ Both

**Please complete the following questions on a separate sheet of paper (neatly typed)**

- 8) During this candidates tenure at their property, how has the performance of this property improved?
- 9) What is this supervisor's role in the budgetary process & how do they manage it?
- 10) How does this candidate view maintenance as part of resident retention and Fair Housing?
- 11) Describe this candidates unique administrative skills and how they relate to efficient office operations and the timeliness and accuracy of reports. What characteristics does this candidate possess that fosters a positive, motivational environment and how do they relate to obtaining maximum performance from his/her employees?
- 12) How does this candidate encourage and foster professional development in the employees they oversee?
- 13) Why do you feel this person should be considered for this award?

**PLEASE RETURN TO IAA BY AUGUST 15, 2009**