# OBJECTIVE INVENTORY QUESTIONNAIRE Buildings and Grounds Supervisor University of Wisconsin – Oshkosh

### Instructions:

In each of the following sections, you will see listed a task or an activity, which relates to one or more of the job duties of the Buildings and Grounds Supervisor position.

In Sections 1 through 4, read each item carefully and select the *best* response from the list of "Education or Training Responses (EOT)" below which matches the education or training that you have received for the task or activity listed. Use this corresponding letter (A, B, C or D) to mark the column labeled "EOT" for each task or activity.

Then, read each item again and select the *best* response from the list of "**Professional Work Experience Responses (PWE)**" which matches the work experience you have had in performing this task or activity. Use the corresponding letter (A, B, C, or D) to mark the column labeled "PWE" for each task or activity. Professional Work Experience may be either paid or unpaid work, such as an internship or volunteer position in an organization.

### **Education or Training Responses (EOT)**

- A. I have not been educated or trained to perform this task or activity.
- B. I am self-taught or self-trained to perform this task or activity.
- C. I have informal education or training on performing this task or activity (i.e. on-the-job/employer provided training).
- D. I have formal preparation, through course work or employee development on performing this task or activity (i.e. college, university, technical school, certification, or employer in-service).

### **Professional Work Experience Responses (PWE)**

- A. I have not performed this task or activity.
- B. I have performed this task or activity under close supervision or review.
- C. I have *independently* performed this task or activity *without assistance or close* supervision.
- D. I have supervised or trained others performing this task or activity.

### Examples:

Task or Activity	EOT	PWE
I have assigned tasks and responsibilities to employees.	В	С
I have designed a grounds/landscaping project consisting of perennials.	В	В

<u>Section 1: Supervisory Responsibilities</u> (Use the responses for EOT and PWE defined on the previous page to complete <u>both</u> columns.)

Task or Activity	EOT	PWE
I have conducted job interviews, evaluated, and selected prospective employees for hire.	1.	2.
I have made decisions on subordinate employee transfers, promotions, and/or dismissals.	3.	4.
I have developed training standards for new employees and ensured that training standards were met.	5.	6.
I have conducted departmental orientation for new employees.	7.	8.
I have conducted on-the-job training programs.	9.	10.
I have established performance standards for employees.	11.	12.
I have completed and conducted employee performance evaluations.	13.	14.
I have assigned tasks and responsibilities to employees.	15.	16.
I have created work schedules for employees.	17.	18.
I have inspected others' work to ensure proper completion.	19.	20.
I have represented the employer in a grievance process.	21.	22.
I have resolved subordinate employee disciplinary problems.	23.	24.

## Section 2: Project/Program Management

Task or Activity	EOT	PWE
I have utilized a computerized maintenance program (such as Total Maintenance Authority) to assign daily work, enter and retrieve data, print work orders, and monitor employee work performance and work order status.	25.	26.
I have developed, scheduled, and monitored planned preventative maintenance programs and procedures.	27.	28.
I have met with customers to define their project needs and develop a project plan.	29.	30.
I have developed bid specifications for the procurements of materials and equipment.	31.	32.
I have obtained bids from contractors and/or suppliers.	33.	34.
I have utilized a computerized system to track work order/project status.	35.	36.
I have utilized a computerized system to track material and labor costs for billing.	37.	38.
I have solved (investigated and responded to) customer complaints.	39.	40.
I have prioritized work assignments to meet customer needs.	41.	42.

I have coordinated work done by outside contractors.	43.	44.
I have communicated project status updates to management staff.	45.	46.
I have managed a project or departmental budget.	47.	48.
I have performed accurate record-keeping for a maintenance/installation project.	49.	50.

# **Section 3: Grounds Maintenance and Planning**

Task or Activity	EOT	PWE
I have operated grounds maintenance equipment/machinery (lawn mowers, utility tractors, backhoe, and snow plow).	51.	52.
I have developed and maintained a facility/organization's master landscaping plan.	53.	54.
I have determined equipment requirements for a grounds maintenance/design project.	55.	56.
I have determined material requirements for a grounds maintenance/design project.	57.	58.
I have calculated and presented cost estimates necessary to complete grounds/landscaping construction and/or repair projects.	59.	60.
I have interpreted landscaping plans to perform installation.	61.	62.
I have inspected grounds and equipment and effectively recommended repair or replacement.	63.	64.
I have determined equipment, material, and labor requirements for an on-going grounds maintenance/design program.	65.	66.
I have designed a grounds/landscaping project consisting of perennials.	67.	68.
I have installed and maintained a grounds/landscaping project consisting of perennials.	69.	70.
I have designed a grounds/landscaping project consisting of annuals.	71.	72.
I have installed and maintained a grounds/landscaping project consisting of annuals.	73.	74.
I have designed a grounds/landscaping project consisting of trees/shrubs.	75.	76.
I have installed and maintained a grounds/landscaping project consisting of trees/shrubs.	77.	78.
I have installed and maintained natural turf on an athletic field.	79.	80.
I have developed, installed, and maintained underground landscaping irrigation systems.	81.	82.
I have utilized sustainable practices in landscape design and installation.	83.	84.
I have inspected and assessed asphalt parking lots/roads to determine repair needs.	85.	86.
I have performed maintenance and repairs to asphalt parking lots/roads.	87.	88.

I have graded/leveled/contoured terrain for landscaping needs.	89.	90.
I have selected plant specimen for landscaping projects based on sustainability programming.	91.	92.
I have selected and applied herbicides, insecticides, and fertilizers for commercial landscaping projects.	93.	94.
I have utilized organic herbicides, insecticides, and fertilizers for commercial landscaping projects.	95.	96.
I have maintained bio-filter systems.	97.	98.
I have developed written standard procedures for grounds maintenance operations.	99.	100.
I have operated commercial snow removal equipment.	101.	102.
I have operated commercial de-icing equipment.	103.	104.
I have performed maintenance and repairs to commercial snow removal and de-icing equipment.	105.	106.
I have developed snow removal plans.	107.	108.

# Section 4: Automotive/Mechanical Maintenance Responsibilities

Task or Activity	EOT	PWE
I have maintained and repaired motorized and non-motorized equipment.	109.	110.
I have developed short and long-term plans for the replacement of motorized and non-motorized equipment.	111.	112.
I have performed maintenance and repair of small-engine equipment (lawnmowers, line trimmers, edgers, pumps).	113.	114.
I have performed maintenance and repair of fuel-dispensing equipment (gas pumps).	115.	116.
I have performed maintenance and repair on fleet vehicles.	117.	118.
I have checked and replaced lubricants and fluids in vehicles.	119.	120.
I have checked and replaced brake components on vehicles.	121.	122.
I have checked and replaced belts on vehicles.	123.	124.
I have checked, replaced, and rotated tires on vehicles.	125.	126.
I have performed maintenance and repairs on vehicle hardware (door latches, interior parts, body work, etc.).	127.	128.
I have performed maintenance and repairs on mechanical parts of vehicles (drive train, engine, transmission, etc.).	129.	130.
I have performed maintenance and repairs on vehicle hydraulics.	131.	132.
I have performed maintenance and repairs on emergency generators.	133.	134.
I have determined equipment, material, and labor requirements for a fleet vehicle maintenance program.	135.	136.

I have inspected and assessed fleet vehicle conditions to determine replacement or repair of vehicles.	137.	138.
I have developed bid specifications for automotive repair projects.	139.	140.

# Section 5: Workplace Health and Safety

Task or Activity	EOT	PWE
I have inspected equipment for safety hazards.	141.	142.
I have inspected and assessed workplace conditions to be in accordance with health and safety rules and regulations.	143.	144.
I have applied and enforced health and safety rules and regulations.	145.	146.
I have trained others on health and safety rules and regulations.	147.	148.
I have developed and implemented workplace health and safety policies and procedures.	149.	150.
I have instructed others in the safe operation of tools, equipment, and vehicles.	151.	152.
I have handled, stored, and disposed of hazardous waste material in accordance with established procedures.	153.	154.
I have recorded and reported information related to workplace health and safety incidents and violations.	155.	156.