

To be considered, your current application and this completed questionnaire must be on file, received, or postmarked by **February 9, 2010**.

(This form is not intended to scare you off or discourage you from applying. Just use it to show what you can do.)

## **Cemetery Maintenance Supervisor**

(Horticulturist/Supervisor)

#28-37103

### **VETERANS' AFFAIRS**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

### **INSTRUCTIONS**

This questionnaire is meant to help you provide additional information about your background. It is your chance to tell us what you know and can do in relation to this job. You will be evaluated on your experience and training. The evaluation is based on your responses to the items below. Be sure to include personal life and volunteer experience as well as paid experience and formal training. Please be as accurate as you can. False information may lead to dismissal. **You do not need to have all the training and experience that is listed on this form to be considered for this position, but you do need to show what you have.** Read through the whole form before you start to fill it out. Applicants who need accommodation in the selection process should request this in advance.

Check or write out the appropriate answers for yourself on the Checklist. **Training** refers to formal coursework you have had, and may include workshops, seminars, scheduled in-service training, or one-day courses, as well as college, university, or technical school courses. **Experience** may be paid work experience, volunteer work experience, or personal life experience. No item on this form is intended to have you provide information that would indicate your race, color, ethnic group, national origin, religion, sex, age, marital status, political persuasion, or any physical or mental disability. **Years** or other units of experience refer to full-time, 40 hour work weeks or the equivalent in work hours. A year of full-time experience is equivalent to 2,080 work hours. The words "ability" and "experience" in this questionnaire refer **in all cases** to ability or experience with or without reasonable accommodation for disabilities recognized under the Americans with Disabilities Act (ADA) of 1990.

**Be sure that each answer you give or check is documented on your application form.** If you have already submitted your application, write the additional information and your name and social security number on a sheet of paper, and turn it in to be used as part of your application form. **Please call (402) 471-4463 if you have any questions about this questionnaire or on adding information to your application.**

Your application for this position will not be considered complete until this Checklist is returned to:

**Nebraska State Personnel**  
state.jobs@nebraska.gov  
**301 Centennial Mall South**  
**P.O. Box 94905**  
**Lincoln, NE 68509-4905**

I. This Facility Maintenance Supervisor must be able to manage and coordinate the operation and maintenance of cemetery grounds and buildings at the Nebraska Veterans Cemetery, Alliance, Nebraska, completing interments of veterans and eligible dependents according to federal and State statutes, while maintaining burial fields according to Shrine Standards/Operational Standards and Measures of the National Cemetery Administration, and have some knowledge of preventative maintenance and working abilities in the groundskeeping, equipment, and maintenance areas in order to supervise the staff primarily responsible for these duties

**A. (After each item, check the blank that best applies to you.) I have no experience, some experience, one to two years of experience, or more than two years of experience:**

1. Reading and interpreting plans, specifications, blueprints, drawings, or layouts.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
2. Estimating the time or materials needed for grounds or building maintenance or repair.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
3. Estimating the costs involved in specific grounds or building maintenance or repair projects.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
4. Preparing or coordinating requests for work or supplies.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
5. Maintaining an inventory of supplies or equipment.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
6. Identifying and correcting occupational or safety hazards.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
7. Reading, understanding, and applying OSHA, ASME, or other codes.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
8. Inspecting work or equipment for compliance with regulations, specifications, or contracts.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
9. Groundskeeping, landscaping, gardening, or horticultural work.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
10. Farming or agricultural work.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
11. Cemetery or memorial park maintenance.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
12. Mowing grass or lawns or operating a power mower, tractor, or riding mower.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
13. Handling or applying fertilizer, pesticides, or other agricultural chemicals, or using chemical sprayers or applicators.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2
14. Operating an excavator or backhoe.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 to 2 \_\_\_ (d)More than 2

15. Operating a weed eater, grass trimmer, or lawn edger, or clipping or removing weeds.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
16. Planting or caring for flowers, perennial plants, trees, shrubs, or bushes.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
17. Pruning, trimming, or cutting trees or shrubs or using pruning or tree saws or hedge trimmers.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
18. Designing or laying out flowerbeds or ornamental plantings.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
19. Using or managing irrigation equipment.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
20. Removing or replacing turf, or digging or moving dirt.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
21. Operating a snow blower, wood chipper, or shredder.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
22. Operating a van or pickup truck.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
23. Operating a dump truck.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
24. Operating a GIS position finder or survey laser.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
25. Operating a vault lid remover, casket lowering device, or frost remover.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
26. Laying, setting, or aligning headstones or paving stones.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
27. Inspecting, maintaining, or repairing equipment.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
28. Small engine, automotive, or diesel repair or service.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
29. Inspecting, maintaining, or repairing buildings or facilities.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
30. Inspecting, maintaining, or repairing furnishings or decorations.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
31. Facilities maintenance work.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
32. Performing routine or preventive maintenance on buildings and equipment.  
\_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
33. Performing mechanical, electrical, plumbing, or carpentry work.

- \_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
34. Painting, pasting, sanding, or gluing; or installing or repairing windows or doors.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
35. Maintaining, troubleshooting, or repairing HVAC systems (or heating systems, boilers, air conditioning, ventilation systems, or other air handling systems).  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
36. Using power tools.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
37. Using hammers, drills, saws, or using other hand tools.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
38. Waxing, oiling, buffing, washing, scrubbing, mopping, sweeping, dusting, vacuuming, or other custodial work.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
39. Using cleaning equipment, cleaning chemicals, or solvents.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2

**B. (After each item, check the blank that best applies to you.) I have no coursework or training, some coursework/training, or a vocational/technical school diploma (or an even higher degree) in:**

40. Horticulture.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_(c)Diploma or Higher
41. Agriculture.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_(c)Diploma or Higher
42. Small engine repair.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_(c)Diploma or Higher
43. Automotive repair.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_(c)Diploma or Higher
44. Diesel or John Deere technology.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_(c)Diploma or Higher
45. Construction management.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_(c)Diploma or Higher

II. The person in this position is a working supervisor who must be able to supervise, instruct, and coordinate as well as assist in performing many different groundskeeping or maintenance tasks on an as needed basis.

**A. (After each item, check the blank that best applies to you.) I have no experience, some experience, one to two years of experience, or more than two years of experience:**

46. As a supervisor, manager, or administrator.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
47. Supervising maintenance or custodial workers or groundskeepers.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
48. As a lead worker.

- \_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
49. Planning or assigning the work of others.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
50. Reviewing or evaluating the work performance of others.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
51. Instructing or guiding others in work to be performed.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
52. Instructing new or unskilled staff members.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
53. Reviewing and suggesting changes to preventive maintenance plans.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
54. Conferring with supervisors, contractors, vendors, staff, or community members on plans, activities, or locations.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2

**B. (After each item, check the blank that best applies to you.) I have no coursework or training or some coursework or training in:**

55. Management techniques.  
\_\_\_ (a)No \_\_\_(b)Some
56. Supervisory techniques.  
\_\_\_ (a)No \_\_\_(b)Some
57. Administration.  
\_\_\_ (a)No \_\_\_(b)Some

III. The Cemetery Maintenance Supervisor should be able to interact and communicate with employees, managers, State leaders, vendors, contractors, funeral directors, police, airport officials, honor guards, veterans, grieving family members, community members, visitors, and other workers, from diverse groups, cultures, and backgrounds in order to complete interments of veterans and eligible dependents, maintain National Shrine Standards, and assist with committal ceremonies in sensitive and respectful ways.

**A. (After each item, check the blank that best applies to you.) I have no experience, some experience, one to two years of experience, or more than two years of experience in:**

58. Explaining assignments and procedures to others.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
59. Developing working relationships with other staff members and the public.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
60. Conferring with managers and staff members on work-related issues or topics.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
61. Giving directions, answering questions, or guiding visitors.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2
62. Working with people from different backgrounds or cultures.  
\_\_\_ (a)No \_\_\_(b)Some \_\_\_ (c)1 to 2 \_\_\_(d)More than 2

63. Using a multi-line phone system.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
64. Using a two-way radio.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2

**B. (After each item, check the blank that best applies to you) I have no coursework or training or some coursework or training in:**

65. Speech/Communications or human relations.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some

**IV. The Cemetery Maintenance Supervisor must be able to use a computer to prepare reports and document adherence to manuals, standards, and directions. (After each item, check the blank that best applies to you.) I have no experience, some experience, one to two years of experience, or more than two years of experience in:**

66. Using a computer.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
67. Using computer software or personal computer applications.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
68. Working with government statutes, regulations, procedures, or requirements  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
69. Working with military regulations, procedures, or requirements  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
70. Enforcing or making sure statutes, regulations, procedures, or requirements are adhered to by others.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
71. Filling out forms or completing records, logs, and reports.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
72. Reviewing, consolidating, and summarizing records, logs, or reports.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
73. Following or referring to manuals or instructions.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
74. Following or referring to personnel rules or human resources procedures.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2
75. Interpreting, following, and enforcing a labor contract or employee bargaining agreement.  
 \_\_\_\_ (a)No \_\_\_\_ (b)Some \_\_\_\_ (c)1 to 2 \_\_\_\_ (d)More than 2

**V. The person in this position must be able and willing to work independently and prioritize work.**

**A. (Please check each blank that applies to you.) I am willing and able to:**

- \_\_\_ 76. Supervise, direct, prioritize, and be responsible for the work of others.
- \_\_\_ 77. Be responsible for the timely and effective completion of work and projects.
- \_\_\_ 78. Work with computers on a regular basis.
- \_\_\_ 79. Work alongside other staff members doing manual, maintenance, and groundskeeping work as a working supervisor.
- \_\_\_ 80. Maintain the cemetery to National Shrine Standards.
- \_\_\_ 81. Ensure that work areas are kept clean and neat and equipment and materials are out of sight.
- \_\_\_ 82. See that staff members dress neatly and maintain a presentable appearance while doing manual work.
- \_\_\_ 83. Ensure that people of different cultures and backgrounds are treated sensitively and respectfully.
- \_\_\_ 84. Oversee work and appearances in a place that hundreds of other people feel they own or have a stake in.
- \_\_\_ 85. Lift or move objects weighing 50 pounds or more on a regular basis
- \_\_\_ 86. Schedule work time to meet the operational and ceremonial needs of the cemetery.
- \_\_\_ 87. Work with death and burial on a daily basis.

**B. *For each item above (76 through 87) that you did not check, explain how else you intend to meet that requirement of the job:***

VI. I have other experience or training related to facility maintenance or supervision that I wish to describe, or I wish to explain one or more of the items I have checked above: