

To be considered, your current application and this completed questionnaire must be on file, received, or postmarked by **December 1, 2006**.

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

FACILITIES MAINTENANCE TECHNICIAN II

#31-45161-1

Camp Ashland

MILITARY DEPARTMENT

Self-Report Checklist Questionnaire

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 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 you 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
301 Centennial Mall South
P.O. Box 94905
Lincoln, NE 68509-4905**

I. The Facility Maintenance Technician II must be able to perform construction, installation, alteration, fabrication, maintenance and repair work in one or more building trades or equipment maintenance activities; including carpentry repairs to building structures including doors, windows, walls, ceilings, floors and roofs; electrical maintenance and repair including electrical equipment, fixtures and other electrical components on Camp Ashland and Mead training sites, and interior, exterior, and exterior distribution systems; scheduled maintenance of facilities, equipment, roads, fencing and grounds; remove snow and ice; maintain gravel, rock, and earth roads on Camp Ashland, Mead training site, and Utes 2 compound, and maintain improved and semi improved grounds at all assigned locations; inspect facilities for required maintenance and repairs including all structural components; inspect electrical systems in accordance with preventive maintenance programs, manufacturer's recommendations and electrical codes; and inspect heating and air conditioning systems in accordance with preventive maintenance schedules.

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

1. Carpentry work.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
2. Building construction.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
3. Framing or installing or replacing wood framing.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
4. Installing or repairing windows or doors.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
5. Inspecting, maintaining, or repairing commercial overhead doors, commercial fire doors, or other doors.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
6. Dry walling.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
7. Reading plans and specifications and estimating the materials needed for building construction or repair.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
8. Identifying and correcting occupational or safety hazards.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
9. Inspecting work or equipment for compliance with regulations, specifications, or contracts.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
10. Masonry.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
11. Welding.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More

12. Brazing.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
13. Performing routine or preventive maintenance on buildings and equipment.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
14. Roofing, including rubber roofing, built-up roofs, or standing seam metal roofs.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
15. Laying floors.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
16. Drainage structure or ditch inspection, repair, or maintenance.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
17. Concrete forming, mixing, pouring, or finishing.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
18. Installing or maintaining security or chain link fences.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
19. Commercial landscaping or groundskeeping.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
20. Home landscaping, gardening, or lawn care.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
21. Installing or repairing and operating underground irrigation systems
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
22. Preparing ground for seedbeds or plantings.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
23. Planting and establishing trees, shrubs, or grass.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
24. Controlling weeds by hand pulling, cultivating, or mulching.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
25. Litter pickup or trash disposal.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
26. Identifying plant growth problems, diseases, and insect damage.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
27. Using Integrated Pest Management techniques for disease and vegetation control.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More
28. Maintaining or repairing electrical equipment or fixtures.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More

____ (a)No ____ (b)Some ____ (c)Certificate
____ Apprenticeship

41. Building or equipment maintenance or repair.
____ (a)No ____ (b)Some ____ (c)Certificate
____ Apprenticeship

42. HVAC (heat, ventilation, air conditioning), boiler maintenance, or stationary engineering.
____ (a)No ____ (b)Some ____ (c)Certificate
____ Apprenticeship

C. (After each item, check the blank that best applies to you) I have no coursework or training, some coursework or training, or a post high school or college degree in:

43. Shop mechanics.
____ (a)No ____ (b)Some ____ (c)Degree

44. Drafting or use of shop or construction drawings or blue prints.
____ (a)No ____ (b)Some ____ (c)Degree

45. Construction science.
____ (a)No ____ (b)Some ____ (c)Degree

II. The Facilities Maintenance Technician II must be able to efficiently, and safely use hand tools, powered tools, powered equipment, and heavy equipment common to and frequently used in landscaping, grounds maintenance, roads maintenance, building repair, mechanical maintenance and construction trades; operate and drive a variety of vehicles and self-powered equipment; operate heavy equipment for removing snow and ice and maintaining gravel, rock and earth roads, and improved and semi improved grounds at all assigned locations; install, alter, fabricate, maintain, and do repair work in equipment maintenance activities; maintain assigned equipment used in day to day operations; and perform scheduled equipment maintenance.

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

46. Operating a farm tractor.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More

47. Operating a farm utility tractor with PTO (power take-off) driven trailing equipment.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More

48. Operating a pickup or light straight truck.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More

49. Driving a truck.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More

50. Operating a dump truck.
____ (a)No ____ (b)Some ____ (c)2 to 5 ____ (d)More

51. Operating a 5-ton or larger dump truck.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
52. Operating a front-end loader.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
53. Operating a 2 1/2 cubic yard capacity front-end loader.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
54. Operating a pickup or light truck with an attached snow blade.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
55. Operating a 5-ton or larger dump truck with an attached snow blade.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
56. Operating a walk-behind or riding snow blower.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
57. Operating a street or highway snow blower.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
58. Operating a snowplow.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
59. Operating an aggregate spreader truck, spreading sand for ice control.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
60. Operating a liquid asphalt crack and joint sealing machine.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
61. Operating a street sweeper.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
62. Operating a skid loader.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
63. Operating earth-leveling equipment such as a box grader or rear-mounted drag blades.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
64. Mowing fields or acreage with a tractor and rotary mower.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
65. Mowing lawns or turf with a riding mower.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
66. Operating a fork lift.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
67. Operating a powered sprayer or boom sprayer.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
68. Operating a jackhammer.

- _____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
69. Operating a concrete saw.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
70. Trimming, pruning, or removing shrubs or trees with power saws, trimmers, or clippers.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
71. Using a power edger or line (string) weed whip or trimmer.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
72. Operating a lawn aerator.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
73. Operating a mechanically powered fertilizer spreader.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
74. Operating other heavy or light equipment (please list): _____
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
75. Using hammers including a finishing hammer.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
76. Operating gas or arc welding equipment.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
77. Operating a welding torch.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
78. Operating a soldering iron.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
79. Operating a power drill.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
80. Using other carpenter's tools.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
81. Using woodworking equipment and tools.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
82. Using other power tools.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
83. Using other hand tools.
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More
84. Operating the powered hand tools found in a vehicle, garage, or repair shop (please specify): _____
_____ (a)No _____ (b)Some _____ (c)2 to 5 _____ (d)More

85. Performing scheduled or preventive maintenance on heavy or light equipment.
 ___ (a)No ___ (b)Some ___ (c)2 to 5 ___ (d)More
86. Repairing or replacing broken or worn components on heavy equipment.
 ___ (a)No ___ (b)Some ___ (c)2 to 5 ___ (d)More

B. (After each item, check the blank that best applies to you) I have no coursework or training, some coursework or training, or a post high school or college technical certificate or degree in:

87. Small engine mechanics.
 ___(a)No ___(b)Some ___(c)Certificate
88. Automotive mechanics.
 ___(a)No ___(b)Some ___(c)Certificate
89. Diesel mechanics.
 ___(a)No ___(b)Some ___(c)Certificate
90. Vehicle or equipment operation.
 ___(a)No ___(b)Some ___(c)Certificate

III. The Facility Maintenance Technician II must be able to interact and communicate with supervisors and other workers in order to work individually or as a member of a work crew; exercise a substantial degree of independence in planning and organizing his/her own work; troubleshoot and identify problems and to recommend a possible course of corrective action; complete different types of forms, documents and records; assist with and complete maintenance records on vehicles and equipment; and train new employees or other craftsmen in proper techniques for operation of heavy equipment or repair of facilities.

A. (After each item, check the blank that best applies to you) I have no experience, some experience, or a year or more of experience in:

91. Following instructions or taking direction.
 ___(a)No ___(b)Some ___(c)1 Year
92. Developing working relationships with others.
 ___(a)No ___(b)Some ___(c)1 Year
93. Working as a member of a team or crew.
 ___(a)No ___(b)Some ___(c)1 Year
94. Instructing new or unskilled staff members.
 ___(a)No ___(b)Some ___(c)1 Year
95. Explaining assignments and procedures to other staff members.
 ___(a)No ___(b)Some ___(c)1 Year
96. Conferring with supervisors and staff members on construction plans, equipment location, or other work-related issues or topics.

___(a)No ___(b)Some ___(c)1 Year

97. Preparing or coordinating requests for work or supplies.

___(a)No ___(b)Some ___(c)1 Year

98. Maintaining logs, service records, or repair parts or orders on heavy equipment.

___(a)No ___(b)Some ___(c)1 Year

99. Using manuals, service personnel, or manufacturers representatives to troubleshoot equipment problems.

___(a)No ___(b)Some ___(c)1 Year

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

100. Speech/communications or human relations.

___(a)No ___(b)Some

IV. The Facility Maintenance Technician II must be willing and able to do maintenance work outdoors regardless of weather, including working in inclement weather on a regular basis; use government vehicles to transport himself or herself from one place to another at widely spread work sites; and work responsibly, independently, and publicly in a government and military maintenance or construction environment.

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

___ 101. Work outdoors on a daily basis doing seasonal work.

___ 102. Work outdoors in any weather: hot, dry, windy, cold, snow, rain . . .

___ 103. Have and maintain a valid Nebraska driver's license from the date I start work.

___ 104. Have or obtain and maintain an OSHA fork truck operators certificate.

___ 105. Have or obtain and maintain a pesticide applicators certificate.

___ 106. Have or obtain and maintain an herbicide applicators certificate.

___ 107. Lift objects weighing up to 75 pounds several times a week.

___ 108. Work on ladders, scaffolds, and roofs.

___ 109. Set priorities when faced with multiple tasks.

___ 110. Develop and coordinate the workday schedule with my supervisor and co-workers.

___ 111. Work independently with little supervision, yet maintaining frequent communication as the job progresses.

___ 112. Take charge of technical responsibilities on my own initiative, keeping the supervisor informed of actions and results.

- ___ 113. Read and follow safety instructions concerning the wearing of Personal Protection Equipment.
- ___ 114. Train co-workers in new procedures or techniques.
- ___ 115. Participate in problem-solving meetings and receive on-the-job and required training.
- ___ 116. Follow appropriate personnel directives concerning time keeping, interaction with others, and the use of State and federal property.
- ___ 117. Work in a military environment as a civilian (joining or being in the military is **not required or expected** for this job).

B. For each item, 101-117, above, that you did not check, explain how else you intend to meet that requirement of the job:

- V. I have other experience or training, certificates, or licenses related to carpentry; construction; building, driveway, or street maintenance; equipment operation and maintenance; landscaping; groundskeeping; snow removal; or shop inventory management that I wish to describe, or I wish to explain one or more of the items I have checked above (***Be sure that the experience, training, and achievements that fully reflect your qualifications are included in your answers. Add more paper if needed:***):