



# 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, 2010**

When completing the enclosed form, please include the following:

- **Typed or clearly printed responses**

Please mail entries to

IAA Awards Committee • 9100 Keystone Crossing, Suite 725 • Indianapolis, IN 46240