

## Capital Project Manager- Supplemental Questions

Supplemental questions listed on job postings for LAVTA positions are designed to gather information from applicants about their experience, training, and ability to perform the essential functions of the posted position. Responses are evaluated to determine the candidates who are the most qualified for the position and these individuals are invited to interview.

Specific points to consider when answering supplemental questions:

- Read each question carefully. If there are several parts to the question, make sure you address each of the areas in the question.
- Make sure you answer each question by describing your experience and/or training. Do not simply say that you have the experience listed in the question, describe the experience you have. Make sure answers reflect the breadth and depth of your experience. Giving examples is an excellent way to give a clear picture of your experience.
- Use "I" not "we" when describing job duties. Do not describe the process or procedure used in completing the duty, explain what you were responsible for.
- Use good writing skills. Written communication skills are important for many positions, especially clerical jobs. Poor grammar, misspelling, or typographic errors can lead to a poor evaluation of your responses.
- Make sure your responses are neat and legible. Type or word process your responses if at all possible.

Please provide answers to all four questions.

1. Please provide examples of your experience working with professional architecture/engineering firms to develop plans and specifications for projects, and describe your role in the development of the final plans.
2. Please describe your experience ensuring compliance with California Public Works Contracting codes and regulations. Describe specific mechanisms that were essential as part of project oversight.

3. Describe any innovative approaches you have utilized in project management to overcome challenges that emerged during the course of a project, such as cost escalations, unexpected circumstances, or issues with third-party coordination.
  
4. Based on your experience, what in your opinion are three most essential ingredients to delivering successful projects from the project manager's perspective?