Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What interests you most about the position here in Watertown? How do you feel this job would help you achieve your career goals?
2. How do you evaluate whether a building is clean and well maintained? What structures and processes do you use to ensure standards for cleanliness and maintenance are met? What do you do when standards are not being met?
3. There are times when emergencies may necessitate closure of a town or school building. What information you would gather, who you would talk to, and what factors would you consider in making such a decision. If you have made similar decisions in your prior work history, what have you learned that would be valuable in this position?
4. Managing all town and school buildings is a big job. How would you organize, plan, prioritize, and delegate your work to ensure that the needs of all stakeholders are met including town and school staff, students, and community members?
5. What methods have you used to assess the longer term capital improvement needs of buildings and what experience do you have in translating that into an effective a multi-year Capital Improvement Program?
6. You are at the high school dealing with an HVAC issue that led to there being no heat in a portion of the school when you receive a phone call that the power is out at Town Hall. What do you do?
7. How would you work with a school administrator or building manager to supervise a custodian or maintenance worker in need of improvement? Give us an example of your biggest challenge in this area in your prior experience.
8. When procuring services, supplies, or equipment, how would you ensure that we are getting the best value for our investment? How do you balance controlling cost with ensuring quality?
9. How do you train employees to understand our requirements for quality and on what processes or techniques do you find staff need the most training?
10. What systems or processes would you use to ensure that all fire and life safety codes are met? How would you handle a situation where an employee informs you of a potential code violation?
11. How would you go about developing an accurate budget in your first year on the job with no experience with our facilities?

1. What do you see yourself doing within the first six months of assuming this position? The first year?

Strengths: Concerns: