

Due Dec 18, 11:58 PM Not Submitted POINTS 10 Paper

3.1 3.2 3.3 3.4

### Interview Simulation Review

Instructions Assignment Files Grading

Review the **Candidate Interview video for each of the three candidates**, the Maintenance Technician/Janitor **job advertisement** and the Maintenance Technician/Janitor **job description**, along with the **three candidate resumes**.

Compare each candidate in a total of 700 to 1,050 words and include the following:

- Assess **the interviews and resumes** of **each interview candidate**.
- Utilize appropriate **selection techniques to evaluate and hire the best candidate** for the job.
- Include an analysis of each candidate (**resume and interview**) and defend your choice.

Cite any sources according to APA formatting guidelines.

Click on the Assignment Files tab to submit your simulation review.

#### Materials

Maintenance Technician/Janitor Job Advertisement

Maintenance Technician/Janitor Job Description

Resume 1

Resume 2

Resume 3

Interview Simulations Grading Guide

Candidate Interview Video

Copyright ©2017 by University of Phoenix. All rights reserved.  
All trademarks are property of their respective owners. See the list of trademarks used in this course.

Resources: Center for Writing Excellence | Reference and Citation Generator | Grammar and Writing Guides | Learning Team Toolkit

Discussion on this Assignment

 New Message

There are no responses on this assignment yet.

Ads

**Maintenance Technician/Janitor**

Sheridan Apts seeks Maintenance Technician/Janitor with at least 7 yrs experience. Comprehensive benefits package.

Responsibilities:

- Oversees preventative maintenance of building systems w/i approved budgets
- Executes work orders
- Purchases and inventory control
- Cleans common areas

Requirements

- Candidate is regularly required to stand, walk, lift, climb, stoop, bend, kneel, crouch, crawl, twist and carry/lift/move up to 100 lbs.
- Will be on call 24/7/365
- Live within 30 minutes of property.
- High School diploma or equivalent

Apply in person or online at [sheridanapts.com](http://sheridanapts.com)  
EOE

## Maintenance Technician Job Description

**Job Summary:** Performs preventative and repair maintenance work and assists the Property Managers in the daily operation of each property assigned to him/her.

### Essential Duties and Responsibilities:

- Performs manual activities in the execution of repair and maintenance tasks and service requests
- Assists in maintaining mechanical, security, plumbing, fire, sprinkler, roofing, electrical, HVAC, and other building systems
- Assists in all aspects of the property's maintenance, including grounds keeping, preventive, corrective, deferred, and emergency maintenance
- Inspects drop-shipped supplies and materials for shipping damages before handling and reports any such damages to Property Manager
- Maintains exterior and public lighting
- Assists in enforcing quality control standards
- Fills service requests, submitted by Residents
- Carries out minor installation work
- Maintains personal tools and equipment and assists with the maintenance of the inventory of tools and equipment
- Reports shortages of consumables to the Property Manager
- Reports all unsafe instances in Tenant space and equipment, which cannot be rectified by yourself to the Resident Manger
- Assembles and repairs furniture
- Performs minor door hardware repairs
- Performs minor emergency repairs/adjustments to mechanical equipment, such as, replacing broken pipes, cleaning plugged drains, and replacing faucets, washers, and gaskets
- Performs minor electrical repairs, such as, replacing outlets, fuses, lighting fixtures, and switches
- Checks for minor electrical problems
- Cleans gutters and downspouts
- Repairs structural wear and damage to building
- Cares of lawn, plants, shrubs, and flowers
- Cleans parking area, sidewalks, alley-walks, hallways, and common areas
- Prepares vacant apartments
- Paints
- Services appliances, equipment, plumbing, electrical system, etc
- Picks up trash on property
- Cleans garbage area and receptacles
- 24 hour call for maintenance emergencies
- Troubleshoots and assists the Building Maintenance Engineers regarding appropriate responses and action to problems that arise
- Provides backup to projects when the Building Maintenance Engineer is out
- Prepares property for REAC and other third party physical inspections
- Inspect new properties and make recommendations for new properties.

### Other Duties and Responsibilities:

- Maintains and submits a daily personal timesheet and submits it to the Property Manager on the dates required
- Receives training in order to achieve the objective of developing an understanding of skill required for the position
- Makes recommendations to Property Manager for department and property changes and/or enhancements
- Assumes additional duties/projects as assigned and/or required

### Knowledge, Skills, and Abilities:

Skills shall consist of, but are not limited to, the following:

- Maintain open communications and foster harmonious working relationships among all employees
  - Possess excellent verbal, written, interpersonal, communication and organizational skills
  - Possess attention to detail, quality, and accuracy in all work
  - Ability to think, assess, and act decisively in handling multiple tasks concurrently
  - Use good judgment to ask appropriate questions and request assistance with needed
  - Knowledge of occupational hazards and safety precautions
  - Knowledge of basic operations, tools, and terms used in building maintenance engineering
- 
- All employees must uphold, and adhere, to Urban's values: Customer Service, Respect, Integrity, Prosperity and Teamwork
  - All employees must maintain a total Performance Appraisal score of 3 or better



## Maintenance Technician Job Description

- Ability to listen and follow instructions in carrying out duties while completing tasks within an established time budget
- Knowledge of power, water, and gas turnoffs, cleanout traps, fire extinguishers, and fire hydrants
- Familiarity with HVAC systems and various appliances
- Ability to read, understand, and use complex blueprints, schematics and equipment manuals
- Desire to support Property Manager's standards, which encourage a clean, orderly, and safe environment

### Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. The appropriate safety techniques must be known and used when performing each of the following procedures.

- Ability to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds
- Ability to regularly reach with hands and arms; stand; walk; use hands and fingers to handle, feel, or operate objects, tools and controls
- Ability to frequently sit, drive, climb or balance, push or pull, stoop, kneel, crouch, twist, or crawl to perform assigned duties
- Ability to perform physical labor such as moving furniture and equipment and climbing ladders
- Ability to follow instructions concerning various chemicals
- Ability to understand and follow verbal or simple written instructions
- Ability to do strenuous work
- Ability to drive a company vehicle

### Education and Experience:

- High School Diploma or equivalent
- 7-8 years of relevant engineering experience, preferably for a Property Management company
- Evaluative knowledge of mechanical, security, plumbing, fire, sprinkler, roofing, electrical, HVAC, and other building systems
- Advance education and technical training is highly desirable
- Valid Driver's License

- All employees must uphold, and adhere, to Urban's values: Customer Service, Respect, Integrity, Prosperity and Teamwork
- All employees must maintain a total Performance Appraisal score of 3 or better

# Rose E. Smith

High School Diploma – Graduated 2002

## Work History

Dishwasher/Janitorial

June 2009 until August 2013 – IL

- Maintained a clean and safe environment by sweeping and mopping the floor.
- Operated dishwashing equipment by loading dishes and putting them in their proper place when finished.
- Ability to work as a team player or independently as needed.
- Completed various tasks as directed by direct supervisor.

Laborer

June 2006 until August 2008 –IL

- Maintained a clean and sanitized work environment by showering upon arrival and exit of work shift.
- Operated wizz knife to prepare swine for production.
- Operated bacon line by wrapping, packaging, and preparing shipments.
- Completed multiple tasks as directed by supervisor.

Laborer

August 2002 until June 2006 IL

- Designed, structured, and inspected pallets to be prepared for shipment to another company.
- Weighed, arranged, and packaged caterpillar bolts on pallets to be prepared for shipment.
- Manufactured clips to be inserted and structured on machinery.
- Assembled parts on toilet interior and prepared toilets for shipment.
- Assembled and structured canvas frames by measuring and cutting wood, stretching canvas across wood and inserting staples to assemble the frames.

## Skills

- Reliable, dependable, and punctual.
- Ability to work as a team player or independently.
- Ability to adapt to various work environments and catch on quickly.
- Ability to operate machinery and equipment as needed.

*Professional and Personal references available upon request.*

---

# Jan I. Tor

---

## **Professional Summary**

Hard working and dedicated individual, looking to use my education and skills to serve and grow with your company. I have experience as a service and maintenance technician. My responsibilities were to troubleshoot, repair and install restaurant/store heating equipment. In addition, I have knowledge of commercial and residential maintenance.

## **Skills**

- Strong communication skills
- Excellent ability to adapt to difficult situations
- Detail oriented with excellent organizational skills
- Capable problem solver
- Strong leadership skills
- Self-motivated
- Mechanically inclined

## **Work History**

### **Service Technician – June 2014 to August 2015**

- Troubleshoot issues for natural gas and electrical equipment.
- Service restaurant /store equipment and routine maintenance and repairs, including open fryers, pressure fryers, heated holding cabinets and heated display cases.
- Conducted final install and provided start-up training for restaurant/store staff.
- Henny Penny certified, course completion for service on McDonalds, KFC and Wendy's equipment.

### **County HVAC Department**

#### **HVAC Student Technician – October 2013 – June 2014**

- Served as a member of a team that was responsible for maintaining and repairing HVAC systems.
- Performed preventative maintenance including filter changes, lubrication, charging systems, and condenser cleaning.
- Serviced rooftop commercial style HVAC equipment.
- Serviced VAV boxes, boilers, controls, blower motor, and pump bearing assemblies.



## **Freight**

### **Dockworker - September 2013 to July 2014**

- Certified forklift operator.
- Responsible for both inbound and outbound freight.
- Accurate recording of freight movement using RF scanning equipment, as well as able to follow freight manifests.
- Hazmat trained, safety trained, trained in fresh food handling.
- Trained and can operate equipment to move drums.

### **Route Sales Representative - February 2011 to April 2013**

#### **IL**

- Managed a portfolio of three accounts averaging over \$1M in annual sales.
- Responsible for sales forecasting, goal setting and performance reporting for all accounts.
- Monitored market activity and quoted pricing to maintain healthy profit margins.
- Analyzed and reported on weekly customer activity, business trends, and areas of concern.
- Maintained accurate over and short records for all accounts.
- Conducted annual performance reviews.
- Assisted the team in meeting sales goals, stock loss, labor objectives and margin goals to increase profitability.
- Verified all deliveries against invoices and completed shortage and overage reports.
- Stocked "point of purchase" promotional materials, product coupons and recipe cards.
- Scanned shelves and product cases for expired stock and discarded outdated, spoiled or damaged items.
- Prepared and maintained inventory records.

### **Dispatcher/Third Shift Grocery Manager September 2009 to December 2010**

#### **IL**

- Supervised, trained and developed team members in accordance with company policies and procedures.
- Conducted annual performance reviews.
- Followed proper standards for food safety, product freshness, weights and measures, refrigeration standards and sanitation.
- Oversaw inventory control functions, inbound breakdown, stock rotation, put-away.
- Received, inspected and logged all product loads for accuracy of shipment, temperature and quality.
- Prepared and maintained inventory records.
- Managed dispatch for 10 drivers, assigned driver routes, multitasking between dispatch, call routing and customer inquiries.
- Responsible for 250+ deliveries per day.

**High School Diploma - IL**

**Accomplishments**

H.W. Lay award winner numerous times for leadership, sales growth and teamwork

Completed Smith Safe driving program

Certified Forklift Operator

Certified Electrical Troubleshooting Technician

Certified Residential Heating Technician

EPA Universal Card



# Joe Johnson

## WORK EXPERIENCE

Congregation Illinois

*Head of Maintenance* – 5/09 to present

- Oversee one full-time employee and one part-time employee.
- Daily cleaning of offices, sanctuaries, kitchens, library, restrooms, classrooms, public and party areas.
- Perform building maintenance and repairs as needed including, but not limited to: plumbing, painting, light electrical, carpentry, and tile work in the congregation building and preschool
- Set-up and break down of school rooms, meeting spaces and party areas as per event schedule
- Maintain friendly working relationships with vendors, staff, congregants and students by delivering excellent customer service
- Ensure safety and working order of building equipment, machinery and tools
- Carry out routine daily building inspection
- Communicate weekly with Executive Director, Pre-School Director, and kitchen staff to discuss upcoming schedule of events, recommend building improvements/repairs, and long-term goals
- Continual floor and carpet care which consists of stripping, waxing, buffing, spot cleaning, and shampooing
- Train new custodial and temporary staff
- Order and inventory cleaning and building supplies
- Snow removal and light grounds keeping
- Operate building sound system
- On call 24 hours a day

Manufacturing, Illinois

*Grind Hand* – 02/06 to 04/09

- Used Okamoto manual and automatic grinders for flat and OD grinding
- Deburred and polished free flow and locking valve assemblies for plastic mold injection, operated lathe for angle cutting and facing
- Read blueprints, completed final inspections to insure product adhered to OEM/manufacture's specifications

Manufacturers Brass and Aluminum, IL

*Coremaker* - 02/05 to 02/06

- Manufactured cores for aluminum and brass castings.

Aluminum Foundry, California

*Maintenance Foreman* - 08/87 to 11/04

- Maintained and repaired machinery for the entire foundry including furnaces, shell core and dry sand machines, die grinders, permanent molds, patterns, core boxes and hydraulics
- Building maintenance that included plumbing, painting, plastering, light construction, electrical and general cleaning. Ordered replacement parts and machinery, operated and maintained fork lift
- Operated engine lathe, vertical and horizontal mill, surface grinder and drill press, fabricated steel, aluminum fixtures and shop aids
- Used Oxy-Acetylene and Arc Welding equipment, prepared and melted aluminum alloys for daily production

- Made green and dry sand cores and molds, performed sand blasting, ran disc and belt grinder, removed gates, sprues and risers, rough grinding of castings, performed penetrant inspection, conducted final inspection of castings to adhere to government/client specifications; trained in Statistical Process Control; upheld safety standards.

#### **TRAINING**

Community College and Valley College

- Welding and Machining classes

*References available upon request*