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Civil Engineer Supplemental Questionnaire 2011.12

Please answer the following questions about your education and experience:

* City of Springfield Civil Engineer positions require competent execution of technical, professional, and project management skills and leadership. Why do you seek this position and what have you done in the past 2 years to prepare yourself for this opportunity? What classes have you taken? What literature have you read? What preparatory assignments have you asked for and carried out? Which mentors have you sought out, why did you select them, and how have they helped you? If you believe you have already borne responsibilities similar to those of one or more of Springfield's Civil Engineer positions say so and describe them.

* Describe your personal and/or professional experience speaking in public or making presentations to various groups. Include in your description the subject matter that you presented and the purpose for your presentation.

* Describe your experience with developing and implementing contracts for consultant services for public agencies. Include in your description your experience with preparing Requests for Proposals (RFP's); evaluating RFP's and selecting a consultant based upon their qualifications; negotiating the scope and cost of services; and administering the contract to ensure that the agency receives the products and services on time and on budget.

* Describe your experience reviewing studies prepared by consulting engineers. Provide examples of technical studies/reports and designs features you created for Public Works projects. Explain the main intent or objective of each project.

* Describe your experience in construction inspection and project quality control work you have performed. Describe your level of project authority and responsibility you had to make office and/or field decisions.

* Describe in detail your experience working on multi-discipline teams charged with delivering capital infrastructure planning documents as well as design and construction projects. Discuss the role(s) you held, including your level of authority/responsibility for making decisions.

Thank you.