

# 2009 SARBS NOMINATION FORM

## Supervisor of the Year

The nomination form for the SARBS 2009 Supervisor of the Year is the same as the form used at the state level by the CWEA. This nomination form is found on the following pages.

The criteria for winning the SARBS award is the same as winning the state level (CWEA) award. See the following pages.

### Instructions for applying for a SARBS award:

1. Applicants must use the attached form, other formats will not be accepted. Applicants must answer all questions that follow. Submitted materials will not be returned. USE THE ATTACHED FORM EVEN THOUGH THE FORM TITLE STATES 'CWEA 2009 NOMINATION FORM'
2. Send completed awards nomination form to  
  
South Orange County Wastewater Authority  
34156 Del Obispo Street  
Dana Point, CA 92629  
Attention: Brian Peck  
  
E-mails and faxes will not be accepted.
3. Send six copies of the completed nomination form.
4. The nominator will be notified that the nomination form has been received.
5. All nominations must be received or postmarked by November 13, 2009.
6. Nominees will be contacted regarding interviews by November 25, 2009.
7. SARBS will send the application for the successful nominee (SARBS Award Winner) to the CWEA for consideration in the state level competition.
8. For questions contact Brian Peck at [bpeck@socwa.com](mailto:bpeck@socwa.com).

GOOD LUCK!

# CWEA 2009 NOMINATION FORM

## Supervisor of the Year

**Nominator:**

Name:

Agency:

Address:

City, Zip Code:

Work Phone:

Fax:

Email Address:

Local Section:

**Nominee:**

Name:

Agency:

Address:

City, Zip Code:

Work Phone:

Fax:

Email Address:

Local Section:

**Checklist of Awards Criteria:** You must include all of the following to be eligible for the award.

1. Nominee CWEA Member number.
2. Four copies of the nomination packet.
3. Nominee must be employed in the wastewater field.
4. Information submitted for evaluation must apply to the previous three calendar years.
5. Nominations to the State level must have won their Local Section's Supervisor of the Year Award.
6. Nominee may be a supervisor of any department within the wastewater facility.

**Instructions:**

9. Applicants must use the attached form. Other formats will not be accepted.
10. Submitted materials will not be returned.
11. A single nomination for the State level of this award may be submitted by each Local Section on behalf of its Local Section winner.
12. The CWEA Supervisor of the Year Awards are coordinated by the CWEA Super Group Committee.
13. The committee will evaluate all nominees for this award.
14. All award nominees will be notified of their status prior to the CWEA Annual Conference.
15. Send to CWEA Awards program, 7677 Oakport Street, Suite 600, Oakland, CA 94621. Emails will not be accepted.
16. **All state awards must be received by FRIDAY, JANUARY 8, 2010. Postmarks will not be accepted.**
8. Questions: Call Dave Kachelski, Supergroup Chair, Awards Chair, (909) 877-2752 or email: kachelskid@hotmail.com

**PAGES 2-6 TO BE COMPLETED BY NOMINATOR**

I. NOMINEE:

A. Name of Nominee:

Years in wastewater profession:      Years in Supervision:

List all certifications held by nominee:

Brief description of the organization that employs the nominee:

Nominee's job title and description of roles and responsibilities as a supervisor:

II. SUPERVISORY STYLE: Briefly answer the following questions, being as specific as possible.

A. How does the nominee plan, set and meet objectives, identify problems and initiate corrective actions?

B. Describe specific instances where the nominee motivated and inspired subordinates to greater levels of achievement and set examples for others to follow:

C. How does the nominee introduce, gain acceptance for and generate a favorable organizational climate for new ideas?

D. Describe a personnel problem the supervisor dealt with and the steps taken to effectively ratify the situation:

E. Describe how the nominee provides accurate feedback (both good and bad) to subordinates:

F. List and describe at least three specific instances in which the nominee has improved safety in her/his organization:

G. List and describe at least three specific instances in which the nominee has demonstrated outstanding communications skills to subordinates, peers and management.

III. TRAINING

A. List dates and courses the nominee has taken over the last three years that pertain to supervision:

B. List courses the nominee has taken for the continued development of her/his own abilities, in order to keep abreast of the field:

IV. CWEA PARTICIPATION:

A. Section Function Attendance: High Moderate Low  
(>50%) (20 to 50%) (<20%)

B. Describe the nominee's participation in professional organizations such as CWEA, WEF, or other organizations:

C. How long has the nominee been a CWEA Member:  
Local: State: WEF:

D. List and name the CWEA conferences, training sessions and functions that the nominee has attended in the last three years:

V. SUPERVISION:

A. Provide an organizational chart.

B. List the title(s) and number of employees the nominee supervises:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VI. NOMINATOR'S SUMMARY:

Describe why you believe the nominee should be selected as the CWEA  
"Supervisor of the Year"

VII. NOMINEE'S STATEMENT

A. Describe your supervisory style and why you believe it is effective:

B. Describe five qualities and/or strategies you believe are most important for a supervisor to possess to be effective and successful:

California Water Environment Association

"Supervisor of the Year Award"

Scoring System
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Nominated Supervisor: \_\_\_\_\_

<u>APPLICATION FORM ITEM</u>	<u>MAXIMUM POINTS</u>	<u>EMPHASIS ON SCORING</u>
I.A.	4	Summary of Experience and Duties
II.A.	10	Plan and set objectives
II.B.	10	Problem identification and correction
II.C.	10	Positive example
II.D. thru E.	10	Personnel Problem Solving
II.F.	10	Safety Improvements
II.G.	10	Communication Skills
III.A	6	Training
IV.A.B.C.D.	8	CWEA Participation
V.A.B	2	Supervision
VI.	8	Nomination Summary
VII.A.	6	Nominee Question A
VII.B.	6	Nominee Question B
<b>MAXIMUM TOTAL</b>	<b>100 POINTS</b>	