



**CWEA TRI-COUNTIES SECTION
LOCAL AWARD NOMINATION FORM**

**District Manager/Public Works Director
Person of the Year**

Nominee Name: _____

Agency: _____

Address: _____

City, Zip Code: _____

Work Phone: _____ Fax: _____

E-Mail Address: _____

Nominator Name: _____

Agency: _____

Address: _____

City, Zip Code: _____

Work Phone: _____ Fax: _____

E-Mail Address: _____

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

1. **CWEA Member?**
2. **Nominee must be a manager or director of any department within the wastewater facility.**
3. **Three copies of nomination packet.**
4. **Highly desirable: a record of service to CWEA and the Tri-Counties Section.**

Instructions:

1. **Applicants must use the attached form. Other formats will not be accepted. Submitted material will not be returned.**
2. **Any number of nominees may be submitted by a single agency or nominator for this award.**
3. **The CWEA Tri-Counties Section Awards are coordinated by the Section Awards Chair or respective committee (if appropriate).**
5. **The Awards Committee shall evaluate all nominees for this award.**
6. **All nominees will be notified of their status prior to the TCS Awards Banquet (In January, 2023, exact date TBD)**
7. **Send nomination forms to the Tri-Counties Section Awards Chair:**
Mary Thompson
City of Santa Barbara
520 E. Yanonali St
Santa Barbara, CA 93103
8. **All Awards packets must be received NO LATER THAN NOVEMBER 1, 2022.**
9. **Questions: Mary Thompson, Awards Chair, email: Mthompson@Santabarbaraca.gov**

TO BE COMPLETED BY NOMINATOR

1. NOMINEE:

Name of Nominee: _____

Years in Wastewater Profession: _____ **Years as Manager/Director** _____

List all certifications/licenses held by the nominee:

Brief description of the organization nominee is employed at:

Nominee's job title and description of roles and responsibilities as Manager/Director:

2. MANAGEMENT STYLE: Briefly answer the following questions being as specific as possible.

A. How does the nominee identify problems, plan, set and meet objectives 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, or provide active participation in CWEA activities.

- C. How does the nominee introduce, gain acceptance, and generate favorable organizational climate for new ideas (both to elected officials and employees)?**
- D. Describe a personnel problem the Manager/Director has 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 and elected officials.**
- F. List at least three specific instances in which the nominee has improved safety in their organization (such as instituting risk management programs).**

3. TRAINING AND EDUCATION

List courses and other training taken over the last three years that pertain to management and continued development of nominee's abilities to keep abreast in the wastewater field.

4. CWEA PARTICIPATION

- A. Section function attendance; [] High [] Moderate [] Low

- B. Describe the nominee's participation in professional organizations such as CWEA, WEF, APWA, AWWA and other professional committees, and/or to other groups as a representative of the nominee's organization.

- C. How long has the nominee been a CWEA member?
Local _____ State _____ WEF _____

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

5. EXECUTIVE MANAGEMENT

- A. Provide an organizational chart.

- B. List the titles and number of employees that the nominee oversees.

6. NOMINATOR’S SUMMARY

Provide a summary of why this nominee should be selected for this award and any other comments relating to his/her nomination.

TO BE COMPLETED BY NOMINEE

7. NOMINEE'S STATEMENT

A Describe your executive management style and why you believe it is effective.

B. Describe five things you believe are most important for a Manager/Director top be effective and successful.

DISTRICT MANAGER/PUBLIC WORKS DIRECTOR
PERSON OF THE YEAR SCORE SHEET

Nominee's Name: _____

Summary of Experience	1	2	3	4	5	6	7	8	9	10
Plan and Set Objectives	1	2	3	4	5	6	7	8	9	10
Problem Identification and Correction	1	2	3	4	5	6	7	8	9	10
Positive Example	1	2	3	4	5	6	7	8	9	10
Personnel Problem Solving	1	2	3	4	5	6	7	8	9	10
Communication Skills	1	2	3	4	5	6	7	8	9	10
Training	1	2	3	4	5	6	7	8	9	10
CWEA Participation	1	2	3	4	5	6	7	8	9	10
Executive Management	1	2	3	4	5	6	7	8	9	10
Nomination Summary	1	2	3	4	5	6	7	8	9	10
Nominee Question A	1	2	3	4	5	6	7	8	9	10
Nominee Question B	1	2	3	4	5	6	7	8	9	10

TOTAL POINTS _____

TOTAL POINTS POSSIBLE **100**

% _____

Rated by: _____ Date: _____