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Class Specifications for the Class:

BUILDING CONSTRUCTION AND MAINTENANCE SUPERVISOR I

Duties Summary:

Supervises several crews of skilled tradesmen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities; and performs other duties as required.

Distinguishing Characteristics:

This class differs from the class Building Construction and Maintenance Foreman II in that the Building Construction and Maintenance Foreman I supervises several crews of tradesmen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities; the Building Construction and Maintenance Foreman II supervises several crews of tradesmen through subordinate trades foremen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities, and assists in the programming of maintenance work.

Classes in this series differ from classes in the General Construction and Maintenance Foreman series in that classes in the Building Construction and Maintenance Foreman series supervise the work activities of several crews of skilled tradesmen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities; classes in the General Construction and Maintenance Foreman series supervise groups of employees consisting of skilled tradesmen, equipment operators and laborers in the construction, maintenance and repair of buildings, structures, airport runways, paved areas, utility systems and adjacent grounds.

Examples of Duties:

Assigns, coordinates and supervises the work of skilled tradesmen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities; checks job orders and plans, and explains work projects to subordinates; requisitions necessary materials, equipment and tools; requests additional men and motorized equipment services as necessary; inspects work in progress and upon completion for proper workmanship, work methods and safe practices and procedures; instructs subordinates in the safe use of equipment and tools; prepares and submits time, materials used and other work records, and reports on work activities; sees to the proper use and care of equipment and tools; recommends the acquisition of tools and equipment; determines the proper storage of equipment tools and materials in shop

areas, and inspects shops for compliance with safety practices and proper cleanliness; recommends changes in operating procedures and policies pertaining to the unit.

Minimum Qualification Requirements:

Experience and Training: (1) Four years of progressively responsible work experience in the maintenance of buildings or structures, of which two years shall have been over other skilled tradesmen, and graduation from high school or (2) any equivalent combination of experience and training.

Knowledge of: Tools, equipment, materials and work practices in the general building trades, including carpentry, plumbing, electrical, and painting work, particularly as related to building maintenance and repair; applicable building, electrical, and fire codes and regulations; principles and practices of supervision.

Ability to: Plan, lay out, assign, and coordinate the work of skilled tradesmen; inspect the work of tradesmen and detect flaws or defects in workmanship or materials; read and interpret building plans and check repair work for conformance; give clear and concise oral and written instructions; maintain records and make operational reports; and maintain good working relationships with others.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class BUILDING CONSTRUCTION AND MAINTENANCE SUPERVISOR I by the Department of Education Civil Service system.

DATE APPROVED: NOV 27 2006

EFFECTIVE DATE: JUL 1 2005

  
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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources