Class Specifications for the Class:

BUILDING CONSTRUCTION AND MAINTENANCE SUPERVISOR II
(BLDG CONSTR & MNTCE SUPVR II)

Duties Summary:

Supervises several crews of skilled tradesmen through subordinate trades foremen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities; assists in the programming of maintenance work and performs other duties as required.

Distinguishing Characteristics:

This class differs from that of Building Construction and Maintenance Superintendent in that the Building Construction and Maintenance Foreman supervises several crews of tradesmen through subordinate trades foremen in the maintenance, repair, alteration and renovation of buildings, structures and facilities under the direction of a construction and maintenance superintendent; the Building Construction and Maintenance Superintendent is responsible for a comprehensive maintenance program and custodial services for buildings, structures and related facilities.

This class differs from classes in the General Construction and Maintenance Foreman series in that the Building Construction and Maintenance Foreman supervises 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:

Plans and effectuates a program of preventative maintenance inspections and the maintenance, repair and replacement of electrical fixtures, plumbing fixtures and woodwork for buildings and structures; reviews work assignments for major repairs, alterations and renovations such as the replacement of floors and walls, the installation of partitions and the relocation of electrical and plumbing fixtures, and establishes proper work procedures for the project; checks work progress to determine whether jobs are progressing as scheduled and within allotted funds; arranges for additional men and equipment from other maintenance units as required; recommends needed maintenance and repair work and assists in gathering cost data and estimating cost to be included in the departmental budget; assists in estimating the cost of projects; inspects work in progress and upon completion for proper workmanship, work methods
and safety practices and procedures; reviews labor and equipment reports of
subordinates for accuracy and completeness; prepares and submits progress reports
on activities of the maintenance unit; inspects the condition of equipment and
recommends needed replacements; supervises the construction of partitions and
stands and the installation of fixtures in preparation for legislative sessions and special
celebrations; assists in the arrangement of contractual work for projects requiring men
and equipment beyond what is available in the maintenance crew.

Minimum Qualification Requirements:

Experience and Training: Six years of progressively responsible work experience
in the maintenance of buildings or structures, of which three years shall have been over
other skilled tradesmen, and graduation from high school; or 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
and foremen; 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 thereto; estimate costs and quantities of labor, materials, and equipment;
give clear and concise oral and written instructions; maintain records and make
operational reports; and maintain good working relationships with others.

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 II by the
Department of Education Civil Service system.

DATE APPROVED: JAN 24 2007

for Gerald Okamoto
Assistant Superintendent
Office of Human Resources

EFFECTIVE DATE: JUL 1 2005