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Class Specifications for the Class:

BUILDING MAINTENANCE DISTRICT SUPERVISOR

Duties Summary:

Supervises, through subordinate foremen, a variety of trades activities involved in the alteration and maintenance of public buildings and appurtenant facilities in an assigned district; assists in overseeing the day-to-day activities involved in the overall public building maintenance program; and performs other related duties as required.

Distinguishing Characteristics:

This class is responsible for supervising through subordinate foremen, a variety of trades activities involved in the alteration and maintenance of public buildings and appurtenant facilities in an assigned district and also for assisting in overseeing the day-to-day activities involved in the public building maintenance program.

Examples of Duties:

Plans, assigns, coordinates and reviews, through subordinate foremen, a variety of trades activities involved in the alteration and maintenance of public buildings and appurtenant facilities in an assigned district; reads and interprets plans and specifications to determine manpower and material requirements; schedules and assigns work projects to subordinate foremen; reviews and approves requests for supplies and equipment; inspects work in progress and upon completion to insure compliance with plans and specifications and departmental standards; enforces safety practices and procedures; maintains records of work activities and prepares reports as required; assists in overseeing the day-to-day activities of the overall public building maintenance program; assists in scheduling a planned maintenance program; assists in coordinating the various trades activities and assigning men to the various work projects; assists in the formulation of work policies and procedures; assists in the training of subordinates in proper work methods and techniques; confers with school and government officials on maintenance matters; assists in the preparation of the operational budget; and assumes the duties and responsibilities of the Building Maintenance Superintendent I during an absence.

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and four years of supervisory experience in building construction and maintenance work, one of which shall have

involved responsibility for supervising the work of several building trades on commercial, industrial or public buildings.

License Requirement: Possession of a valid motor vehicle operator's license.

Knowledge of: Principles and practices of supervision; practices, methods, equipment and materials used in public building and school construction and maintenance; codes, ordinances and regulations pertinent to building construction and maintenance; occupational hazards and safety principles; and practices of the various trades.

Ability to: Plan, organize, coordinate and inspect building construction, alteration and maintenance activities; read and interpret plans and specifications; estimate cost and quantity requirements of employees and material; give clear and concise oral and written instructions; deal tactfully and effectively with employees and others.

Physical Requirements:

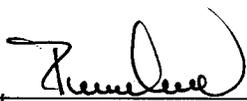
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light

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 MAINTENANCE DISTRICT SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: JAN 18 2005

EFFECTIVE DATE: JUL - 1 2005


Gerald Okamoto
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Office of Human Resources