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Specifications for the Class:

BUILDING MAINTENANCE HELPER

Duties Summary:

Performs routine manual and semi-skilled tasks and assists a building maintenance worker or a skilled building tradesperson in building maintenance and repair work relevant to the carpentry, plumbing, painting, and electrical trades; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry-level class in the Building Maintenance series. This class differs from that of Building Maintenance Worker I in that the Building Maintenance Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, in several of the trades as a regular and continuing work assignment such as replacing window panes, screens, locks, water faucets, and termite infested or rotted boards, and assists trade skill workers in their assignments; the Building Maintenance Worker I performs a variety of skilled building maintenance and repair work independently as a regular and continuing work assignment and may supervise one or more building maintenance helpers assisting in the work.

Examples of Duties:

Repairs and replaces window panes, screens, door locks, door bumpers, bathroom accessories, linoleum and tile floor covering; repairs roof leaks with roof coating, shingles and mineral surface roofing paper; adjusts and re-hangs doors; cuts and installs shelves and shoe racks; removes and replaces boards that are termite infested or rotted; sands, repaints or varnishes interior walls, shower walls, porches, steps, cabinets, sink tops, furniture such as tables, chair, chest of drawers; assists in the installation, maintenance, and repairing of plumbing, water and sewer systems in offices, houses and other structures; replaces shower valves, hose bibbs, lavatory, service, laundry tray and sink faucets, washers, stems, packings and gaskets; clears clogged toilets and drains; adjusts, repairs or replaces toilet flush valves, closet tank fixtures, seats, closet screws and close coupled closet bolts; makes minor repairs to electric wiring; replaces fixtures, switches and electric outlets; mixes cement or mortar and makes minor repair; performs manual work in laying pipe, tearing out rotted lumber, stacking materials and supplies, etc.; uses a variety of hand tools and some power equipment in the performance of work; cleans, sharpens and services tools and equipment used in the work; may operate a vehicle in the transportation of materials;

and may repair power lawn mowers, household appliances, small motor and other auxiliary equipment.

Minimum Qualification Requirements:

Experience and Training: Two years of work experience in performing a variety of building maintenance repair work or its equivalent combination of experience and training.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures, common tools, equipment and materials used in the carpentry, painting, plumbing and electrical trades.

Ability to: Use the common tools utilized in a variety of building trades; do minor mechanical repairs; read and interpret sketches and simple plans; understand and follow oral and written instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

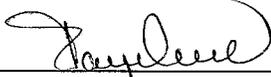
Any disqualification under this section will be made only after a review of all pertinent information, including the results of the medical examination, and requires the approval of the Superintendent or designee.

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 and the minimum qualification

specifications for the Executive Branch Civil Service class BUILDING
MAINTENANCE HELPER by the Department of Education Civil Service system.

DATE APPROVED: DEC 28 2005

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources