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Specifications for the Class:

BUILDING MAINTENANCE SUPERVISOR I
(BUILDING MTNCE SUPVR I)

Duties Summary:

Supervises a group of several building maintenance workers and/or other equivalent tradespersons in the maintenance and repair of buildings, wharves, paved areas and other related structures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Building Maintenance Worker II in that the Building Maintenance Supervisor plans, lays out, and inspects the work of a group of building maintenance workers, and/or equivalent workers on a full-time basis and only occasionally may perform skilled building maintenance work; the Building Maintenance Worker II spends a majority of the work time in performing building maintenance work and, in addition, supervises the work of several fully competent building maintenance workers.

Examples of Duties:

Plans, lays out, assigns, and inspects the work of a group of building maintenance workers and/or other equivalent trades workers engaged in the maintenance and repair of buildings, wharves, paved areas and other structures; inspects buildings, structures, equipment and grounds to locate conditions needing maintenance and schedules a preventive maintenance program; receives work orders for needed repairs and assigns personnel to perform repairs; inspects work in progress for proper workmanship and compliance with safety practices; estimates labor, materials and equipment required for maintenance and repair jobs; requisitions equipment and materials; evaluates the work of subordinates and conducts on-the-job training as required; prepares operational reports on maintenance activities.

Minimum Qualification Requirements:

Experience and Training: Eight years of work experience in performing a variety of building maintenance repair work of which four years shall have been as a fully competent worker and including one year of supervisory work experience which included planning and scheduling the work of other fully competent workers, assigning and reviewing their work, and providing training.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, plumbing, painting and electrical trades; electro-mechanical appliances used in homes and other buildings; principles and practices of supervision.

Ability to: Plan, lay out, assign, and review the work of a group of several building maintenance and/or other equivalent trades workers; develop a schedule of preventive maintenance and determine the need for building repairs; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs; keep records and make reports; understand and follow oral and written instructions; deal effectively with other supervisory levels, in organizing and expediting work, and responding to emergencies.

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 SUPERVISOR I 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