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Specifications for the Class:

BUILDING MAINTENANCE WORKER I

Duties Summary:

Performs a variety of skilled maintenance and repair work in the upkeep of buildings, residences and other structures, and in the maintenance and repair of equipment and facilities housed in such structures; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Building Maintenance Helper in that 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; the Building Maintenance Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, in several trades such as replacing window panes, screens, locks, water faucets and termite infested or rotted boards; and assists trade skill workers in their assignments.

This class differs from that of Building Maintenance Worker II in that the Building Maintenance Worker I performs skilled maintenance work in the repair of buildings, residences, structures and equipment and facilities housed therein, and may occasionally lead the work of building maintenance workers but confines supervision mainly to building maintenance helpers and other semi-skilled or unskilled workers; the Building Maintenance Worker II, in addition to performing skilled building maintenance work, supervises the work of several fully competent building maintenance workers as a continuing work assignment, including setting the pace and quality of workmanship and demonstrating proper work methods.

Examples of Duties:

Checks buildings, equipment and grounds to locate conditions indicating the need for repair and maintenance work; makes building repairs including patching roof leaks, replacing mineral surface roofing paper, wooden and asbestos shingles; cuts and replaces door and window panes; adjusts and rehangs doors; repairs and replaces screens, door locks, bumpers, bathroom accessories, toilet hinges and seats; replaces and patches cement floors, asphalt tiles, linoleum floor coverings, foundations, concrete and asphaltic concrete walks and drives; performs woodwork such as removing and

replacing shelves, cabinets, sink tops, partitions, steps, porches, termite infested and rotted boards, and repairs furniture; builds forms for concrete and repairs fences and gates; replaces electrical fixtures, fuses, drop cords, switches; installs new electrical outlets, locates and repairs shorts in electrical circuit; replaces broken pipes, gaskets, packings, washers, hose bibbs, faucets and closet tank fixtures; installs wash basins, closet tank and bowls; unclogs drains and sewers; sands, paints and varnishes doors, walls, window sashes, screen frames, furniture and new construction; mixes mortar and builds walls; sweats copper pipe joints and fittings, and uses both oxyacetylene and electric arc welding equipment to cut and weld pipes and angle braces; services, lubricates, and regulates such equipment as water heaters, ventilating and air-conditioning units, electrical water coolers, pumps and electric motors; may perform minor repairs and service motor vehicles; estimates cost, time and materials needed for repair and maintenance work to be performed; may perform purchase, storage and inventory of materials, supplies and tools; reports need for major repairs; uses a variety of hand tools and some power equipment in the performance of work; operates a vehicle in the transportation of materials; cleans, sharpens and services tools and equipment used in the work.

Minimum Qualification Requirements:

Experience and Training: Four years of work experience in performing a variety of building maintenance repair work or an 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; electro-mechanical appliances used in homes and other buildings.

Ability to: Determine need for repairs involving a variety of building trades; recognize hazards typical of the work; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and material needed to perform a job; make mechanical repairs to equipment and appliances; understand and follow oral and written instructions.

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 positions will not be disqualified under this section.

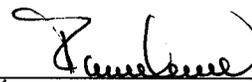
Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

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 WORKER I by the Department of Education Civil Service system.

DATE APPROVED: JAN 18 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
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Office of Human Resources