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Specifications for the Class:

BUILDING MAINTENANCE WORKER II

Duties Summary:

Supervises and participates in 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 Worker I in that the Building Maintenance Worker II, in addition to performing 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; the Building Maintenance Worker I performs skilled maintenance work in the repair of buildings, residences and 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 semiskilled or unskilled workers.

This class differs from that of Building Maintenance Supervisor in that the Building Maintenance Worker II spends a majority of the work time in performing skilled building maintenance work and, in addition, supervises the work of several fully competent building maintenance workers; 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.

Examples of Duties:

Plans, lays out, schedules and assigns the work of building maintenance workers from work orders received by supervisors or project managers; instructs subordinates and demonstrates proper work methods; checks and inspects buildings, structures, equipment and facilities for needed repairs; estimates material and labor costs; makes oral and written reports; requisitions materials; inspects work in progress and upon completion for proper workmanship; works alongside subordinates to set pace and quality of workmanship; replaces termite infested or rotted lumber such as sidings, floorings, joists, door jambs and steps; installs or replaces window sashes, screen

frames, window balancers, screen doors, sink tops, locks and latches; repairs roofs with mineral surface paper, corrugated iron or other roofing materials; repairs or replaces electrical outlets, switches, lamp holders, heaters, electric motors, fuel pumps, transformers and relays; replaces water lines, and plumbing fixtures such as water closets, faucets, and valves; replaces and patches cement floors, asphalt tile and linoleum flooring and asphaltic concrete walks and drives; paints doors, walls, floors and furniture; unclogs drains, toilets and drainage systems; and supervises and participates in the emergency repair of water mains and sewer lines.

Minimum Qualification Requirements:

Experience and Training: Six years of work experience in performing a variety of building maintenance repair work of which two years shall have been as a fully competent worker 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, plumbing, painting and electrical trades, electro-mechanical appliances used in homes and other buildings.

Ability to: Plan, lay out, assign and review the work of other skilled building maintenance workers; 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, and keep records and make reports; make mechanical repairs to electrical and plumbing equipment, appliances and facilities housed in buildings; 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.

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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 II by the Department of Education Civil Service system.

DATE APPROVED: 12/28/05

EFFECTIVE DATE: 7/1/05

/S/ Fay Ikei  
for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources