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Class Specifications for the Class:

BUILDING MAINTENANCE SUPERVISOR II  
(BUILDING MAINTENANCE SUPVR II)

**Class Distinguishers:**

Complexity: Plans, coordinates, monitors, and inspects the maintenance and repair of buildings, wharves and other structures, through a subordinate level of supervision.

Supervision Exercised: Supervises one or more groups of several building maintenance workers and/or other equivalent tradespersons engaged in the maintenance and repair (e.g. carpentry, painting, plumbing, electrical, welding and/or masonry work) of buildings, wharves and other structures, through subordinate working supervisor(s) and/or a full supervisor.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*)

Knowledge of: Practices and methods employed in the repair and maintenance of buildings; the tools, equipment and materials used in the building maintenance trades (e.g. carpentry, painting, plumbing, electrical, welding, masonry); safety procedures and occupational hazards; applicable building, electrical and fire codes and regulations; pertinent policies, procedures, rules, regulations and bargaining unit contract provisions; and principles and practices of supervision.

Ability to: Plan, lay out, schedule, and properly sequence the work of one or more groups of several building maintenance and/or other equivalent trades workers through a subordinate supervisor(s); develop a program of preventive maintenance and determine the need for building repairs; read and interpret blueprints and sketches; estimate time, labor, equipment and material costs needed to perform building maintenance and repair work; direct and coordinate the work of others (including outside contractors); inspect work in progress as well as completed work for workmanship and compliance with established standards; prioritize work assignments; keep records and prepare reports; understand, give and follow oral and written instructions; supervise and evaluate the work of subordinates; and deal effectively with others within and outside the operating unit (e.g. other supervisors, representatives from other departments, private contractors) in organizing, coordinating, and expediting the work.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

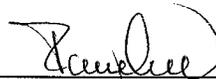
1. Evaluates work orders, interprets building plans and project specifications to establish the proper sequencing of work and maximum utilization of resources.
2. Assigns, reviews and coordinates, through subordinate trade supervisors (i.e. working supervisor(s) and/or first level full-time supervisor), the work of each trade subunit in the repair and maintenance of public buildings and other structures.
3. Periodically inspects buildings and structures and, as needed, meets with building, school or other representatives to ascertain whether repairs are required and determines priority of work to be performed. Surveys the physical condition of facilities and prepares estimates of time, labor, and equipment, and oversees the implementation and completion of work orders and other planned activities.
4. Reviews requisitions for needed equipment, materials and supplies. Initiates requisitions which exceed authorized spending levels. Maintains an inventory of all equipment and materials assigned to the section.
5. Reviews plans, scopes work, prepares timetable and contractual requirements. Assists in arranging contractual work for projects and emergencies which exceed the capability of existing resources.
6. Monitors both contractor and/or subunit performance and inspects work in progress or completed work for workmanship and compliance with established standards.
7. Prepares activity reports and evaluates the effectiveness of work activities for efficiency and economy of operations.
8. Recommends approval/disapproval of personnel actions which affect subordinate employees (e.g. selections, promotions, transfers, leaves of absence, job performance evaluations, disciplinary measures, etc.).
9. Institutes, trains and enforces proper work procedures and safety and health requirements through meetings and on-the-job training.

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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 specification for the Executive Branch Civil Service class BUILDING MAINTENANCE SUPERVISOR II by the Department of Education Civil Service system.

DATE APPROVED: DEC 28 2005

EFFECTIVE DATE: JUL - 1 2005



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Office of Human Resources