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Specifications for the Class:GENERAL MAINTENANCE & SERVICES SUPERINTENDENTDuties Summary:

Plans, directs and coordinates the work involved in the maintenance, alteration and repair of structures, buildings, utility systems, elevators and related equipment; directs trucking and warehousing activities; and performs other duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for managing an extensive maintenance, alteration and repair program in a major department with extensive building facilities, utility systems and related equipment, which result in complex problems, particularly in planning and coordination of activities. A position in this class supervises, primarily through first and second level subordinate foremen, skilled and semi-skilled tradesmen, equipment operators and unskilled laborers.

Examples of Duties:

Plans, directs and coordinates the alteration, maintenance and repair work programs; plans and directs trucking activities; directs warehousing activities including inventory control, procurement and delivery of supplies, materials and equipment to support facilities management activities; inspects work in progress, and upon completion inspects for conformance with building standards and contract specifications; prepares plans, including cost and material estimates for renovating, repairing and maintaining buildings, structures, and utility systems; sets priorities of work; conducts staff meetings; formulates and establishes policies and procedures pertaining to alteration, repair, maintenance, trucking and warehousing activities and personnel; prepares status reports and other reports as necessary; institutes and enforces a safety program; approves requests for materials, supplies, tools and equipment submitted by subordinate foremen; supervises the maintenance and preparation of cost accounting records for maintenance and related activities; participates in budget preparation activities; provides information to substantiate budgetary requests; attends staff meetings of key personnel; supplies information necessary for billing of repair services and supervises billing for repair services when necessary; handles all personnel matters relating to subordinates, including hiring, disciplinary actions, grievances, etc.

Knowledge and Abilities Required:

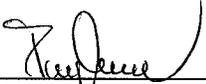
Knowledge of: General knowledge of State administrative procedures, principles, practices, tools, equipment, methods and techniques relating to alteration; maintenance and repair activities; applicable building, electrical, fire and other related State and federal codes and regulations; safety practices, codes and regulations; and principles and practices of supervision.

Ability to: Plan, direct and coordinate an alteration, maintenance and repair program of buildings, structures, utility systems and related equipment; plan, assign and inspect the work of others; direct trucking and warehousing activities; read, understand and apply plans, specifications and work orders; check work for conformance to plans and specifications; prepare cost estimates; give clear and concise oral and written instructions; maintain or supervise the maintenance of appropriate records; prepare necessary reports; establish and maintain effective working relationships with others.

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 minimum qualification specifications for the Executive Branch Civil Service class GENERAL MAINTENANCE & SERVICES SUPERINTENDENT by the Department of Education Civil Service system.

DATE APPROVED: OCT 31 2006

EFFECTIVE DATE: JUL 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources