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Minimum Qualification Specifications
for the Class:GENERAL MAINTENANCE & SERVICES SUPERINTENDENTEducation Requirement:

Graduation from high school. Excess experience of the type described below, work experience requiring the ability to read and comprehend and apply written directions, or a high degree of verbal skill may be substituted for the required education on a year-for-year basis.

Experience Requirements:

General Experience: Five years of experience in one or a combination of the following types of work: (1) professional, technical, administrative, investigational or other responsible work experience which required the ability to deal effectively with fellow workers, business contacts and/or the general public; (2) experience in the maintenance and repair of buildings, structures or utilities which required the preparation and/or interpretation of plans, drawings and specifications and the proper observance of safety measures and which demonstrated an intimate knowledge of practices, methods, techniques, materials, costs equipment and tools used in construction or maintenance projects.

Supervisory Experience: Two years of experience, which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing new employees. Such experience must have been in the construction and/or maintenance and repair of buildings, structures or utilities.

Quality of Experience: Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate the ability to perform the duties of the position.

Substitution of Education for Experience:

Study successfully completed at an accredited college or university may be substituted for general experience on a year-for-year basis, up to a maximum of 4 years.

Tests:

For competitive actions, all applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

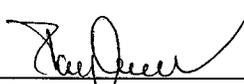
Physical Requirements:

Standard 3g. Applicants must be physically able to perform efficiently the duties of the position, which are described elsewhere in this specification. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required (glasses permitted). Ability to hear the conversational voice (with or without a hearing aid) is required. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated for by use of satisfactory prosthesis. Any physical condition which would applicants to be a hazard to themselves or to others will disqualify for appointment. In addition, applicants must possess emotional and mental stability.

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 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