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Class Specifications for the Class:

PUBLIC WORKS ADMINISTRATOR

**Duties Summary:**

Administers statewide engineering, architectural and related services under the jurisdiction of the Department of Education (DOE), including planning, designing, project management, construction inspection, contracting, constructing and equipping facilities and improvements for State schools and other DOE buildings, and providing technical and analytical assistance to DOE staff; and performs other related duties as assigned.

**Distinguishing Characteristics:**

This class involves overall responsibility for planning, organizing, directing and coordinating a statewide departmental program of engineering and architectural services including planning for public physical facilities, providing project cost estimates for budgeting purposes; providing design services for repairs and alterations of existing facilities and the construction of new facilities and projects, managing and inspecting various construction projects. It also includes responsibility for directing the expenditure of capital improvement and other operating funds released to the Department of Education for projects.

The position in this class is under general administrative direction and is responsible for all administrative and technical aspects of the branch's work. The administration of branch functions and activities is accomplished through subordinate managers and the use of complex procedures and organizational management techniques.

**Examples of Duties:**

Plans, organizes, directs and coordinates statewide engineering and architectural services under the jurisdiction of the Superintendent of Education, including planning, designing, project management, construction inspection, contracting, constructing and equipping facilities and improvements; develops and executes operational policies and procedures based on objectives to assure efficiency within the branch; interprets branch policies and procedures, and advises and directs the heads of the various sections on administrative management and technical matters; reviews operations, reports and assignments to assure efficient accomplishment of objectives; revises operations or reassigns work to meet these objectives; directs the financial management, personnel, property management and methods, standards and evaluation functions; directs the expenditure of capital improvement funds and other funds released to the department for

projects; develops and directs long-range goals and short-range objectives; responsible for the preparation of budget requests and program expenditure plans; prepares reports; establishes criteria and guidelines for priorities of work; prepares legislative proposals; prepares testimony on legislation affecting public works expenditures or operations and testifies before Legislature as an expert witness; confers with legislators, administrators and others regarding services rendered and future needs of programs which may result in redirecting the program; establishes and maintains good public relations with DOE staff, the public and legislators, and appears before them to explain and discuss activities and programs.

**Knowledge and Abilities Required:**

Knowledge of: Architectural or engineering concepts relating to building, and site planning, design and construction; technological advances in public works and development in allied fields; principles and practices of administration, including program planning and evaluation techniques; budget preparation and execution; principles and practices of public administration management and supervision; State laws, rules, regulations, codes, ordinances, etc., applicable to the branch's program; principles and practices of safety.

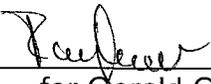
Ability to: Administer the statewide public works program; make top-level decisions on courses of action having far-reaching implications; function as a top-echelon consultant and provide advice on difficult and important public works matters; represent the branch and the department when directed by the Superintendent at conferences and discussions involving leaders of government, industry, educational institutions and the public; act with authority on current and proposed programs; maintain cooperative relationships; establish, and implement statewide departmental public works policies and procedures; and plan, direct and organize the work of others.

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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 for the Executive Branch Civil Service class PUBLIC WORKS ADMINISTRATOR by the Department of Education Civil Service system.

DATE APPROVED: SEP 20 2006

EFFECTIVE DATE: JUL - 1 2005

  
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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources