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Minimum Qualification Specifications for the Class:PUBLIC WORKS ADMINISTRATOR**Basic Education/Experience Requirements:**

All applicants must meet one of the requirements specified in A, B, C, D or E below:

- A. Graduation with a Bachelor's degree from a school of engineering in an accredited college or university.

Note: For some positions, graduation from an accredited college or university with a degree in physics, mathematics or chemistry may be accepted as qualifying, provided the applicant has had at least 15 credits in engineering sciences, common to all engineering disciplines; e.g. thermodynamics, statics, electrical science, applied mechanics, engineering drawing, strength of materials, etc.

- B. Administrative, professional or technical experience involving the application and knowledge of the fundamental physical and mathematical sciences underlying professional engineering including physics, chemistry, mathematics through integral calculus and engineering sciences such as statics, dynamics, strength of material, thermodynamics, fluid mechanics and engineering drawing and other specialized courses to one of the branches of engineering. Such experience must be substantially equivalent to the knowledge and understanding gained by completion of a college training leading to a Bachelor's degree in engineering; or
- C. A combination of college training in engineering and experience mentioned in B above substantively equivalent to completion of a college training leading to a Bachelor's degree in engineering; or
- D. Graduation with a Bachelor's degree from an accredited school or college of architecture or engineering, with a degree in architecture or architectural engineering; or
- E. Four years of successful and progressive experience in architecture which will enable the applicant to perform successfully at the professional level provided this experience demonstrates a thorough knowledge of the fundamental principles and theories of professional architecture and an understanding of

the field of architecture comparable to that which would be acquired through successful completion of a full four-year course leading to a Bachelor's degree in an accredited college or university with a major study in architecture.

Experience Requirements:

Except for the substitutions provided below, applicants must have had progressively responsible experience of the type and quantity described below, or any equivalent combination of training and experience.

Class Title	Spclzd Exper (yrs)	Supvry Exper (yrs)	Admin Exper (yrs)	Total Exper (yrs)
Public Works Administrator	4	2	2	8

Specialized Experience: Applicants must have had either Engineering or Architectural Experience as described below:

Engineering Experience: Progressively responsible professional engineering which required the knowledge and application of the basic physical and mathematical sciences and the engineering sciences to the solution of theoretical or practical engineering problems.

Examples of qualifying professional engineering experience are as follows:

- A. The development and design of machines, equipment, structures, power, water, communication, or transportation systems and facilities, or the preparation of development, design construction specifications for such materials or systems, involving the use of theoretical and applied mechanics, knowledge of the properties of materials and other appropriate engineering and scientific knowledge and skills.
- B. Original research in one or more branches of engineering, developing engineering applications of physical and other scientific principles.
- C. Administration of engineering programs and projects, involving analysis of requirements for equipment and materials, study of technical feasibility and cost, selection of approach, and direction of problem solution.

- D. Interpretation of systems operational requirements in terms of physical facilities and the design and development of standard procedures for efficient operational use or maintenance of such facilities.
- E. Evaluation, investigation or survey of engineering projects, structures, devices or services.
- F. Such activities as production, construction, regulation and test, when they involve engineering considerations and decisions as important and controlling elements.

Note: In some situations, experience which is not of itself clearly professional engineering experience may be accepted in lieu of "professional" engineering experience. In such cases, the experience must have been preceded by prior "professional" engineering experience and must contribute directly and significantly to the candidate's professional engineering competence. For example, an engineer may be assigned to a management or a computer systems analysis position in preparation for assumption of higher-level responsibilities in engineering administration.

Architectural Experience: Professional architectural work experience in developing and preparing complete designs, drawings, specifications, estimates of buildings, structures and installations.

Professional experience is comprised of the performance of the recognized architectural functions based on and requiring a thorough knowledge and application of the basic physical, mathematical and architectural sciences to the solution of theoretical or practical architectural problems.

Supervisory Experience: Experience supervising professional engineers or architects which included training subordinates, coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, and maintaining high standards of work and timely accomplishment of work objectives.

Administrative Experience: Professional engineering or architectural experience which included active participation in and major responsibility for the planning (including budget planning and justification), organizing, staffing, policy formulation and implementation of same and directing a program, providing staff services and/or assistance.

Substitutions Allowed:

Substitution of Education for Specialized Experience: A Master's degree in engineering or architecture from an accredited college or university may be substituted for one year of Specialized Experience.

Substitution of Supervisory or Administrative Experience for Specialized Experience: Excess Supervisory or Administrative Experience of the type and quality described above may be substituted for Specialized Experience on a year-for-year basis.

Substitution of Administrative Experience for Supervisory Experience: Excess Administrative Experience of the type and quality described above may be substituted for Supervisory Experience on a year-for-year basis.

Quality of Experience:

Possession of the required number of years 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 level of responsibility as to conclusively demonstrate that applicant has the ability to perform the duties of the position for which applicant she is being considered.

Licensed Required:

Professional License Requirement: Applicants must possess a Hawaii State certificate of registration as a professional engineer or architect.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

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. Disabilities 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 position with or without reasonable accommodation 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.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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 PUBLIC WORKS ADMINISTRATOR by the Department of Education Civil Service system.

DATE APPROVED: SEP 20 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources