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Minimum Qualification Specifications for the Class:

SCHOOL CUSTODIAL SERVICES SUPERINTENDENT

Education Requirement:

Graduation from high school. Work experience requiring the ability to read and comprehend and apply written directions or a high degree of verbal skill may be substituted for lack of high school on a year-for-year basis.

Experience Requirements:

Applicants must have had the kind and quality of experience described in the following paragraphs and in the amounts indicated:

General Experience: Three years of responsible work experience which demonstrates possession of: knowledge of and the proper application of safety techniques and methods; knowledge of and the proper use and maintenance of tools, equipment and supplies used in custodial work; and the ability to work effectively with others.

Supervisory Experience: Three years of progressively responsible supervisory experience which has included responsibility for scheduling and inspecting the work of subordinates; requisitioning equipment, supplies and services; purchasing; maintaining inventory of equipment and supplies; assisting in determining budgetary needs; instructing employees in the proper method of performing the work; maintaining discipline; insuring that safety practices are adhered to; and keeping records of work activities.

Quality of Experience:

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

Substitution of Education for Experience:

Successful completion of training at a community college or technical school above the high school level which provided knowledge in the areas of buildings and/or

grounds maintenance may be substituted for General Experience on a year-for-year basis.

Graduation from an accredited college or university may be substituted for the three years of General Experience required.

Tests:

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

Physical Requirements:

Standard 3g: Applicants must be physically able to perform efficiently the duties 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 for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Any physical condition which would cause the applicant 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 minimum qualification specifications for the Executive Branch Civil Service class SCHOOL CUSTODIAL SERVICES SUPERINTENDENT by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005


for Gerald Okamoto
Assistant Superintendent
Office of Human Resources