

.....

Specifications for the Class:

CONSTRUCTION AND MAINTENANCE SUPERVISOR
(CONSTRUCTION & MTNCE SUPVR)

Duties Summary:

Supervises a group of several skilled workers in heavy construction and in the maintenance and repair of buildings and other structures; and performs other related duties as required.

Distinguishing Characteristics:

This is the first full level supervisory class in the series.

This class differs from that of Construction and Maintenance Worker II in that the Construction and Maintenance Supervisor plans, lays out and inspects the work of a group of several skilled workers on a substantially full-time basis and only occasionally may perform construction and maintenance work; the Construction and Maintenance Worker II spends a majority of the work time in performing skilled construction, maintenance and repair work and, in addition, supervises other skilled workers.

Examples of Duties:

Plans, lays out, assigns and inspects the work performed by a group of skilled workers engaged in a variety of construction and maintenance activities within public school grounds or other State-owned properties; inspects work in progress and upon completion for conformance to established standards; supervises or inspects the paving of new or resurfacing of old roads, widening and trench patching of roadways, construction and repair of athletic fields and courts, installation and repair of playground equipment, maintenance of cesspools, incinerators, kennels, lawn buildings, tool sheds and other structures; supervises or inspects the trimming of trees on school and public properties; instructs equipment operators to do designated jobs; reads and interprets plans and specifications and sketches working drawings as required; recommends changes to plans to meet field conditions as required; estimates and requisitions materials, tools and equipment; recommends contracting heavy equipment and operators and other contractual services, such as tree trimmers, as required by work and workloads; maintains safety standards; maintains records and submits periodic work reports; investigates complaints and recommends action if necessary; coordinates with other State agencies to facilitate work, such as using heavy equipment, as required.

Minimum Qualification Requirements:

Training and Experience: Eight years of work experience in performing skilled work involving the construction and maintenance of buildings, structures and equipment of which four years shall have been as a fully competent worker and including one year of supervisory work experience which included planning and scheduling the work of other fully competent workers, assigning and reviewing their work, and providing training; or an equivalent combination of experience and training.

Knowledge of: Practices and methods used in the several building trades, including safety procedures; the tools, equipment and materials used in the several building trades; principles and practices of supervision.

Ability to: Plan, lay out, assign and review the work of a group of several skilled workers in the several building trades; develop a schedule of preventive maintenance; read and interpret blueprints and sketches; estimate time equipment and materials needed to complete construction, repair and maintenance projects, keep records and make reports; give and follow oral and written instructions; deal effectively with other supervisor in organizing and expediting work.

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. Handicaps 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 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.

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 specification and the minimum qualification specifications for the Executive Branch Civil Service class CONSTRUCTION AND MAINTENANCE SUPERVISOR by the Department of Education Civil Service system.

DATE APPROVED: FEB 13 2006

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources