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Minimum Qualification Specifications for the Class:

BUILDING MAINTENANCE SUPERVISOR II  
(BUILDING MAINTENANCE SUPVR II)

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Practices and methods employed in the maintenance and repair of buildings; common tools, equipment, and materials used in the building maintenance trades (e.g. carpentry, painting, plumbing, electrical, welding, masonry); safety procedures and occupational hazards; applicable building, electrical and fire codes and regulations; and principles and practices of supervision.

Ability to: Plan, lay out, assign, and review the work of a group of several building maintenance and/or other equivalent trades workers; develop a schedule of preventive maintenance and determine the need for building repairs; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs; keep records and make reports; understand, give and follow oral and written instructions; read, understand and apply pertinent policies, procedures, rules, regulations and bargaining unit contract provisions; and deal effectively with others to organize, coordinate, and expedite work.

**Experience Requirements:**

General Experience: Seven (7) years of work experience which involved performing a variety of building maintenance and repair work of which three (3) years shall have been as a fully competent worker.

Supervisory Experience: Two (2) years of work experience which involved supervising the work of fully competent workers performing a variety of building maintenance and repair work 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; (5) training and developing subordinates; and (6) evaluating their work performance and disciplining them when necessary.

**Substitutions Allowed:**

1. An Associate in Science degree from an accredited community college in carpentry or a related building trade area may be substituted for two (2) years of the General Experience requirement (excluding the fully competent worker experience requirement).

2. Excess Supervisory Experience may be substituted for the General Experience on a month-for-month 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 he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, 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.

**License Required:**

Applicants must possess a valid license to drive in the State of Hawaii.

**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 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.

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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 minimum qualification specifications for the Executive Branch Civil Service class BUILDING MAINTENANCE SUPERVISOR II by the Department of Education Civil Service system.

DATE APPROVED: DEC 28 2005

EFFECTIVE DATE: JUL - 1 2005

  
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Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources