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Minimum Qualification Specifications for the Classes:

SCHOOL CUSTODIAN II, III, IV, V

Experience Requirement:

Applicants must have had the kind and quality of experience described below, and in the amounts shown in the following table:

Class Title	General Experience (years)	Supervisory Experience (years)	Total Experience (years)
School Custodian II	0	0	0
School Custodian III	2	*	2
School Custodian IV	2	1	3
School Custodian V	3	1	4

General Experience: Progressively responsible work experience in one or a combination of the following areas: (a) janitorial or related custodial work such as sweeping, dusting and cleaning of buildings; (b) grounds maintenance work experience including such activities as cleaning, watering, fertilizing, trimming, mowing, sweeping and raking; (c) general laboring experience such as moving materials, furniture and equipment; loading and unloading trucks; carrying, unloading and stacking tools and supplies for skilled craftsman; and digging trenches and ditches.

For School Custodian III and above, at least one year of the work experience must have been comparable in nature and scope to that of a School Custodian in the State service.

Supervisory Experience: Experience which has included responsibility for scheduling and inspecting the work of subordinates; 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.

\*For the School Custodian III level, applicants must have demonstrated evidence of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by details to supervisory positions; by completion of training courses in supervision accompanied by application of supervisory skills in assignments; or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

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 has the ability to perform the duties of the position for which he 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.

Tests:

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

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.

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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 classes SCHOOL CUSTODIAN II, III, IV & V by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005



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