



Hawaii Health Systems Corporation—Maui Region

**Kula**  
HOSPITAL  
100 Keokea Highway  
Kula, HI 96790

**Maui Memorial**  
MEDICAL CENTER  
221 Mahalani Street  
Wailuku, HI 96793

**Lanai**  
COMMUNITY HOSPITAL  
P.O. Box 630650  
Lanai City, HI 96763

## **VACANCY ANNOUNCEMENT**

CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

**DATE POSTED:** 07/01/07; 03/01/08; 07/01/08; 03/01/09  
**JOB TITLE:** BUILDING MAINTENANCE WORKER II  
**RECRUITMENT NO.:** MMMC 0756  
**JOB LOCATION:** MAUI MEMORIAL MEDICAL CENTER, WAILUKU, MAUI  
**SALARY RANGE:** \$3,939 PER MONTH (WS-09)

**JOB DUTIES:** Supervises and participates in a variety of journey-level construction; maintenance and repair work in the upkeep of buildings and other structures, equipment, utilities, roadway, equipment inventory, maintenance schedules, and grounds. The position performs in a “lead” capacity (overseeing work, controlling, teaching work methods, reviewing speed and quality of workmanship, scheduling, planning, etc.) when working with Building Maintenance Worker I employees on construction, maintenance and repair projects including work requiring the use of plumbing, painting, electrical, air-conditioning & insulation, masonry, carpentry, steam lines, basic electronics, welding, and mechanical skills. The position must be able to document work activities appropriately in reports, input and retrieve data from computerized equipment management database, required on particular projects for review and regulatory purposes, and be able to write policies and procedures related to the ever-changing nature of this work in an acute hospital setting. The position will be subject to on-call duties and may need to work on projects requiring weekend work.

**THE MINIMUM QUALIFICATION REQUIREMENTS ARE:** To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experiences are credited based on a 40-hour work week.

**Experience and Training:** Six (6) years of work experience in performing a variety of building maintenance repair work of which two years shall have been as a fully competent worker, or an equivalent combination of experience and training.

**Knowledge of:** Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, plumbing, painting and electrical trades; electro-mechanical appliances used in homes and other buildings.

**Ability to:** Plan, lay out, assign and review the work of other skilled building maintenance workers; 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, and keep records and make reports; make mechanical repairs to electrical and plumbing equipment, appliances and facilities housed in buildings; understand and follow oral and written instructions.

**PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, MAUI  
MEMORIAL MEDICAL CENTER AT (808) 242-2251 TO DISCUSS SPECIAL NEEDS IN  
APPLYING.**

BUILDING MAINTENANCE WORKER II (CONTINUED)

**REQUIRED FORMS AND DOCUMENTATION:** You must complete the following forms and documentation **together with your application** or your application may be rejected.

- a. Evidence of the appropriate training (e.g., official transcript or diploma) in order to be given credit for education. A legible photocopy will be accepted; however Maui Memorial Medical Center reserves the right to request an official copy.
- b. The supplemental for ***Building Maintenance Worker II***.

**QUALITY OF EXPERIENCE:** Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

**Note:** We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

**MERIT OR CIVIL SERVICE SYSTEM:** You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

**CITIZENSHIP AND RESIDENCE REQUIREMENT:** Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

**VETERAN'S PREFERENCE:** If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

**PHYSICAL/MENTAL REQUIREMENTS:** Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

**PHYSICAL EXAMINATION REQUIREMENT:** Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to a HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

**CRIMINAL/BACKGROUND, CREDENTIALING CHECKS:** Applicable checks will be conducted. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

**HOW TO APPLY:** Applications are available at the **Maui Memorial Medical Center;** Human Resources Office, 285 Mahalani St. Apt #22 Wailuku, HI 96793. **Mailing Address:** 221 Mahalani St. Wailuku, HI 96793. You can call (808) 242-2251, e-mail: [mmmcjobs@hhsc.org](mailto:mmmcjobs@hhsc.org) or visit our website at [www.hhsc.org](http://www.hhsc.org). Application hours are: M-F 7:45 a.m. to 4:30 p.m., excluding holidays at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be filed no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

**STEPS TO AN ADMINISTRATIVE REVIEW:** If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s). 2. The specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. Any additional information you want to submit to substantiate your request. If you do not submit your request within the **twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.

NAME: \_\_\_\_\_

**SUPPLEMENT TO THE APPLICATION FOR  
BUILDING MAINTENANCE HELPER  
BUILDING MAINTENANCE WORKER I & II**

The information you provide on this form will be used in addition to the application form to evaluate your qualifications. Therefore, please be as complete and specific as possible in the information you provide.

Complete a separate section for each different position where you performed the maintenance and repair of buildings, or trades work. Be sure to give complete dates and average number of hours worked per week. All employers listed here should also be listed on your application.

**Note: For Building Maintenance Worker II, applicants must possess at least 2 years journey level experience.**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Position Title: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Level of work performed (check **one** only):  apprentice  journey  supervisor

If supervisor, list # and title of persons you supervised: \_\_\_\_\_

Place an (X) next to each trade and give approximate hours per week you performed such work in THIS job: (Maximum total: 40 hours per week)

Carpentry \_\_\_ hrs/week

Electrical \_\_\_ hrs/week

Painting \_\_\_ hrs/week

Plumbing \_\_\_ hrs/week

Masonry \_\_\_ hrs/week

Other (describe fully below \_\_\_ hrs/week

Specific description of your duties and responsibilities in THIS position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Position Title: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Level of work performed (check **one** only):  apprentice  journey  supervisor

If supervisor, list # and title of persons you supervised: \_\_\_\_\_

\_\_\_\_\_

Place an (X) next to each trade and give approximate hours per week you performed such work in THIS job: (Maximum total: 40 hours per week)

- Carpentry \_\_\_ hrs/week
- Painting \_\_\_ hrs/week
- Masonry \_\_\_ hrs/week
- Electrical \_\_\_ hrs/week
- Plumbing \_\_\_ hrs/week
- Other (describe fully below \_\_\_ hrs/week)

Specific description of your duties and responsibilities in THIS position:

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Position Title: \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_

Level of work performed (check **one** only):  apprentice  journey  supervisor

If supervisor, list # and title of persons you supervised: \_\_\_\_\_

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Place an (X) next to each trade and give approximate hours per week you performed such work in THIS job: (Maximum total: 40 hours per week)

- Carpentry \_\_\_ hrs/week
- Painting \_\_\_ hrs/week
- Masonry \_\_\_ hrs/week
- Electrical \_\_\_ hrs/week
- Plumbing \_\_\_ hrs/week
- Other (describe fully below \_\_\_ hrs/week)

Specific description of your duties and responsibilities in THIS position:

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I certify that all statements made on this supplemental form are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission whenever discovered, is grounds for the denial of or immediate separation from employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Use additional sheets as necessary)