



Kula
HOSPITAL
100 Keokea Highway
Kula, HI 96790

Hawaii Health Systems Corporation—Maui Region

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: 5/19/09, 2/3/10
JOB TITLE: INSTITUTION FACILITIES SUPERINTENDENT II
RECRUITMENT NO.: MMMC 0906
JOB LOCATION: MAUI MEMORIAL MEDICAL CENTER, WAILUKU, MAUI
SALARY RANGE: NEGOTIABLE

JOB DUTIES: The Institution Facilities Superintendent II is responsible for planning, organizing, and directing the building, equipment and grounds maintenance operations at Maui Memorial Medical Center as well as providing technical guidance to Kula Hospital and Lanai Community Hospital. Duties include Capital Improvement projects; supervision through a subordinate working foremen; meeting Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Occupational Safety and Health Administration (OSHA), National Fire Protection Agency (NFPA), National Electrician Codes (NEC), Environmental Protection Agency (EPA) and other governing agency requirements/standards; and other duties as assigned.

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 may not be gained concurrently. In addition, qualifying work experiences are based on a 40-hour work week.

Education: Graduation from high school. Excess experience of the types described below, or any other responsible work experience requiring the ability to read, comprehend and apply written directions or a high degree of verbal skills may be substituted for education on a year-for-year basis.

Maintenance/Construction Experience: Four (4) years general building construction and/or maintenance work experience which included in substantial measures responsibility for planning and directing operations; timing and scheduling work; maintaining specified standards as to the quality of materials used and work performed; interpreting plans, drawings and specifications; property control; and effecting proper observance of safety measures appropriate to construction or maintenance projects.

The experience must have demonstrated 1) intimate knowledge of practices, methods, techniques, materials, costs, equipment and tools used on construction and maintenance projects; and 2) ability to either manage and direct the execution of such projects, or maintain surveillance over work which is performed on a contract basis.

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

INSTITUTION FACILITIES SUPERINTENDENT II (CONTINUED)

Specialized Experience: One (1) year of experience of the type and quality described in Maintenance/Construction Experience section in an institutional, public works, plant maintenance or other related program which required the working knowledge of effective inspection and maintenance methods, techniques and principles of utility systems; i.e., power, sewage disposal, refrigeration, laundry, etc.

**Applicants for the II level must demonstrate possession of administrative aptitude. This requirement will be considered to be met when there is strong affirmative evidence of the necessary success in regular or special assignments or projects which involve administrative problems, e.g., planning, organizing and directing a program providing administrative advice and assistance; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in management accompanied by the application of principles, which were learned, to work assignments; management's observation and favorable evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Substitution of Education for Experience: A bachelor's degree in engineering from an accredited college or university may be substituted for three years of Maintenance/Construction experience.

Substitution of Specialized Experience for Maintenance/Construction Experience: Excess Specialized Experience of the type and quality described above may be substituted for Maintenance/Construction Experience on a year-for-year basis.

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 or visit our website at 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.