

Minimum Qualification Specifications  
for the Classes:BUILDING AND GROUNDS SUPERVISOR I & IIExperience Requirement:Building and Grounds Supervisor I

One (1) year of journeyman level skilled trades or crafts experience in construction or maintenance projects which demonstrates that the applicant has a good working knowledge of the practices, tools, equipment and materials used in the carpentry, plumbing, electrical and painting trades; plumbing and electrical equipment; applicable building and sanitary regulations including electrical and plumbing codes; occupational hazards; safety practices and procedures; and the ability to plan, lay out and direct the work of others; determine need for building and equipment repairs; use hand and power tools utilized in a variety of building trades; install plumbing and electrical fixtures; read and interpret blueprints and sketches; estimate time and material needed to perform a job; make mechanical repairs to plumbing and electrical equipment; keep appropriate records; prepare reports; give and follow oral and written directions; and maintain good working relationships with others.

In order to be qualifying, the experience must have been comparable or higher to the fully independent worker or journeyman level in the building and construction trades. Apprenticeship, helper or laborer level experience does not qualify.

Supervisory Aptitude:

Applicants for Building and Grounds Supervisor I must possess 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 serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### Building and Grounds Supervisor II

In addition to meeting the requirements for the next lower level, applicants for Building and Grounds Supervisor II must have one (1) year of supervisory work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including: (1) planning, organizing and directing the work of others; (2) assigning and reviewing work; (3) advising others on difficult work problems; (4) timing and scheduling work; and (5) training and developing employees.

#### Driver's license:

For certain positions, applicants may be required to have a driver's license.

#### Quality of Experience:

Possession of the required amount 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 responsibility as to conclusively demonstrate that he has the ability to perform the duties of the position for which he is being considered.

#### Physical 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 Director of Human Resources.

#### 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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This is an amendment to the minimum qualification specifications for the classes, BUILDING & GROUNDS SUPERVISOR I & II, to clarify supervisory aptitude, effective April 16, 2013.

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This is an amendment to the minimum qualification specifications for the classes, BUILDING & GROUNDS SUPERVISOR I & II, to update the supervisory experience requirement, effective February 16, 2009.

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This is an amendment to the minimum qualification specifications for the classes, BUILDING & GROUNDS SUPERVISOR I & II, to include the mental/emotional requirement and delete the test requirement, effective April 16, 2005.

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This is the first minimum qualification specification for the class BUILDING AND GROUNDS SUPERVISOR I and an amendment to the minimum qualification specification for the class BUILDING AND GROUNDS SUPERVISOR II which was approved July 24, 1970.

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This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

DATE APPROVED: April 16, 2013

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PAUL TSUKIYAMA  
Director of Human Resources