

Class Specification
for the Class:BUILDING AND GROUNDS SUPERVISOR I
F109; BU:02Duties Summary:

Assists in planning, coordinating and supervising a building, equipment and grounds maintenance operation of an institution and performs other related duties as required.

Distinguishing Characteristics:

This class involves assistance to a higher level supervisor in organizing and coordinating the work of a group of employees engaged in building, equipment and grounds maintenance activities.

Examples of Duties:

Assists in planning, coordinating and supervising the repair and maintenance of buildings, equipment and grounds; schedules work assignments based on established priorities; estimates cost, labor, material and equipment needs to repair and maintenance projects; requisitions materials, supplies, tools and equipment; supervises the work of employees engaged in a variety of maintenance and repair activities such as the repair of roofs, screens, concrete floors, walkways and driveways, furniture, electrical system, plumbing fixtures, heaters, refrigerating and air-conditioning units, resurfacing and painting walls and furniture, kitchen and laundry appliances and equipment; inspects work accomplished to insure compliance with established standards; supervises the operation, maintenance and servicing of high pressure boilers; supervises the upkeep and security of the institution buildings and surrounding grounds, insuring that these areas are kept in a clean and orderly condition; prepares records and reports such as time records, accident reports, equipment reports, progress reports, etc.; reads and interprets plans and specifications; prepares layouts, sketches and drawings for guidance of subordinates; may perform skilled trades assignment.

Knowledges and Abilities Required:

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; principles and practices of supervision.

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 records; prepare reports; give and follow oral and written directions; maintain good working relationship with others.

This is an amendment to the class Building and Grounds Supervisor I approved on July 24, 1970.

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.

APPROVE: _____/s/_____
JANICE WAKATSUKI
Vice President/Chief Human Resources Officer