

Class Specification
for the Class:

BUILDING CONSTRUCTION AND MAINTENANCE SUPERVISOR I
F110; BU:02

Duties Summary:

Supervises several crews of skilled tradesmen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities; performs other duties as required.

Distinguishing Characteristics:

This class differs from the class Building Construction and Maintenance Supervisor II in that the Building Construction and Maintenance Supervisor I supervises several crews of tradesmen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities; whereas the Building Construction and Maintenance Supervisor II supervises several crews of tradesmen through subordinate trades foremen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities, and assists in the programming of maintenance work.

Classes in this series differ from classes in the General Construction and Maintenance Foreman series in that classes in the Building Construction and Maintenance Supervisor series supervise the work activities of several crews of skilled tradesmen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities; whereas classes in the General Construction and Maintenance Foreman series supervise groups of employees consisting of skilled tradesmen, equipment operators and laborers in the construction, maintenance and repair of buildings, structures, airport runways, paved areas, utility systems and adjacent grounds.

Examples of Duties:

Assigns, coordinates and supervises the work of skilled tradesmen in the maintenance, repair, alteration and renovation of buildings, structures and related facilities; checks job orders and plans, and explains work projects to subordinates; requisitions necessary materials, equipment and tools; requests additional men and motorized equipment services as necessary; inspects work in progress and upon completion for proper workmanship, work methods and safe practices and procedures; instructs subordinates in the safe use of equipment and tools; prepares and submits time, materials used and other work records, and reports on work activities; sees to the proper use and care of

equipment and tools; recommends the acquisition of tools and equipment; determines the proper storage of equipment, tools and materials in shop areas, and inspects shops for compliance with safety practices and proper cleanliness; recommends changes in operating procedures and policies pertaining to the unit.

Minimum Qualification Requirements:

Experience and Training: 1) Four years of progressively responsible work experience in the maintenance of buildings or structures, of which two years shall have been over other skilled tradesmen, and graduation from high school; or 2) any equivalent combination of experience and training.

Knowledge of: Tools, equipment, materials and work practices in the general building trades, including carpentry, plumbing, electrical, and painting work, particularly as related to building maintenance and repair; applicable building, electrical, and fire codes and regulations; principles and practices of supervision.

Ability to: Plan, lay out, assign, and coordinate the work of skilled tradesmen; inspect the work of tradesmen and detect flaws or defects in workmanship or materials; read and interpret building plans and check repair work for conformance thereto; give clear and concise oral and written instructions; maintains records and make operational reports; maintain good working relationships with others.

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.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the class specifications for the class, BUILDING CONSTRUCTION AND MAINTENANCE SUPERVISOR I, to include the physical and mental/emotional requirements, effective April 16, 2005.

This is the first specification for the new class BUILDING CONSTRUCTION AND MAINTENANCE SUPERVISOR I.

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.

APPROVED: _____
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VP/Director of Human Resources