

Class Specification
for the Class:

BUILDING CONSTRUCTION AND MAINTENANCE SUPERVISOR II
F210; BU:02

Duties Summary:

Supervises several crews of skilled tradesmen through subordinate trades foremen in the maintenance, repair, alteration and renovation of buildings structures and related facilities; assists in the programming of maintenance work; and performs other duties as required.

Distinguishing Characteristics:

This class differs from that of Building Construction and Maintenance Superintendent in that the Building Construction and Maintenance Supervisor supervises several crews of tradesmen through subordinate trades foremen in the maintenance, repair, alteration and renovation of buildings, structures and facilities under the direction of a construction and maintenance superintendent; whereas the Building Construction and Maintenance Superintendent is responsible for a comprehensive maintenance program and custodial services for buildings, structures and related facilities.

This class differs from classes in the General Construction and Maintenance Foreman series in that the Building Construction and Maintenance Supervisor supervises 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:

Plans and effectuates a program of preventative maintenance inspections and the maintenance, repair and replacement of electrical fixtures, plumbing fixtures and woodwork for buildings and structures; reviews work assignments for major repairs, alterations and renovations such as the replacement of floors and walls, the installation of partitions and the relocation of electrical and plumbing fixtures, and establishes proper work procedures for the project; checks work progress to determine whether

jobs are progressing as scheduled and within allotted funds; arranges for additional men and equipment from other maintenance units as required; recommends needed maintenance and repair work and assists in gathering cost data and estimating cost to be included in the departmental budget; assists in gathering cost data and estimating the cost of projects; inspects work in progress and upon completion for proper workmanship, work methods and safety practices and procedures; reviews labor and equipment reports of subordinates for accuracy and completeness; prepares and submits progress reports on activities of the maintenance unit; inspects the condition of equipment and recommends needed replacements; supervises the construction of partitions and stands and the installation of fixtures in preparation for legislative sessions and special celebrations; assists in the arrangement of contractual work for projects requiring men and equipment beyond what is available in the maintenance crew.

Minimum Qualification Requirements:

Experience and Training: 1) Six years of progressively responsible work experience in the maintenance of buildings or structures, of which three 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 and foremen; 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; estimate costs and quantities of labor, materials, and equipment; give clear and concise oral and written instructions; maintain 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 II, to include the physical and mental/emotional requirements, effective April 16, 2005.

This is an amendment to the specification for the class BUILDING MAINTENANCE FOREMAN which has been retitled to BUILDING CONSTRUCTION AND MAINTENANCE FOREMAN SUPERVISOR II (BLDG CONSTR & MNTCE SUPVR II)

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