

Minimum Qualification Specification
for the Class:FACILITIES OPERATIONS MANAGEREducation Requirement:

A bachelor's degree from an accredited four (4) year college or university.

Excess work experience as described below in the experience section or any other responsible professional work experience, which provided knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study while completing a university or college curriculum may be substituted for education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must have demonstrated the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience Requirement:

Specialized Experience: Four (4) years of specialized experience which included experience in one or a combination of the following types of work:

- (1) Experience in the maintenance and repair of buildings, structures, or utilities which required the preparation and/or interpretation of plans, drawings and specifications and the proper observance of safety measures, which demonstrated an intimate knowledge of practices, methods, techniques, material, cost equipment and tools used in construction and maintenance projects;
- (2) Professional, technical, administrative, investigative or other responsible work experience which required the ability to deal effectively with fellow workers, business contracts and/ or general public;

- (3) Dealing with procurement protocols as set forth by the Revised Statutes State of Hawaii referencing construction, equipment purchases, leases, and etc.

Supervisory Experience: 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.

*Administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met for this level when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative matters (e.g., in planning, organizing, promoting, and directing a program providing staff advice and assistance); managerial interest 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 learned to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments involving managerial and/or administrative tasks.

Quality of Experience:

Possession of the required number of years 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 level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants must possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position.

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 VP/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.

This is an amendment to the minimum qualification specifications for the class, Facilities Operations Manager, to update the supervisory experience requirement, effective February 16, 2009.

This is the first minimum qualification specifications for the class, Facilities Operations Manager.

DATE APPROVED: February 16, 2009

JANICE YEE
VP/Director of Human Resources