

Minimum Qualification Specifications
for the Classes:INSTITUTION FACILITIES SUPERINTENDENT I & IIExperience Requirements:

Except for the substitutions provided below, applicants must have had progressively responsible experience of the kind and quality described in the following paragraphs and in the amounts indicated in the table below:

Class Title	Maintenance/ Construction Experience (years)	Specialized Experience (years)	Total Experience (years)
Institution Facilities Superintendent I	4	0	4
Institution Facilities Superintendent II	4	1	5*

Maintenance/Construction Experience: General building construction and/or maintenance work experience which included in substantial responsibility for planning and directing operations; timing and scheduling work; maintaining specified standards as to the quality of materials used and work performed; interpreting plans, drawings and specifications; property control; and effecting proper observance of safety measures appropriate to construction or maintenance projects.

The experience must have demonstrated 1) knowledge of practices, methods, techniques, materials, costs, equipment and tools used on construction and maintenance projects; and 2) ability to either manage and direct the execution of such projects, or monitor and ensure work performed by contractors is performed in accordance with project specifications; and 3) ability to read, comprehend and apply written directions.

Specialized Experience: Maintenance/Construction experience as described above gained in an institutional, public works, plant maintenance or other related program. In addition, experience must have demonstrated knowledge of effective inspection and maintenance methods, techniques and principles of utility systems; i.e., power, sewage disposal, refrigeration, laundry, etc.

*Applicants for the II level must demonstrate possession of administrative aptitude. This requirement will be considered to be met when there is strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative problems, e.g., planning, organizing and directing a program providing administrative advice and assistance; interest in management 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, which were learned, to work assignments; management's observation and favorable evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Substitution of Education for Experience:

1. A bachelor's degree in engineering from an accredited college or university may be substituted for three years of Maintenance/Construction experience.
2. Excess Specialized Experience of the type and quality described above may be substituted for Maintenance/Construction Experience on a year-for-year basis.

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 has the ability to perform the duties of the position for which he is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who 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 to be filled.

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 or designee.

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 classes, INSTITUTION FACILITIES SUPERINTENDENT I & II, to delete the basic education/experience requirement and revise the Maintenance/Construction and Specialized Experience requirements, effective August 27, 2013.

This is an amendment to the minimum qualification specifications for the classes, INSTITUTION FACILITIES SUPERINTENDENT I & II, to include the mental/emotional requirement and delete the test requirement, effective May 1, 2005.

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: August 27, 2013

PAUL TSUKIYAMA
Director of Human Resources