

Minimum Qualification Specifications
for the Class:PROJECT MANAGEREducation Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree in civil, structural, electrical or mechanical engineering, or architecture.

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: Three and one-half (3 ½) years of professional civil, structural, electrical or mechanical engineering or architectural experience, which must have been in an administrative engineering/architectural capacity involving the planning and development of public/private facilities and the development of long-range planning activities.

Supervisory Experience: Two (2) years 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 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.

License: Current State of Hawaii registration as a professional civil, structural, electrical or mechanical engineer, or as an architect. Possession of a valid State of Hawaii driver's license (Type 3).

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; e.g., the experience must have demonstrated that the applicant has (1) a good working knowledge to interpret construction plans and specifications; (2) the ability to make sound evaluations, conclusions and recommendations; and (3) a working knowledge of governmental organization and functions.

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.

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, PROJECT MANAGER, to modify the specialized and supervisory experience requirement, and replace administrative experience requirement with administrative aptitude, effective March 20, 2013.

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

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

DATE APPROVED: March 20, 2013

PAUL TSUKIYAMA
Director of Human Resources