

Class Specification
for the Class:BUILDING AND GROUNDS SUPERVISOR II
BUILDING AND GROUNDS SUPVR II
F209; BU:02Duties Summary:

Plans, coordinates, and supervises building, equipment and grounds maintenance operations of a medical institution; and performs other related duties as required.

Distinguishing Characteristics:

This class involves immediate responsibility for the overall maintenance operations of a medical institution. It includes supervising building, equipment and grounds maintenance activities through a subordinate working foreman or foreman.

Examples of Duties:

Inspects buildings, equipment and grounds to locate conditions indicating need for repair and maintenance; plans, schedules, lays out and makes work assignments; recommends performance of major repair work; supervises employees in maintaining buildings and grounds including patching roofs, replacing screens, rehangng doors, refinishing floors, repairing and patching concrete floors and driveways, installing or moving shelves and partitions, repairing furniture, installing new electrical outlets, installing plumbing fixtures, painting walls and furniture, and servicing and repairing heaters, refrigerating and air conditioning units, and kitchen and laundry equipment; inspects work done by subordinates and private concerns to see that it meets established standards; supervises the operation, maintenance and servicing of high pressure, oil-fired boilers; estimates time and materials needed to complete jobs; keep records of activities; prepares data for use in budgeting; keeps time and work records of employees; prepares reports.

This class is adopted from the County of Maui relative to the transfer of hospital personnel to the State effective January 1, 1970, pursuant to Act 265, SLH 1969.

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: _____ /s/
JANICE WAKATSUKI
Vice President/Chief Human Resources Officer