

PART I

HAWAII HEALTH SYSTEMS CORPORATION
STATE OF HAWAII

Class Specification
for the Class:

BUILDING MAINTENANCE HELPER
Job Code: 10.235, Pay Grade: BC05
Bargaining Unit 1

Duties Summary:

Performs routine manual and semi-skilled tasks and assists a building maintenance worker or a skilled building tradesperson in building maintenance and repair work relevant to the carpentry, plumbing, painting, and electrical trades; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry-level class in the Building Maintenance series. This class differs from that of Building Maintenance Worker I in that the Building Maintenance Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, in several of the trades as a regular and continuing work assignment such as replacing window panes, screens, locks, water faucets, and termite infested or rotted boards, and assists trade skill workers in their assignments; whereas the Building Maintenance Worker I performs a variety of skilled building maintenance and repair work independently as a regular and continuing work assignment and may supervise one or more building maintenance helpers assisting in the work.

Examples of Duties:

Repairs and replaces window panes, screens, door locks, door bumpers, bathroom accessories, linoleum and tile floor covering; repairs roof leaks with roof coating, shingles and mineral surface roofing paper; adjusts and rehangs doors; cuts and installs shelves and shoe racks; removes and replaces boards that are termite infested or rotted; sands, repaints or varnishes interior walls, shower walls, porches, steps, cabinets, sink tops, furniture such as tables, chair, chest of drawers; assists in the installation, maintenance, and repairing of plumbing, water and sewer systems in offices, houses and other structures; assists a licensed plumber in performing plumbing work (e.g., replaces shower valves, hose bibbs, lavatory, service, laundry tray and sink faucets, washers, stems, packings and gaskets); clears clogged toilets and drains; adjusts, repairs or replaces toilet flush valves, closet tank fixtures, seats, closet screws and close coupled closet bolts; assists a licensed electrician in performing electrical work (e.g., makes minor repairs to electric wiring; replaces fixtures, switches and electric outlets); mixes cement or mortar and makes minor repair; performs manual

work in laying pipe, tearing out rotted lumber, stacking materials and supplies, etc.; uses a variety of hand tools and some power equipment in the performance of work; cleans, sharpens and services tools and equipment used in the work; may operate a vehicle in the transportation of materials; may repair power lawn mowers, household appliances, small motor and other auxiliary equipment.

Knowledge and Abilities Required:

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, painting, plumbing and electrical trades.

Ability to: Use the common tools utilized in a variety of building trades; do minor mechanical repairs; read and interpret sketches and simple plans; understand and follow oral and written instructions; perform heavy lifting, moving, digging or other manual work typical of the class.

This is an amendment to the class specifications for the class, BUILDING
MAINTENANCE HELPER, to amend Part I and move the Minimum Qualification
Requirements to Part II effective May 15, 2026.

APPROVED: May 15, 2026

JUANITA LAUTI
Vice President & Chief Human Resources Officer