Minimum Qualification Specification
for the Class:

BUILDING MAINTENANCE SUPERVISOR II

Experience Requirement:

General Experience: Seven (7) years of work experience which involved performing a variety of building maintenance and repair work of which three (3) years shall have been as a fully competent worker.

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.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Substitutions Allowed:

1.   An Associate in Science degree from an accredited community college in carpentry or a related building trade area may be substituted for two (2) years of the General Experience requirement (excluding the fully competent worker experience requirement).

2.   Excess Supervisory Experience may be substituted for the General Experience on a month-for-month basis.

Quality of Experience:

Possession of the required number of years of experience will not in itself by 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 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 by 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.

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This is an amendment to the minimum qualification specifications for the class, BUILDING MAINTENANCE SUPERVISOR II, to update the supervisory experience requirement, effective February 16, 2009.

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This is an amendment to the minimum qualification specifications for the class, BUILDING MAINTENANCE SUPERVISOR II, to delete the test requirement, effective April 16, 2005.

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This is the first minimum qualification specification for the new class BUILDING MAINTENANCE SUPERVISOR II (BUILDING MAINTENANCE SUPVR II).

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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: <u>February 16, 2009</u>   _____
                                                 JANICE YEE
                                                 VP/Director of Human Resources