

PART I	DEPARTMENT OF PERSONNEL SERVICES	2.660
	STATE OF HAWAII	2.662
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	Class Specifications	
	for the	

CONSTRUCTION AND MAINTENANCE SUPERINTENDENT SERIES

Series Definition:

This series includes all classes of positions the duties of which are to manage and direct, through subordinate foremen, a program of skilled trade operations involving the construction, remodeling, repair, alteration or maintenance of highways, harbors, or airports, and related structures and facilitates, or to serve as a representative of the State in maintaining surveillance over such projects contracted to outside firms or other governmental jurisdictions.

Positions in this series involve the management of a combination of skilled, semi-skilled and unskilled tradesmen, craftsmen, equipment operators and laborers with no single trade or craft predominating, and requires an application of administrative knowledge and abilities, and an intimate knowledge, gained through experience, of the general practices, methods, techniques, materials, costs, and equipment used in construction and maintenance of State projects. These classes do not require the application of professional engineering knowledge and theory.

Levels of difficulty and responsibility of classes in this series depend on combinations of the following classification factors:

1. Nature and scope of program administered.
2. Nature of available guidelines for performance of the work, and originality and judgment required.
3. Nature of supervisory control exercised over the work.
4. Purpose and nature of person-to-person work relationships.
5. Nature and scope of recommendations, decisions, commitments and conclusions.
6. Nature and extent of supervisory control over the work of other employees.
7. Qualifications required.

The following specialty titles may be used as appropriate to indicate areas of specialization:

Construction and Maintenance Superintendent (Highways)  
Construction and Maintenance Superintendent (Airports)  
Construction and Maintenance Superintendent (Harbors)

This series replaces the following State classes:

Highway Construction and Maintenance Superintendent I  
Highway Construction and Maintenance Superintendent II  
Highway Construction and Maintenance Superintendent III  
General Construction and Maintenance Superintendent I  
General Construction and Maintenance Superintendent II

APPROVED: April 30, 1969      /s/      David K. Trask  
for EDNA TAVARES TAUFASAU  
Director of Personnel Services

CONSTRUCTION AND MAINTENANCE SUPERINTENDENT IV      2.660

Duties Summary:

Plans, directs and coordinates a variety of construction, maintenance, and repair projects of State highways, airports or harbors and related structures and facilities of limited size and scope; or maintains on-site surveillance and coordination of contract construction and maintenance projects; and performs other duties as required.

Distinguishing Characteristics:

This class represents responsibility for directing and coordinating construction, maintenance and repair work on State highways, harbors, airports or other structures and facilities in an assigned district or area where size and scope of operations are not extensive. Such a situation may arise either from organizational and functional limitations, where an incumbent is responsible for only part of the maintenance program in that responsibility for overall program administration is vested in a

higher-level superintendent or professional engineer, or where the majority of maintenance and construction work is contracted to outside firms or other governmental jurisdictions, and an incumbent is largely responsible for surveillance and liaison activities, and for submittal of related reports and recommendations.

Examples of Duties:

1) Serves as assistant to the superintendent of a highways, airports or harbors construction and maintenance program in a district or area which encompasses a full range of skilled and semi-skilled trades operations, including heavy equipment servicing and repair functions, or, directs a major segment of such a program; plans, assigns, coordinates and inspects the work of several highway construction and maintenance crews, through subordinate foremen; periodically inspects work in progress to determine whether work schedules and standards are being followed; reviews and approves requisitions for materials, supplies, tools, and equipment submitted by subordinate foremen; prepares estimates of cost and materials needed for projects; directs the preparation of cost, time roll and program reports and other data pertaining to work activities; assists with the preparation of an annual budget; investigates public complaints regarding landslides, clogged storm drains, broken sea walls, chuck holes, damaged curbings, sidewalks, guard rails, etc., and takes the proper action to correct such defects; enforces safety regulations; directs emergency repairs to highways or other structures and facilities following storms, earthquakes or accidents; performs personnel functions such as recommending personnel action, evaluating employee performance, approving leave, and handling disciplinary problems.

2) Is responsible for surveillance and liaison of a highway maintenance program in a district where highway maintenance has been contracted to the county jurisdiction; makes field inspections and submits monthly reports of findings; schedules and conducts joint inspections with county representatives; coordinates and provides advice and guidance as needed on maintenance practices and problems, State and federal regulations and standards, administration of safety rules and regulations, and preparation of operational budget, expenditure plan and work programs; and conducts investigation of need and recommends improvement projects.

Knowledge and Abilities Required:

A general knowledge of State policy and administrative procedure; a good working knowledge of construction and maintenance operations, methods and practices; knowledge of techniques and specialized equipment applicable to the area of assignment and of State and federal construction and maintenance standards; and principles and practices of supervision.

Ability to evaluate methods and detect deviations from standard practices; to determine quality of materials and workmanship, and to resolve or recommend solutions to problems; understand and apply plans, specifications, and work orders; plan, assign and inspect the work of others; keep appropriate records and prepare operational reports and correspondence; and maintain effective work relationships with others.

CONSTRUCTION AND MAINTENANCE SUPERINTENDENT V 2.662

Duties Summary:

Plans, directs and coordinates a program of maintenance, repair and construction for State highways, harbors, or airports and related structures and facilities in a district or area presenting moderately difficult and complex construction and maintenance problems; maintains on-site surveillance of contract construction and maintenance projects; and performs other duties as required.

Distinguishing Characteristics:

This class is responsible for directing all aspects of construction and maintenance for State highway or other projects in a district or area presenting moderately difficult construction and maintenance problems and requiring more complex organizational staffing arrangements, a greater variety of trades, crafts and equipment operation and repair functions, and more difficult planning, directing and coordinating of work activities than the next lower level. This class may also represent a superintendent in charge of a major component of a more complex and extensive construction and repair program, or the full assistant to the superintendent of such a program.

Examples of Duties:

Plans, directs and coordinates skilled and semi-skilled trades operations through subordinate foremen, in the maintenance and repair of State highways, bridge maintenance, roadside maintenance and landscaping, equipment service and repair, and maintenance of traffic control devices in a district or area presenting moderately difficult and complex planning, operational and coordinating problems; prepares sketches, drawings, estimates of cost and material requirements for construction and repair projects; performs personnel management functions such as approving leaves, recommending personnel actions, approving time sheets, and handling disciplinary problems; instructs subordinates in work methods, safety practices, procedures and regulations; makes periodic inspections of work in progress to determine if schedules and standards are being followed; prepares operational or inspectional reports; assists in preparation and justification of the annual budget; recommends staffing and purchase of equipment, materials and supplies, investigates public complaints and initiates corrective action; supervises repairs to highways and facilities during emergencies and disasters, using independent judgment in the assignment and utilization of personnel and equipment and in working cooperatively with governmental and private agencies.

In contract maintenance programs with county jurisdictions, makes field inspections and reports of maintenance projects; recommends improvement projects; advises and instructs county personnel as required on such matters as operational budgeting, expenditure plans and work programs.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires:

A thorough knowledge of the structural and adjunct facilities forming the specialization, and the type of primary craft, equipment operation and trade and labor work involved; practical knowledge of civil engineering practices; knowledge of applicable building, electrical, fire and safety codes and regulations; and principles and techniques of administration.

Ability to schedule construction and maintenance operations in sequence from initiation to completion to mobilize personnel

and equipment, evaluate field conditions and determine compatibility with planned operations, interpret blueprints and drawings and plan the method of accomplishing repairs, replacements or construction required; to inspect and pass upon construction and maintenance workmanship and production; to estimate costs and quantities of labor, materials and equipment requirements for work program; and to prepare comprehensive operational reports.

CONSTRUCTION AND MAINTENANCE SUPERINTENDENT VI 2.664

Duties Summary:

Plans, directs and coordinates programs of maintenance, repair and construction for State highways, harbors or airports and related structures and facilities in a district or area involving extensive and complex problems of planning, direction and coordination; maintains on-site surveillance of contract construction and maintenance projects; and performs other duties as required.

Distinguishing Characteristics:

This class represents responsibility for planning, directing and coordinating an extensive construction, maintenance and repair program for State highways, harbors or airports in an area where dense population, heavy traffic volume and complex transportation systems require constant and extensive repair, construction and maintenance programs, and involve a large and complex organization of varied skilled and semi-skilled craftsmen, tradesmen, equipment operators and laborers, and utilization of staff professional services in work programming.

Examples of Duties:

1) Plans, directs and coordinates the work program in a major highway maintenance section. Supervises, through subordinate foremen, crews of skilled and semi-skilled tradesmen, craftsmen, equipment operators and laborers in highway and roadside maintenance, bridge maintenance, equipment service and repair, and installation and maintenance of traffic control devices.

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2) In harbors maintenance, directs a program of maintenance, construction and repair of commercial and small boat harbors, container freight and general cargo facilities such as wharves, piers, catwalks, launching ramps, storage, office and terminal buildings, parking, container and general freight loading areas, maintenance of automotive and construction equipment, and electrical and mechanical maintenance of a bascule bridge.

3) In airports construction and maintenance, is responsible for the repair and maintenance of buildings, roads, runways, taxiways, airfield lighting systems, utility systems, drainage ditches, adjacent grounds, landscaping, and the maintenance of automotive and related mechanical equipment at a major airport.

All positions in this class perform the following general administrative functions irrespective of the area of assignment: plans, schedules, directs and reviews extensive construction and maintenance work programs through subordinate superintendents and/or foremen; conducts project budgeting and progress control, plant and equipment maintenance and protection; performs periodic on-site inspection to appraise progress and check on the adequacy of field operations; formulates procedures and work priorities and moves broad work assignments; coordinates the work of subordinate construction and maintenance crews in the field with professional engineering and programming personnel and functions, with other sections or divisions, other governmental jurisdictions, private industry and the public; recommends appropriate means of accomplishing long-range objectives, plans projects for most efficient utilization of available manpower, material, equipment and funds; assists in the development of broad work programs and policies; prepares and justifies annual budget; prepares specifications for work, contracts, obtains bid quotations and recommends acceptance or rejection of such bids; inspects contract work during the construction period and on completion for conformance to specifications; recommends organizational and operational changes; performs personnel management functions such as selecting employees and evaluating performance, initiating requests for personnel action, handling disciplinary problems, and planning employee training programs; reviews and approves purchase requests for materials, supplies and equipment; and initiates and prepares operational reports and correspondence.

Knowledge and Abilities Required:

In addition to the knowledge and abilities required at the next lower level, this level requires:

A thorough knowledge of State policy, criteria and administrative procedures to be followed in the management of a construction and maintenance program; and of pertinent federal standards and regulations.

Ability to review and analyze the organization and operating practices and methods used in the field, and to make improvements, effect savings, increase production, organize staffs and delegate authority to take action; ability to plan, direct and coordinate an extensive and complex construction and maintenance program; plan and justify budgets, and work effectively with professional, administrative and operational personnel of this and other governmental jurisdictions, industrial representatives, and the public.