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Class Specifications  
for the Class:

BUILDING AND GROUNDS UTILITY WORKER  
(BUILDING & GROUNDS UTILITY WKR)

**Distinguishing Characteristics:**

Performs a variety of routine manual and semi-skilled tasks involved in minor building maintenance and repair work, in addition to general grounds keeping work. The level of semi-skilled maintenance and repair work performed by positions in this class is similar to the level of work performed by trades helper classes.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Checks buildings for termite infestation and removes, replaces and paints termite ridden walls and ceilings;
2. Repairs, builds and paints chairs, bookshelves, window screens, doors and other small furniture;
3. Makes minor repairs to electrical and plumbing fixtures under the supervision of a licensed electrician/plumber (e.g., replaces fuses and repairs leaky faucets and other plumbing fittings);
4. Cleans clogged drains, replaces light bulbs;
5. Brushes and cleans eaves, outside and inside walls, and gutters of buildings to remove dirt, mold and mildew;
6. Mows lawns with power mower and trims edges with scythe and hand mower;
7. Plants, trims and fertilizes flowers and plants;
8. Plants new lawns, excavating and grading as necessary;
9. Checks and services hot water heater;
10. Collects and hauls rubbish;

11. Performs minor masonry duties such as mixing cement to repair sidewalks, steps, walkways, etc.;
12. Paints lines in parking areas to delineate parking stalls, loading zone areas etc.

**Knowledge and Abilities Required:**

Knowledge of: Methods, tools, equipment and materials used in carpentry, painting, plumbing, and electrical maintenance work; general grounds keeping practices; occupational hazards and safety practices.

Ability to: Make minor repairs to buildings and electrical and plumbing fixtures; use hand tools utilized in a variety of building trades; operate and maintain power mowers; understand and follow oral and written instructions.

**Minimum Qualification Requirements:**

Training and Experience: A combination of training and experience substantially equivalent to two (2) years of experience in the maintenance and minor repair of buildings and general grounds keeping work.

License required: Some positions may be required to possess a license to drive in the State of Hawaii.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies 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.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the class specification and minimum qualification requirement for the class BUILDING AND GROUNDS UTILITY WORKER (BUILDING & GROUNDS UTILITY WKR), which was approved on June 29, 1970.

DATE APPROVED: JAN 12 2011

  
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Development