

Minimum Qualification Specifications  
for the Class:

PUBLIC WORKS ADMINISTRATOR

**Basic Education/Experience Requirements**

All applicants must meet one (1) of the requirements specified in A, B, C, D or E below:

- A. Graduation from an accredited four (4) year college or university with a bachelor's degree in engineering.

Note: For some positions, graduation from an accredited four (4) year college or university with a degree in physics, mathematics, or chemistry may be accepted as qualifying, provided the applicant has had at least fifteen (15) credits in engineering sciences, common to all engineering disciplines; e.g., thermodynamics, statics, electrical science, applied mechanics, engineering drawing, strength of materials, etc.

- B. Administrative, professional or technical experience involving the application and knowledge of the fundamental physical and mathematical sciences underlying professional engineering including physics, chemistry, mathematics through integral calculus, and engineering sciences such as statics, dynamics, strength of material, thermodynamics, fluid mechanics and engineering drawing and other specialized courses to one (1) of the branches of engineering. Such experience must be substantially equivalent to the knowledge and understanding gained by completion of a college training leading to a bachelor's degree in engineering; or
- C. A combination of college training in engineering and experience mentioned in B above substantively equivalent to completion of a college training leading to a bachelor's degree in engineering; or
- D. Graduation with a bachelor's degree from an accredited school or college of architecture or engineering, with a degree in architecture or architectural engineering; or
- E. Four (4) years of successful and progressive experience in architecture which will enable the applicant to perform successfully at the professional level

provided this experience demonstrates a thorough knowledge of the fundamental principles and theories of professional architecture and an understanding of the field of architecture comparable to that which would be acquired through successful completion of a full four (4) year course leading to a bachelor's degree in an accredited college or university with a major study in architecture.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table or any equivalent combination of training and experience:

<b>Class Title</b>	<b>Spclzd Exper (yrs)</b>	<b>Supvry Exper (yrs)</b>	<b>Admin Exper (yrs)</b>	<b>Total Exper (yrs)</b>
Public Works Administrator	4	2	2	8

Specialized Experience: Applicants must have had either Engineering or Architectural Experience as described below:

Engineering Experience: Progressively responsible professional engineering which required the knowledge and application of the basic physical and mathematical sciences and the engineering sciences to the solution of theoretical or practical engineering problems.

Examples of qualifying professional engineering experience are as follows:

- A. The development and design of machines, equipment, structures, or power, water, communication, or transportation systems and facilities, or the preparation of development, design, or construction specifications for such materials or systems, involving the use of theoretical and applied mechanics, knowledge of the properties of materials and other appropriate engineering and scientific knowledge and skills.
- B. Original research in one (1) or more branches of engineering, developing engineering applications of physical and other scientific principles.
- C. Administration of engineering programs and projects, involving analysis of requirements for equipment and materials, study of technical feasibility and cost, selection of approach, and direction of problem solution.

- D. Interpretation of systems operational requirements in terms of physical facilities, and the design and development of standard procedures for efficient operational use or maintenance of such facilities.
- E. Evaluation, investigation, or survey of engineering projects, structures, devices or services.
- F. Such activities as production, construction, regulation, and test, when they involve engineering considerations and decisions as important and controlling elements.

Note: In some situations, experience which is not of itself clearly professional engineering experience may be accepted in lieu of "professional" engineering experience. In such cases, the experience must have been preceded by prior "professional" engineering experience and must contribute directly and significantly to the candidate's professional engineering competence. For example, an engineer may be assigned to a management or a computer systems analysis position in preparation for assumption of higher level responsibilities in engineering administration.

Architectural Experience: Professional architectural work experience in developing and preparing complete designs, drawings, specifications, estimates of buildings, structures and installations.

Professional experience is comprised of the performance of the recognized architectural functions based on and requiring a thorough knowledge and application of the basic physical, mathematical and architectural sciences to the solution of theoretical or practical architectural problems.

Supervisory Experience: Experience supervising professional engineers or architects which included: 1) planning, organizing, scheduling, and directing their work; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Administrative Experience: Professional engineering or architectural experience which included active participation in, and major responsibility for the planning (including budget planning and justification), development, management, execution and coordination of policies and programs.

### **Substitutions Allowed**

Education for Specialized Experience: A master's degree in engineering or architecture from an accredited college or university may be substituted for one (1) year of Specialized Experience.

Supervisory or Administrative Experience for Specialized Experience: Excess Supervisory or Administrative Experience of the type and quality described above may be substituted for Specialized Experience on a year-for-year basis.

Administrative Experience for Supervisory Experience: Excess Administrative Experience of the type and quality described above may be substituted for Supervisory Experience on a year-for-year basis.

### **Quality of Experience**

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

### **License Required**

For the Engineer IV or Architect IV level and higher, applicants must possess a valid license as a professional engineer or architect 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 functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class PUBLIC WORKS ADMINISTRATOR, which was approved on October 28, 2003.

Date Approved: 7/1/16   
for JAMES K. NISHIMOTO, Director  
Department of Human Resources Development