

STATE OF HAWAII  
DEPARTMENT OF HAWAIIAN HOME LANDS

Land Development Division

SEP 11 2015

Date

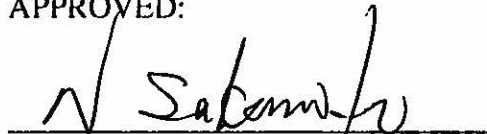
**ADDENDUM NO. 1  
TO  
INVITATION FOR BIDS**

**IFB-16-HHL-002  
KULA LANDSCAPE MAINTENANCE**

**Notice to All Prospective Offerors**

This addendum is hereby made a part of the contract documents for Lanai Landscape Maintenance, IFB-16-HHL-002, and it shall amend the said contract documents as detailed within this Addendum document.

APPROVED:



Norman L. Sakamoto, Acting Administrator  
Land Development Division  
Department of Hawaiian Home Lands

Please execute and immediately return the receipt below to the Department of Hawaiian Home Lands via E-mail to: [Stewart.t.matsunaga@hawaii.gov](mailto:Stewart.t.matsunaga@hawaii.gov), or Fax to: (808) 620-9299, Mr. Stewart Matsunaga, Master Planned Community Development Manager, Land Development Division.

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Receipt of Addendum No. 1 for Lanai Landscape Maintenance, Invitation for Bids No.: IFB-16-HHL-002, is hereby acknowledged.

Print: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Name of Firm/Company

\_\_\_\_\_  
Date

## **ADDENDUM NO. 1**

### **IFB NO.: IFB-16-HHL-002 Kula Landscape Maintenance**

#### **INCLUSIONS**

This Addendum No. 1 shall incorporate the following amendments to IFB-16-HHL-002:

1. Pre-bid Meeting Agenda. The Agenda reflect topics discussed at the Pre-bid Conference held at the Waiohuli Community Center in Kula, Maui, at 9:00 a.m., on September 9, 2015.
2. IFB Revisions
  - A) Section 1- “IFB Notification and Information; Maintenance Wage Rate determination (MWRD) HUD 52158, July 1, 2014 - June 30, 2015” shall be replaced with the “State of Hawaii Maintenance Wage Rate Schedule for Service Contract and Class Specifications” (effective April 1, 2015 to September 30, 2017). [**Attached**].

This wage schedule complies with Section 105-55, Hawaii Revised Statutes, concerning wages paid to public employees for similar work for services to any governmental agency in excess of \$25,000. It is used by the Department of Human Resource Development and recognized by the Department of Labor and Industrial Relations.
  - B) Several revisions to the IFB were handed out during the Pre-Bid Meeting. However, questions that were asked during the meeting, and various site conditions observed during the inspections called for additional modifications to the IFB’s scope of work. DHHL’s responses to the questions and the modifications to the IFB will be issued by addendum following this Addendum No. 1.
  - C). A Performance Bond is no longer required for this IFB. Therefore, this IFB does not require a bid bond, payment bond or performance bond.

# **Kula Landscape Maintenance**

## **IFB-16-HHL-002**

Pre-bid Conference & Site Inspection  
9:00 a.m., Wednesday, September 9, 2015  
Waiohuli Community Center  
881 Lauie Drive Kula, Maui 96790

### **AGENDA**

#### **1. INTRODUCTIONS**

Department of Hawaiian Home Lands (DHHL)

- Stewart Matsunaga, Master Planned Community Development Manager
- Robert Ing, Land Agent

#### **2. PURPOSE OF PRE-BID CONFERENCE**

- Project overview and job site visit
- Review procurement requirements
- Review bid documents
- Procurement schedule

#### **3. SCOPE OF WORK (General Description)**

- A) Cut trees and brush to ground level,
- B) Cut, mow and trim vegetative ground cover from vacant lots, sidewalk planting Strips (if applicable), drainage ditches, drainage culverts, easements and other common areas within DHHL's Kula, Waiohuli and Keokea, Maui land holdings. The remaining vegetation should not exceed a height of three inches (3"), and
- C) Properly dispose of the green waste and debris off-site

#### **QUARTERLY BASIS:**

- A1. Easements D-3 and D-4
- A2. Easement D-30 and portion of Lot 347 adjacent to Lot 84 until it reaches Lot 86.
- A3. Easements D-49 and D-52.
- A4. Easements D-53 and D-54.
- A5. Easement D-35 to Ahulua Street and ten feet (10') above the drainage ditch within Lot 205.
- A6. Easements D-43 and D-55.
- A7. Easement D-57

#### **SEMI-ANNUAL BASIS:**

- B1. Waiohuli-Hikina Lot 24 (Detention Basin) and Lot 25; (File Plan 2455).
- ~~B2. Keokea-Waiohuli Detention Basin at West end of Olakino Street, Easements D-27 and D-28; Keokea-Waiohuli Development Plan (File Plan 2481). [DELETED]~~

**C. TREE AND BRUSH CUTTING (Cut to Ground Level):**

- C1. Cut trees and shrubs
- C2. Maintenance of Tree and Brush Remnants

**D. OTHER:**

- D1. Allowance for clearing of vacant lots and/or other unencumbered areas, and the removal of unforeseen trash and dumped items as directed by DHHL.

**4. PROCUREMENT NOTES:**

- This project is subject to Chapter 104, HRS– Wages and Hours of Employees on Public Works.
  - The ‘Maintenance Wage Rate Determination (MWRD) HUD 52158, July 1, 2014-  
June 30, 2015’ in the IFB shall be replaced in its entirety with the ‘**Maintenance Wage Rate Schedule for Service Contract and Class Specifications**’.
- A ‘Notice of Intention to Bid’ and ‘Standard Qualification Questionnaire’ shall be submitted by their due date prior to bid opening per Sections 103D-310, HRS.
- Prior to contract award, DHHL shall verify Offeror’s compliance with Section 3-122-112, Hawaii Administrative Rules, which involves clearances from the Department of Labor and Industrial Relations, and State and Federal tax offices. It’s highly recommended that Offerors register with Hawaii Compliance Express (HCE) to avoid the lengthy process for obtaining the individual clearances.

Failure to either provide the clearances noted in Sec. 3-122-112, HAR, or rectify a non-compliant status within ten (10) business days of notification may be grounds to disqualify a bidder.

To register with HCE, go to: <http://vendors.ehawaii.gov>

- Bid and Payment Bonds are not required for this IFB.
- A Performance Bond IS required, covering 50% of the contract price.

**5. CONTRACT TERMS AND LIQUIDATED DAMAGES**

- 2-year contract with one (1) option to extend for two (2) years.
  - Compensation for option to extend 2 years shall be at the same contract price.
- Quarter and semi-Annual scope of work shall be subject to weather. DHHL reserves the right to advance the maintenance schedule, notwithstanding terms set forth in the Compensation and Payment Schedule.
- Liquidated damages: \$200 per calendar day.

**6. QUESTIONS/ANSWERS ISSUED BY LAST ADDENDA**

- A written summary of this pre-bid conference will be issued by Addendum.
- Requests for clarifications and questions after this meeting shall be submitted in writing and faxed to: 808-620-9299, no later than 4:30 pm, September 16, 2015.
- Written answers to questions will be posted via addenda on the DHHL website; any verbal responses by DHHL and Consultant shall not be binding.
- Interested bidders are responsible to check the DHHL website for the issuance of any addenda up until bid opening day.

**7. DEADLINES-** (See Below). Also, refer to Page 14 of the IFB's 'Instructions for Bid Submittal'.

Lanai Landscape Maintenance  
IFB-16-HHL-002  
Submittals and Deadlines Table

SUBMITTALS	DEADLINES
Written Questions (Requests for Clarification)	4:30 P.M, Sept 16, 2015
Notice of Intention to Bid (E-mail or Fax acceptable)	4:30 P.M, Sept. 18, 2015
Standard Qualification Questionnaire (Submittals for previous projects are NOT valid). (E-mail or Fax acceptable)	4:30 P.M, Sept. 18, 2015
Issuance of Last Addendum <i>(However, interested bidders are required to check the DHHL procurement website for any Addenda issued up until Bid Opening day).</i>	4:30 P.M, Sept 21, 2015
Bid Opening <ul style="list-style-type: none"> <li>Sealed bids due by <u>2:00 P.M., September 30, 2015</u> at the <b>DHHL Maui District Office-</b> 655 Kaunualii Street, Suite 1, Wailuku, Hawaii 96793.</li> <li>The 2:00 P.M. deadline shall be according to the official clock established at the location bids are received.</li> <li>Bids will be opened shortly after 2:00 P.M. and read aloud. (Bidders are welcome to attend).</li> <li>Bids submitted after 2:00 P.M., September 30, 2015, will be time-stamped, but not accepted or opened.</li> <li>All bid forms are included in the IFB package.</li> <li>Award of contract will be made to the responsible and responsive bidder with the lowest "Total Sum Bid".</li> </ul>	2:00 P.M, Sept 30, 2015

**8. QUESTIONS AND ANSWERS**

**9. SITE INSPECTIONS FOLLOWING PRE-BID CONFERENCE**

**STATE OF HAWAII  
MAINTENANCE WAGE RATE  
SCHEDULE FOR SERVICE  
CONTRACT**

**And**

**CLASS SPECIFICATIONS**

(Effective April 1, 2015 to September 30, 2017)



**State of Hawai'i  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
State Office Tower  
Honolulu, Hawai'i 96813**

**April 1, 2015  
MAINTENANCE WAGE RATE SCHEDULE FOR SERVICE CONTRACT**

**This schedule of wage rates contained herein is recognized by the Department of Human Resources Development to be prevailing on public maintenance services work for the purposes of Chapter 103, Section 103-55, Hawai'i Revised Statutes. The schedule of wage rates determines the applicable wage determination for each classification and does not impose any staffing requirements for any classification. The schedule of wage rates is applicable only to those laborers and mechanics employed at the site of work.**

**As required by law, future wage rates for laborers and mechanics are incorporated into this bulletin based on available information and are subject to change. Whenever the Director determines that the prevailing wage has increased as shown in the wage rate schedule, the contractor must increase the wages accordingly during the performance of the contract.**

**The Maintenance Schedule is based on the Bargaining Unit 01, Blue Collar Plan, who are covered by a collective bargaining agreements registered Department of Human Resources Development and is recognized by the State Department of Labor and Industrial Relations.**

**Questions on the schedule should be referred to the Department of Hawaiian Home Lands, Land Development Division Office at (808) 620-9287.**





## **State of Hawai'i**

### **Chapter 103, Section 103-55 Hawaii Revised Statute**

#### **§103-55 Wages, hours, and working conditions of employees of contractors performing services.**

(a) Before any offeror enters into a contract to perform services in excess of \$25,000 for any governmental agency, the offeror shall certify that the services to be performed will be performed under the following conditions:

Wages. The services to be rendered shall be performed by employees paid at wages or salaries not less than the wages paid to public officers and employees for similar work. Compliance with labor laws. All applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

(b) No contract to perform services for any governmental contracting agency in excess of \$25,000 shall be granted unless all the conditions of this section are met. Failure to comply with the conditions of this section during the period of contract to perform services shall result in cancellation of the contract, unless such noncompliance is corrected within a reasonable period as determined by the procurement officer. Final payment of a contract or release of bonds or both shall not be made unless the procurement officer has determined that the noncompliance has been corrected.

It shall be the duty of the governmental contracting agency awarding the contract to perform services in excess of \$25,000 to enforce this section.

## State of Hawaii Maintenance Wage Rate Schedule for Service Contract

BU	Classification	Effective Date: 4/01/15			Effective Date: 10/01/15			Effective Date: 04/01/16			Effective Date: 10/01/16			Effective Date: 04/01/17		
		Prevailing Wage Total	Basic Hourly Rate	Fringe Hourly Rate	Prevailing Wage Total	Basic Hourly Rate	Fringe Hourly Rate	Prevailing Wage Total	Basic Hourly Rate	Fringe Hourly Rate	Prevailing Wage Total	Basic Hourly Rate	Fringe Hourly Rate	Prevailing Wage Total	Basic Hourly Rate	Fringe Hourly Rate
01	BUILDING MAINTENANCE WORKER I	\$ 29.24	\$ 23.18	\$ 6.06	\$ 29.80	\$ 23.64	\$ 6.16	\$ 30.38	\$ 24.12	\$ 6.26	\$ 30.96	\$ 24.60	\$ 6.36	\$ 31.55	\$ 25.09	\$ 6.46
01	BUILDING MAINTENANCE WORKER II	\$ 30.96	\$ 24.60	\$ 6.36	\$ 31.56	\$ 25.09	\$ 6.47	\$ 32.16	\$ 25.59	\$ 6.57	\$ 32.79	\$ 26.11	\$ 6.68	\$ 33.41	\$ 26.63	\$ 6.78
01	CARPENTER I	\$ 29.24	\$ 23.18	\$ 6.06	\$ 29.80	\$ 23.64	\$ 6.16	\$ 30.38	\$ 24.12	\$ 6.26	\$ 30.96	\$ 24.60	\$ 6.36	\$ 31.55	\$ 25.09	\$ 6.46
01	ELECTRICIAN I	\$ 30.31	\$ 24.06	\$ 6.25	\$ 30.89	\$ 24.54	\$ 6.35	\$ 31.47	\$ 25.03	\$ 6.44	\$ 32.08	\$ 25.53	\$ 6.55	\$ 32.70	\$ 26.05	\$ 6.65
01	EQUIPMENT OPERATOR III	\$ 29.24	\$ 23.18	\$ 6.06	\$ 29.80	\$ 23.64	\$ 6.16	\$ 30.38	\$ 24.12	\$ 6.26	\$ 30.96	\$ 24.60	\$ 6.36	\$ 31.55	\$ 25.09	\$ 6.46
01	GENERAL LABORER I	\$ 22.11	\$ 17.29	\$ 4.82	\$ 22.53	\$ 17.64	\$ 4.89	\$ 22.94	\$ 17.99	\$ 4.95	\$ 23.38	\$ 18.35	\$ 5.03	\$ 23.83	\$ 18.72	\$ 5.11
01	GENERAL LABORER II	\$ 22.70	\$ 17.78	\$ 4.92	\$ 23.12	\$ 18.13	\$ 4.99	\$ 23.56	\$ 18.50	\$ 5.06	\$ 24.00	\$ 18.87	\$ 5.13	\$ 24.45	\$ 19.24	\$ 5.21
01	HEAVY TRUCK DRIVER	\$ 26.36	\$ 20.80	\$ 5.56	\$ 26.87	\$ 21.22	\$ 5.65	\$ 27.38	\$ 21.65	\$ 5.73	\$ 27.89	\$ 22.08	\$ 5.81	\$ 28.44	\$ 22.52	\$ 5.92
01	MASON	\$ 30.31	\$ 24.06	\$ 6.25	\$ 30.31	\$ 24.06	\$ 6.25	\$ 31.47	\$ 25.03	\$ 6.44	\$ 30.29	\$ 24.06	\$ 6.23	\$ 30.29	\$ 24.06	\$ 6.23
01	PAINTER I	\$ 29.24	\$ 23.18	\$ 6.06	\$ 29.80	\$ 23.64	\$ 6.16	\$ 30.38	\$ 24.12	\$ 6.26	\$ 30.96	\$ 24.60	\$ 6.36	\$ 31.55	\$ 25.09	\$ 6.46
01	PLUMBER I	\$ 30.31	\$ 24.06	\$ 6.25	\$ 30.89	\$ 24.54	\$ 6.35	\$ 30.88	\$ 24.54	\$ 6.34	\$ 32.08	\$ 25.53	\$ 6.55	\$ 32.08	\$ 25.53	\$ 6.55
01	TREE TRIMMER	\$ 26.36	\$ 20.80	\$ 5.56	\$ 26.36	\$ 20.80	\$ 5.56	\$ 27.38	\$ 21.65	\$ 5.73	\$ 27.89	\$ 22.08	\$ 5.81	\$ 28.44	\$ 22.52	\$ 5.92
01	TREE TRIMMER TRUCK DRIVER	\$ 24.46	\$ 19.23	\$ 5.23	\$ 24.93	\$ 19.62	\$ 5.31	\$ 25.40	\$ 20.01	\$ 5.39	\$ 25.88	\$ 20.41	\$ 5.47	\$ 26.37	\$ 20.82	\$ 5.55
01	TRUCK DRIVER	\$ 25.39	\$ 20.00	\$ 5.39	\$ 25.87	\$ 20.40	\$ 5.47	\$ 26.36	\$ 20.81	\$ 5.55	\$ 26.86	\$ 21.23	\$ 5.63	\$ 27.38	\$ 21.65	\$ 5.73
01	WELDER I	\$ 30.31	\$ 24.06	\$ 6.25	\$ 30.89	\$ 24.54	\$ 6.35	\$ 31.47	\$ 25.03	\$ 6.44	\$ 32.08	\$ 25.53	\$ 6.55	\$ 32.08	\$ 25.53	\$ 6.55
02	GENERAL CONSTRUCTION & MAINTENANCE SUPERVISOR I	\$ 32.38	\$ 25.77	\$ 6.61	\$ 32.38	\$ 25.77	\$ 6.61	\$ 32.37	\$ 25.77	\$ 6.60	\$ 32.37	\$ 25.77	\$ 6.60	\$ 32.37	\$ 25.77	\$ 6.60

Specifications for the Classes:

BUILDING MAINTENANCE WORKER I and II

**DISTINGUISHING CHARACTERISTICS**

**BUILDING MAINTENANCE WORKER I** - This is the fully competent worker in the series. Independently performs a variety of skilled building maintenance and repair work as a regular and continuing work assignment; may supervise one or more building maintenance helpers, or other helpers assisting in the work.

**BUILDING MAINTENANCE WORKER II** - This is the working supervisor in the series. In addition to performing skilled building maintenance and repair work, supervises the work of several fully competent building maintenance workers as a continuing work assignment, including setting the pace and quality of work and demonstrating proper work methods.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

**BUILDING MAINTENANCE WORKER I** - Checks building, equipment and grounds to locate conditions indicating the need for repair and maintenance work; makes building repairs, including patching roof leaks, replacing mineral surface roofing paper, wooden and asbestos shingles; cuts and replaces door and window panes; adjusts and hangs doors; repairs and replaces screens, door locks, bumpers, bathroom accessories, toilet hinges and seats; replaces and patches cement floors, asphalt tiles, linoleum floor coverings, foundations, concrete and asphalt concrete walkways and driveways; performs woodwork such as removing and replacing shelves, cabinets, sink tops, partitions, steps, porches, and termite infested and rotted boards, and repairs furniture; builds forms for concrete and repairs fences and gates; replaces drop cords; performs electrical work under the supervision of a licensed electrician (e.g., replaces electrical fixtures, fuses, switches; installs new electrical outlets; locates and repairs shorts in electrical circuit); performs plumbing work under the supervision of a licensed plumber (e.g., replaces broken pipes, gaskets, packings, washers, hose bibbs, faucets and closet tank fixtures; installs wash basins, closet tank and bowls); unclogs drains and sewers; sands, paints and varnishes doors, walls, window sashes, screen frames, furniture and new construction; mixes mortar and builds walls; sweats copper pipe joints and fittings,

and uses both oxyacetylene and electric arc welding equipment to cut and weld pipes and angle braces; services, lubricates and regulates such equipment as water heaters, ventilating and air conditioning units, electrical water coolers, pumps and electric motors; may perform minor repairs and service motor vehicles; estimates cost, time and materials needed for repair and maintenance work to be performed; may perform purchase, storage and inventory of materials, supplies and tools; reports need for major repairs; uses a variety of hand tools and some power equipment in the performance of work; operate a vehicle in the transportation of materials; cleans, sharpens and services tools and equipment used in the work.

**BUILDING MAINTENANCE WORKER II** - Supervises and participates in the repair and maintenance of buildings; in addition to performing skilled building maintenance repair work, plans, lays out, schedules and assigns the work of building maintenance workers from work orders received by supervisors or project managers; instructs subordinates and demonstrates proper work methods; works alongside subordinates to set pace and quality of work; checks and inspects buildings, structures, equipment and facilities for needed repairs; estimates material and labor costs; requisitions materials; inspects work in progress and upon completion for proper quality of work; makes oral and written reports of work completed by the crew.

### **MINIMUM QUALIFICATION REQUIREMENTS**

#### **Experience and Training:**

**BUILDING MAINTENANCE WORKER I** - Four (4) years of work experience in performing a variety of building maintenance repair work, or any equivalent combination of training and experience.

**BUILDING MAINTENANCE WORKER II** - Six (6) years of work experience in performing a variety of building maintenance repair work, of which two (2) years shall have been as a fully competent worker, or any equivalent combination of training and experience.

#### **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, plumbing, painting and electrical trades; electro-mechanical appliances used in homes and other buildings.

**Ability to:** Determine need for repairs involving a variety of building trades; recognize hazards typical of the work; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform

maintenance and repair jobs; make mechanical repairs to equipment and appliances; understand and follow oral and written instructions. In addition, for Building Maintenance Worker II, ability to plan, lay out, assign and review the work of other skilled building maintenance workers; give and follow oral and written instructions; and keep records and prepare reports.

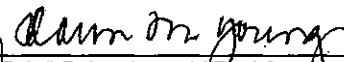
Physical and Medical Requirements:

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 specifications for the classes Building Maintenance Worker I and II, which were approved on April 13, 1983.

DATE APPROVED: 1/27/2012

  
\_\_\_\_\_  
for BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

Specifications  
for the Class:

CARPENTER I

**Distinguishing Characteristics**

This class reflects the fully competent worker level in the series.

A Carpenter I independently performs a wide variety of skilled carpentry work in the construction, alteration and repair of structural woodwork and wooden articles as a regular and continuing work assignment, and may supervise one or more Carpenter Helpers or other helpers assisting in the work.

This class differs from the Carpenter Helper which performs duties that are essentially routine and repetitive, as well as manual and semi-skilled, in the construction, alteration and repair of structural woodwork and wooden articles, and assists a Carpenter I in rough and finished carpentry work.

This class differs from Carpenter II in that the Carpenter I performs skilled carpentry work in the construction, alteration and repair of structural woodwork and wooden articles and may occasionally lead the work of other skilled carpenters but mainly confines supervision to carpenter helpers and other semi-skilled or unskilled workers; whereas the Carpenter II, in addition to performing skilled carpentry work as a the major work assignment, supervises the work of skilled carpenters as a continuing work assignment including setting the pace and quality of work.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Lays out, cuts, fits braces and reinforces and nails stringers, piers and flooring guard rails for highway bridges; removes and replaces flooring, ceilings, partitions or roofs destroyed by termites, or wet or dry rot; lays out, fits and nails rafters, studs, frames, joints and underpinning posts of buildings; replaces, cuts, and installs glass panes in doors and windows using glazier's points and putty, or strips of molding and nails; lays out, cuts, assembles and installs window frames, door frames and louvers; installs or repairs hardware such as locks, door stops, hasps, hinges and door knobs; constructs wooden fences; reads blueprints, working drawings, sketches or specifications to determine the types and costs of materials needed and dimensions of articles or structures to be constructed or repaired; checks vertical and horizontal

trueness of objects by using a plumb bob; square or level; selects specified types, kinds and sizes of lumber and other materials; lays out foundations with a transit, level, and steel tape; cuts and assembles concrete forms for culverts, walls, curbing, sidewalks, and piers for bridges; assembles and wires together reinforcing iron rods and wire mesh, and pours concrete in forms; measures, cuts and fits timbers for stringers, fenders and braces for wharves, piers and other structures; removes, places and secures heavy timbers with metal bolts and braces; cuts wooden pilings with a pneumatic saw and constructs foundations for pouring underwater concrete pilings; cuts, fits, and erects scaffolding to facilitate work at high levels or difficult to work in places; re-roofs buildings with shingles, roofing paper or galvanized iron; operates wood-working machinery such as sanders, planers, joiners, handsaws, routers, mortises, wood lathes, drill presses, and power saws; lays out, saws, fits, assembles, nails, screws, glues, or dowels and finishes cabinets, filing cases, chairs, counters or desks; lays finished flooring, saws, fits, and nails interior and exterior trim, such as moldings, baseboards, sills and fillers; inspects buildings to determine needed repairs, and orders needed material; assigns and oversees the work of Carpenter Helpers and other semi-skilled or unskilled workers; may lead the work of other journey level Carpenters; may perform work in other building trades when not utilized as a Carpenter.

### **Minimum Qualification Requirements**

**Experience and Training:** Four (4) years of work experience in performing a variety of rough and finished carpentry work; or any equivalent combination of training and experience.

**Knowledge of:** Practices and methods used in the carpentry trade, including safety procedures; tools, equipment and materials used in the carpentry trade.

**Ability to:** Use hand and power tools common to the carpentry trade; read and interpret blueprints and sketches; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

### **Physical and Medical Requirements**

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

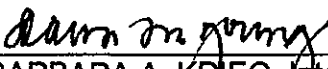
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CARPENTER I

Page 3  
10.010

This is an amendment to the specifications for the class Carpenter I, which were approved on May 9, 1983.

DATE APPROVED: 3/28/2012

  
\_\_\_\_\_  
BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development



Specifications  
for the Class:

ELECTRICIAN I

**Distinguishing Characteristics**

This class reflects the fully competent worker level in the series.

An Electrician I independently performs a variety of skilled electrical work in the repair, maintenance and installation of electrical systems and equipment as a regular and continuing assignment, and may supervise one or more helpers assisting in the work.

This class differs from the Electrician Helper which performs duties that are essentially routine and repetitive, as well as manual and semi-skilled, and assists, under the supervision of a licensed electrician, in the repair, maintenance and installation of electrical systems and equipment.

This class differs from the Electrician II in that the Electrician I performs skilled electrical work in the repair, maintenance and installation of electrical systems and equipment and may occasionally lead the work of other skilled Electricians but mainly confines supervision to electrician helpers and other semi-skilled or unskilled workers; whereas the Electrician II, in addition to performing skilled electrical work as the major work assignment, supervises the work of skilled electricians as a continuing work assignment including setting the pace and quality of work.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Installs conduits, transformers, traffic signals, airport signaling systems, pull boxes, and switches from drawings and blueprints; services and repairs pumps, motors, generators, switchboards, oil circuit breakers, and various other types of electrical equipment and apparatus; repairs and replaces broken or defective parts in motors, switches, and fixtures; tests, locates, and repairs trouble in electrical circuits and equipment; replaces fuses and incandescent and fluorescent lights; plans electrical installations; traces and diagrams wiring circuits; inspects traffic signal, street lighting, and airport lighting systems; reads blueprints and compiles materials list; may assign

tasks to electricians and supervise the work of helpers; may assist in other related trades when not utilized as an electrician.

**Minimum Qualification Requirements**

**License Required:** Applicants must possess a valid State of Hawaii Journey Worker Electrician License, Journey Worker Industrial Electrician License, Supervising Electrician License, or Supervising Industrial Electrician License.

**Knowledge of:** Practices and methods used in the electrical trade, including safety procedures and electrical code; tools, equipment and materials used in the electrical trade.

**Ability to:** Use hand and power tools common to the electrical trade; read and interpret blueprints, sketches, manuals and other materials; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

**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 specifications for the class ELECTRICIAN I, which were approved on November 9, 1993.

DATE APPROVED: 7/16/2012

  
\_\_\_\_\_  
for BARBARA A. KRIEG, Director  
Department of Human Resources Development

. . . . .

Class Specifications  
for the Class:

EQUIPMENT OPERATOR III

Duties Summary:

Operates two or more types of motorized equipment such as heavy trucks, heavy rollers, loaders and light tractors as a major work assignment; may perform manual work tasks in connection with general construction and maintenance work; may operate graders and heavy tractors as an incidental work assignment; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from the class Equipment Operator II in that the Equipment Operator III operates heavy motorized equipment such as trucks having a factory rated capacity of 5 tons or over, rollers of 5 tons or over, loaders, and tractors such as D-4, TD-6 and TD-9 with bulldozer blade attachments as a major work assignment; whereas the Equipment Operator II operates two or more types of motorized equipment such as trucks having a factory rated capacity of 1-1/2 but less than 5 tons, and rollers under 5 tons as a major work assignment and may operate heavier equipment as an incidental work assignment.

This class differs from that of Equipment Operator IV in that the Equipment Operator III operates two or more types of motorized equipment such as trucks having a factory rated capacity of 5 tons or over, rollers of 5 tons or over, loaders, and D-4, TD-6 and TD-9 tractors with bulldozer blade attachments as a major work assignment and may operate heavier equipment as required; whereas the Equipment Operator IV operates and maintains heavy motorized equipment such as cranes of 15 ton capacity or more and/or excavators with shovel, backhoe, clamshell and dragline of 3/4 cubic yard capacity or more as a primary, regular work assignment and may operate equipment of lower level classes as an incidental work assignment.

Examples of Duties:

Operates a truck to haul rock, gravel, dirt, debris and other material; operates a loader to load material into trucks; operates a roller to compact sub-grades, sub-bases, shoulders and finished pavement; operates a bulldozer to clear land of rocks and trees and excavate, grade, and level land; keeps equipment supplied with fuel, oil, water and air; services and makes minor adjustments to equipment such as replacing spark plugs and adjusting clutches and

brakes; cuts grass, cleans ditches, and cleans debris from highways; spreads asphaltic concrete and rock in repairing pavement; may oversee the work of laborers performing various manual work tasks; may occasionally operate other types of motorized equipment such as graders, heavy tractors with bulldozer attachments and truck tractors used to transport light, medium and heavy equipment to and from work sites.

Knowledge, Skills and Abilities Required:

Knowledge of: Methods of operating at least two of the motorized equipment representative of this class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; hazards and safety precautions applicable to the operation of motorized equipment representative of this class; and maintenance needs of equipment representative of this class.

Ability to: Operate at least two of the motorized equipment representative of this class skillfully and safely; observe mechanical defects and take steps to have such defects corrected; understand and observe traffic laws and rules; perform manual work; understand and follow oral and written instructions; and perform heavy lifting, moving and carrying typical of the class.

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This is an amendment (format change only) to the class specification for the class EQUIPMENT OPERATOR III approved on July 18, 1986.

DATE APPROVED: 4/25/91

/s/ Diana H. Kaapu  
JAMES H. TAKUSHI  
Director of Personnel Services

Specifications for the Class:

GENERAL LABORER I

**Distinguishing Characteristics**

Positions in this class perform a variety of routine, repetitive manual tasks not requiring the continuous performance of a mechanical or trade skill.

This class differs from General Laborer II in that the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous arduous physical effort; whereas the General Laborer II performs a variety of semi-skilled manual work tasks involved in road, building, or other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Cleans culverts, cuts trees, digs and widens ditches, performs pick and shovel tasks in road patching, cuts grass, and repairs roads as a member of a maintenance or construction crew; loads and unloads supplies and equipment; helps to lay pipes and back fills holes and ditches; sets out flags and lanterns to warn traffic; maintains a park or recreation area independently, mowing lawns with hand or power mower, trimming hedges, transplanting shrubs, killing weeds, planting and caring for flowers, and cleaning restrooms; transplants seedlings and clears trails in forests; sweeps streets; prepares poisons for use in eradicating pests; baits and sets rat traps; moves heavy materials using hand truck and dollies; mixes cement and mortar; may occasionally operate a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites.

**Minimum Qualification Requirements**

Experience and Training: None required.

Ability to: Understand and follow oral instructions; perform heavy lifting, moving, digging or other manual work typical of the class.


**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 specifications for the class GENERAL LABORER I, which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012

  
\_\_\_\_\_  
for BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

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Specifications for the Class:

GENERAL LABORER II

**Distinguishing Characteristics**

Positions in this class perform a variety of semi-skilled manual work tasks involved in the maintenance of roads, buildings, structures and equipment, or refuse collection work involving continuous heavy physical labor as a major work assignment.

This class differs General Laborer I in that the General Laborer II performs a variety of semiskilled manual work tasks involved in road, building and other maintenance projects, or performs refuse collection work involving continuous heavy physical labor as a major work assignment; whereas the General Laborer I performs unskilled manual labor work which does not require a high degree of manipulative skill nor continuous, arduous physical effort.

This class differs from General Laborer III which, in addition to performing a variety of semi-skilled manual work tasks as the major work assignment, supervises the work of a crew in performing a variety of unskilled and semi-skilled manual labor work tasks.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Helps erect wooden and steel scaffolding in and around buildings, scrapes and wire brushes structural steel, wire fences and other metal objects; applies metal primer and paint, using a brush or spray gun; clears roads of dirt, branches, rocks, mud and other obstructions after heavy rains; fills chuck holes with rock; repairs and patches road surfaces with oil, bitumuls or concrete; clears gutters, drains and outlets of obstructions such as rubbish, branches and rocks; lifts containers onto truck, empties contents in truck and returns containers to proper places; assists in erecting concrete forms and mixing and pouring concrete; repairs and patches concrete sidewalks; paints and repairs guard rails and signs; assists in repairing wooden bridges; clears irrigation ditches and removes obstructions such as rocks, mud and weeds and assists a carpenter in repairing wooden irrigation flumes; drills holes in concrete floors with jackhammer; saturates ground areas with solution to kill termites; sprays attics and under pinnings of houses with wood preservative; tears out termite-infested wood from

porches, steps, doors, floorings, window sashes, joists and ceilings; paints all new woodwork with wood preservative; assists a carpenter in repairing leaky roofs with roofing cement and replaces areas with mineral surface paper; replaces burnt out light bulbs; under the supervision of an electrician, repairs light sockets, switches and electrical outlets and replaces fuses; assists a carpenter in hanging doors, replacing window panes, window screen frames, clothes line poles, flooring and door jambs; under the supervision of a plumber, replaces faucet and shower valves, washers, sink and basin traps, hose bibbs and tank bulbs; clears clogged toilets, sinks and basin drain pipes; overhauls, cleans and repairs stoves and burners; assists a painter in preparing surfaces for painting; services motorized equipment by checking and filling gasoline tanks, checking and filling oil in crank case, checking and filling water in batteries, checking air pressure in tires, filling water in radiators and repairing flat tires; washes and greases cars; checks mufflers, springs, brakes, and exhaust pipes and reports findings to a mechanic; assists a carpenter in carrying building materials, supplies and equipment to and from job sites; digs post holes and repairs fences in forest reserve areas; operates a passenger type power mower in cutting grass on public grounds; as lead man, baits, sets and checks rat trap lines for the eradication of rats; operates a pickup truck to transport a work crew, materials, supplies and/or equipment to and from job sites; operates a buster, concrete mixer or similar equipment as a regular work assignment; occasionally assists a plumber in cutting, reaming and threading pipe or a mechanic in cleaning mechanical equipment and shop tools; and performs continuous heavy physical labor in refuse collection as the major work assignment.

#### **Minimum Qualification Requirements**

**Experience and Training:** One (1) year of manual unskilled and semi-skilled work experience in general construction and/or maintenance; or any equivalent combination of training and experience.

**Knowledge of:** Common hand tools and equipment used in manual unskilled and semi-skilled work in general construction and/or maintenance; and common methods, procedures, and materials used in general construction and maintenance work, including safety practices.

**Ability to:** Use common hand tools and equipment typical of the class; understand and carry out oral and written instructions; and perform heavy lifting, moving, digging or other manual work typical of the class.



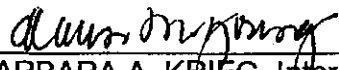
**Physical and Medical Requirements**

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 specifications for the class GENERAL LABORER II which were approved on December 13, 1984.

DATE APPROVED: 3/27/2012

  
\_\_\_\_\_  
by BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

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Class Specifications  
for the Class:

HEAVY TRUCK DRIVER

Duties Summary:

Operates a truck having a factory-rated capacity of 5 tons and over, or a tank truck having a capacity of over 1200 gallons as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Truck Driver in that the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons or over, or a tank truck having a capacity of over 1200 gallons as a major work assignment; whereas the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks.

Examples of Duties:

Operates a truck representative of the class in hauling sand, rocks, aggregates, dirt, and other materials; operates a tank truck having a capacity of over 1200 gallons which is used for watering landscaped areas, poisoning weeds and brush, or applying bitumuls to pavement; operates or runs equipment attached to or mounted on trucks such as rock spreaders, booms, air compressors and spraying equipment; transports personnel to and from work sites; loads and unloads trucks; keeps equipment supplied with fuel, oil, water and air; services and makes minor emergency repairs to equipment; may keep records of areas watered or sprayed with poison; cuts grass, cleans ditches and cleans dirt and debris from highways and other areas; spreads asphaltic concrete and rocks in repairing pavement; may supervise others in loading and unloading trucks or performing other tasks related to the operation of the truck or attachments; and may operate other types of motorized equipment and assist in manual work as required.

Knowledge, Skills and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of this class; maintenance needs of motorized equipment representative of this class; laws, ordinances, practices, and rules and regulations governing the operation of motorized equipment on streets and highways; and hazards and safety precautions applicable to the operation of motor vehicles.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks such as booms, generators, air compressors and spraying equipment; understand and observe traffic laws and rules; and observe mechanical defects and take steps to have such defects corrected; perform lifting, carrying or other manual work typical of the class.

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This is an amendment (format change only) to the class specification for the class HEAVY TRUCK DRIVER approved on December 3, 1985.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO  
Director of Personnel Services

Specifications for the Classes:

MASON I and II

**DISTINGUISHING CHARACTERISTICS**

**MASON I** - This is the fully competent worker in the series. Independently performs a variety of skilled masonry work as a regular and continuing work assignment; may supervise one or more mason helpers, or other helpers assisting in the work.

**MASON II** - This is the working supervisor in the series. In addition to performing skilled masonry work, supervises the work of other fully competent masons as a continuing work assignment, including setting the pace and quality of work.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

**MASON I** - Plans and lays out masonry work; performs skilled masonry work in the building and repair of such structures as walls, partitions, manholes, piers, catch basins, pavement gutters, curbs, meter boxes and foundations, using brick, stone and concrete block, hollow tile, and poured concrete; cuts and shapes brick and stone preparatory to setting; establishes and checks vertical and horizontal alignment of walls with gauge line, level and plumb bob; constructs forms, fills with concrete, and removes forms; spreads a layer of mortar, sets stone or brick by hand, and shapes mortar in joints between exposed faces of stones or bricks; repairs stone and brick work on walls, foundations and retaining walls; tears mortar; operates equipment used in masonry work; reads and interprets blueprints and sketches; estimates material and labor costs; may keep time records of employees; may supervise mason helpers or others assisting in the work; performs duties in other trades when not occupied as a Mason.

**MASON II** - Supervises and participates in masonry work; in addition to performing skilled masonry work; plans, lays out, assigns and reviews the work of subordinates; instructs subordinates and demonstrates proper work methods; works alongside subordinates to set pace and quality of work; reads and interprets blueprints and sketches; checks and inspects buildings, structures, equipment and facilities for needed repairs; estimates material and labor costs; requisitions materials and equipment; inspects work in progress and upon completion for proper quality of work; may perform plastering of interior and exterior walls; enforces safety regulations; prepares reports of time, material and equipment used in performing work.

**MINIMUM QUALIFICATION REQUIREMENTS**

**Experience and Training:**

**MASON I** - Four (4) years of work experience in performing a variety of work in the masonry trade, or any equivalent combination of training and experience.

**MASON II** - Six (6) years of work experience in performing a variety of masonry work, of which two (2) years shall have been as a fully competent mason, or any equivalent combination of training and experience.

**Knowledge and Abilities Required:**

**Knowledge of:** Practices and methods used in the masonry trade, including safety procedures; tools, equipment and materials used in the masonry trade.

**Ability to:** Use the hand and power tools and equipment common to the masonry trade; read and interpret blueprints and sketches; mix mortar and concrete; operate a concrete mixer and jackhammer; recognize hazards typical of the work; lay stone, brick and tile; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class. In addition, for Mason II, ability to plan, lay out, assign and review the work of other skilled masons; give and follow oral and written instructions; and keep records and submit reports.

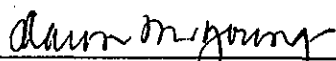
**Physical and Medical Requirements:**

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 specifications for the classes Mason I and II, which were approved on November 2, 1984.

DATE APPROVED: 1/27/2012

  
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BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

Specifications for the Classes:

PAINTER I and II

**DISTINGUISHING CHARACTERISTICS**

PAINTER I - This is the fully competent worker in the series. Performs a wide variety of skilled painting work in applying coats of paint or other protective and decorative coating, by brush, roller, spray gun and other means, to interior and exterior surfaces of buildings and other structures, equipment and furniture, as a regular or continuing work assignment; may supervise one or more Painter Helpers or other helpers assisting in the work

PAINTER II - This is the working supervisor in the series. In addition to performing skilled painting work as the major work assignment, supervises the work of skilled painters as a continuing work assignment, including setting the pace and quality of work.

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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

PAINTER I - Prepares surfaces for painting by scraping, burning, sanding, or washing, and by puttying nail holes and cracks; removes old paint by using paint remover and cleaning compounds; removes accessories, such as door handles, chromium strips, and license plates, prior to painting; erects scaffolding and removes or covers objects to protect them from spattered paint; marks all areas not to be painted; mixes and matches paints; applies by brush or spray gun, paints, varnishes, or stains to building interiors and exteriors, furniture, cement and other materials; applies paint by hand or paint spray machine to automobiles and other motorized equipment; paints identifying numbers or letters on equipment by free hand or by stencils; paints traffic lines, arrows, crosswalks, and other street markings; changes road reflectors; erects new road signs; cleans and maintains brushes, spray guns, and other painting equipment; estimates time and material needs; purchases or requisitions painting supplies and equipment; keeps records and makes reports; may assign tasks occasionally to other Painters and supervise Painter Helpers; and may perform services in other building trades when not engaged in painting.

PAINTER II - Supervises and participates in the erecting of scaffolding, preparation of surfaces, and application of paint, varnishes, stains, lacquers, and enamels by brush or

spray gun to a wide variety of surfaces; estimates time and materials needed to perform a job; mixes and matches paints; determines the priority of work to be performed; determines the proper paint or other protective or decorative coating to be applied and the steps that must be taken in preparing the surface; cleans brushes and other painting equipment; inspects surfaces to see that they have been properly prepared for painting; sees that objects are protected from splattered paint; prepares reports of work completed by the crew.

### **MINIMUM QUALIFICATION REQUIREMENTS**

#### **Experience and Training:**

**PAINTER I** - Four (4) years of work experience in preparing various surfaces and applying coats of paint and other coatings by brush, roller, spray gun and other means, or any equivalent combination of training and experience.

**PAINTER II** - Six (6) years of work experience in preparing various surfaces and applying coats of paint and other coatings by brush, roller, spray gun and other means, or any equivalent combination of training and experience. At least two (2) years of experience must have been comparable to the fully competent Painter I class.

#### **Knowledge and Abilities Required:**

**Knowledge of:** Practices and methods in the painting trade, including safety procedures; the tools, equipment, materials and supplies used in the painting trade.

**Ability to:** Use brushes, rollers, spray guns and other tools common to the painting trade; prepare stencils and perform freehand lettering; work from rigging and scaffolds; mix and match paints; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; and perform heavy lifting, moving and other manual work typical of the class. In addition, for Painter II, ability to keep records and prepare reports; plan, lay out, assign and review the work of other skilled painters; and give and follow oral and written instructions.

#### **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 specifications for the classes Painter I and II, which were approved on June 9, 1983.

DATE APPROVED:

2/11/12

*Barbara A. Krieg*  
BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development



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Class Specifications  
for the Class:

PLUMBER I

Duties Summary:

Performs skilled plumbing work in the repair, maintenance and installation of plumbing systems and equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the fully competent worker in the series.

This class differs from that of Plumber Helper in that the Plumber I performs a variety of skilled plumbing work as a regular and continuing assignment and may supervise one or more helpers assisting in the work; whereas the Plumber Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, and assists a plumber in the repair, maintenance and installation of plumbing systems and equipment.

This class differs from that of Plumber II in that the Plumber I performs skilled plumbing work in the repair, maintenance and installation of plumbing systems and equipment and may occasionally lead the work of other skilled plumbers, but mainly confines supervision to Plumber Helpers and other semi-skilled or unskilled workers; whereas, the Plumber II, in addition to performing skilled plumbing work as the major work assignment, supervises the work of skilled plumbers as a continuing work assignment including setting the pace and quality of workmanship.

Examples of Duties:

Installs, maintains, and repairs heating, water, and drainage systems in offices, houses, and other structures; installs, maintains and makes minor repairs to cesspools, water heaters, pumps, and other units; installs and repairs plumbing fixtures such as showers, wash basins, urinals, toilet bowls, and toilet tanks; does lead caulking, wipes and tests lead joints; cuts, reams and threads pipe; installs and repairs sprinkler systems; replaces washers in leaky faucets, mends/replaces broken pipes and opens clogged drains; reads blueprints and computes material lists; estimates time and materials needed to perform a job; determines what modifications in plans will be necessary when obstructions are met while installing plumbing; may assign tasks to other plumbers and supervise the work of helpers; may perform duties in other trades when not utilized as a plumber.

Knowledge and Abilities Required:

Knowledge of: Practices and methods in the plumbing trade, including safety procedures and plumbing code; the tools, equipment and materials used in the plumbing trade; plumbing systems and fixtures.

Ability to: Use the hand and power tools common to the plumbing trade; read and interpret blueprints, manuals and diagrams; compute material costs; estimate time and material needed to complete a job; do mechanical work; recognize hazards typical of the work; perform heavy lifting, moving and other manual work typical of the class; understand and follow oral and written instructions.

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This is an amendment to the specification for the class PLUMBER I which was approved on September 14, 1984.

DATE APPROVED: 10/30/84

/s/ Clement L. Kamalu  
for JAMES H. TAKUSHI  
Director of Personnel Services

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Class Specifications  
for the Class:

TREE TRIMMER

Duties Summary:

Operates and maintains a truck with a hydraulic powered aerial platform in trimming and pruning trees on grounds under the jurisdiction of the State Comptroller; climbs trees with or without the aid of climbing spikes; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for operating and maintaining a truck with an aerial platform in the daily operation of tree trimming. The truck and platform are necessary to enable the trimmer to efficiently perform cutting operations at heights. A basic requirement of this class is the ability to manipulate the various brakes, levers and clutches that are mounted on the truck and platform.

Work assignments are received from a foreman who also reviews work practices. However, positions in this class are responsible for work site operations. This involves overseeing the use of machinery, disposal of debris, and that safe practices and work instructions are followed by other members of the crew. Positions in this class perform manual trimming operations when mechanical equipment is inoperative or in situations where trimming will be facilitated without the use of truck and platform. Also inherent in this class is the responsibility for the maintenance of machinery and accountability for all tools and equipment used in tree trimming operations.

Examples of Duties:

Drives the truck to and from job sites; clears work area of vehicles and other property that may be damaged by falling branches and other debris; secures truck for operation by seeing that all safety equipment is in place; operates the aerial platform to attain the desired height and angle; directs the placing and use of guy lines; selects and makes cuts; paints pruning compound on scars left by cuts; oversees the cutting and disposal of debris produced by trimming; climbs trees using ladders, climbing spikes and other climbing equipment; may drive heavy dump trucks to haul rubbish to incinerator.

Knowledge of: The operation and maintenance of a truck and hydraulic equipment; motor vehicle operation ordinances; the use and care of pruning tools, power saws and climbing equipment; safety practices necessary for operating an aerial platform and working at heights; general tree trimming techniques and practices.

Ability to: Operate a truck with an aerial platform; operate heavy trucks; understand and carry out oral and written instructions; utilize various power tools used in tree trimming; select and make appropriate cuts on trees; oversee the work of others; climb high trees using climbing spikes and other equipment.

DATE APPROVED: 4/25/91 /s/ Diana H. Kaapu  
for SHARON Y. MIYASHIRO  
Director of Personnel Services

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Class Specifications  
for the Class:

TREE TRIMMER-TRUCK DRIVER

Duties Summary:

Climbs and trims as well as removes a variety of trees; applies chemicals and does minor tree surgery on diseased or injured trees; operates medium and heavy trucks and other comparable mobile equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its performance of both tree trimming and truck driving duties as a regular assignment.

Examples of Duties:

Climbs a variety of trees with or without the aid of spikes, or utilizes a hydraulic or mechanical ladder and other equipment to reach the necessary heights; uses hand, pole, and power saws, cane knives and other hand tools to cut tree branches; paints all cuts two inches or more in diameter with tar or other compound; digs out dry rot from tree trunks with a pruning knife and fills the resulting cavity with cement; applies lead arsenate or other chemicals to areas of trees infested with pests or fungi; feeds limbs and other trimmings into a "chipper;" operates medium and heavy trucks and other mechanized equipment, such as a hoist; directs vehicular and pedestrian traffic at the job site.

Knowledge, Skills and Abilities Required:

Knowledge of: General tree trimming techniques and practices; tools and equipment used in tree trimming; laws and regulations governing the operation of motor vehicles on streets and highways; safety practices and procedures.

Ability to: Climb trees with or without the aid of spikes; work above the ground at varying heights; operate hand and power tools and equipment; operate a truck and other mobile equipment; understand and observe traffic laws and regulations; make minor emergency repairs to trucks; understand and follow oral and written instructions.

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This is an amendment (format change only) to the class specification for the class TREE TRIMMER-TRUCK DRIVER approved on January 11, 1985.

DATE APPROVED: April 23, 1991

/s/ Diana H. Kaapu  
for SHARON Y. MIYASHIRO  
Director of Personnel Services

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Class Specifications  
for the Class:

TRUCK DRIVER

Duties Summary:

Operates a truck of at least 1-1/2 ton factory-rated capacity but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Light Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons as a major work assignment; whereas the Light Truck Driver operates and maintains a truck having a factory-rated capacity of less than 1-1/2 tons or a passenger-type vehicle such as a sedan or station wagon as a major work assignment and may occasionally operate heavier trucks.

This class differs from that of Heavy Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks; whereas the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons and over or a tank truck having a capacity of over 1200 gallons as a major work assignment.

Examples of Duties:

Operates a truck representative of the class to haul gravel, rocks, dirt, sand, rubbish and other materials; operates a tank; truck appropriate to the class for watering landscaped areas, poisoning weeds and brush, or for applying bitumuls to pavement; may keep records of areas watered or sprayed with poison; transports personnel to and from work sites; operates or runs equipment attached to or mounted on trucks such as booms, air compressors and spraying equipment; checks trucks for gasoline, oil, water, and proper air pressure in tires, and tends to such

needs; services and makes minor emergency repairs to equipment; cuts grass and branches; cleans storm drains, and cleans debris from highways and other areas; spreads asphaltic concrete and rock in repairing pavement; may direct others in loading and unloading truck; or may operate tractor mowers, light trucks or other similar pieces of equipment; and may occasionally operate other types of motorized equipment or heavy trucks.

Knowledge, Skills, and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of this class; the capacity and uses of motorized equipment representative of this class; operational maintenance needs of motorized equipment representative of this class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; and hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and observe traffic laws and rules; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks, such as booms, generators, air compressors, and spraying equipment; understand and follow oral and written instruction; use common hand tools; observe mechanical defects and take steps to have such defects corrected; and perform lifting, carrying or other manual work typical of the class.

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This is an amendment (format change only) to the specification for the class TRUCK DRIVER approved on September 23, 1988.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO  
Director of Personnel Services



Specifications  
for the Class:

WELDER I

**Distinguishing Characteristics**

This class reflects the fully competent journey-level welder which performs skilled work in welding metal components together to fabricate and repair products using brazing and a variety of arc and gas welding equipment as a regular and continuing assignment, and may supervise one or more Welder Helpers or other helpers assisting in the work.

Welder I differs from the Welder Helper which performs duties that are essentially routine and repetitive, as well as manual and semi-skilled, in the welding of metal components together, and assists a Welder I in welding to fabricate and repair metal products.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Lays out, marks, and welds light and heavy gauge metals; brazes; repairs broken, cracked, or leaking fixtures and equipment; fills holes and increases size of metal parts; forms and fixes metal parts and sub-assemblies; welds radiators, truck frames, tanks, automotive bodies, and fabricated metal parts; hard-faces special parts such as shovel bucket teeth, grader blades, and other parts requiring a high degree of hardness; inspects welds; assembles metal preparatory to welding, and positions and clamps component parts preparatory to welding; sets up and regulates oxyacetylene and electric welding and cutting equipment; maintains and makes minor repairs on welding equipment; works from blueprints in the fabrication of special parts; estimates time and material needed; may assign tasks to other welders and supervise the work of helpers; and may perform work in other trades when not utilized as a welder.

**Knowledge and Abilities Required**

**Knowledge of:** Practices and methods in the welding trade, including safety procedures; the tools, equipment and materials used in oxyacetylene and electric welding and brazing, including the composition and properties of ferrous and non-ferrous metals used in welding and brazing.

Ability to: Operate oxyacetylene and electric welding equipment, and use other hand and power tools common to the welding trade; weld all types of joints and do cutting; read and interpret blueprints and sketches; recognize hazards typical of the work; estimate time and materials to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

### **MINIMUM QUALIFICATION REQUIREMENTS**

Experience and Training: Four (4) years of work experience in the use and care of brazing, welding and related equipment used in the welding trade; or any equivalent combination of training and experience.

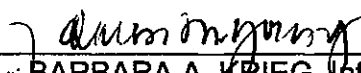
### **Physical and Medical Requirements**

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 specifications for the class WELDER I, which were approved on October 30, 1984.

DATE APPROVED: 2/27/2012

  
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BARBARA A. KRIEG, Interim Director  
Department of Human Resources Development

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Class Specifications  
for the Class:

GENERAL CONSTRUCTION AND MAINTENANCE SUPERVISOR I  
(GEN CONSTR & MTNCE SUPVR I)

**Distinguishing Characteristics**

This class reflects the first full supervisor level in the series.

A General Construction and Maintenance Supervisor I is the immediate supervisor of skilled trades workers, helpers, equipment operators, laborers and other unskilled and semi-skilled workers in the construction, maintenance, alteration and repair of buildings and other structures, paved areas, and electrical or plumbing systems; and may supervise the maintenance and repair of motorized equipment used in the work or maintenance of adjacent grounds and landscaped areas.

This class differs from the General Construction and Maintenance Supervisor II which supervises, through subordinate supervisors, a large work force of skilled trades workers, equipment operators, laborers and other unskilled and semi-skilled workers in the construction and maintenance of buildings and other structures, paved areas and electrical or plumbing systems, and the maintenance of equipment, grounds and other areas.

**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. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans, schedules, assigns, and inspects the work of a maintenance crew engaged in the construction, maintenance, alteration and repair of buildings, structures, roads and parking areas, electrical or plumbing systems, and related areas which may include airport runways, taxiways and plane parking areas; issues work orders for painting buildings, repairing and replacing floors, windows, partitions, doors and plumbing in buildings; inspects work performance; supervises the alteration, remodeling and renovation of buildings and offices; supervises the maintenance and repair of runway lights, beacons, obstruction lights, lighted wind indicators, taxi lights and emergency power plants; occasionally serves as an inspector on contractual work; supervises the maintenance of adjacent grassed and landscaped areas; supervises the maintenance and repair of electrical distribution systems, water distribution systems, water drainage

and sewage lines and steam and refrigeration plants; supervises the maintenance and repair of trucks and tractors; may supervise an inmate construction and repair crew engaged in the construction, maintenance and repair of buildings, electrical or plumbing systems, and other maintenance work as part of the vocational training program of a correctional institution; supervises clearing of brush and other heavy maintenance of grounds, trails and other areas; estimates costs and quantity of labor, materials, and equipment needed to do repair and maintenance work; submits requisitions for equipment, supplies and materials needed for alteration and repairs; checks work in progress and upon completion for conformance with prescribed standards and compliance with safety, building, electrical and fire regulations; computes estimates of time and cost of construction and maintenance projects; maintains material, time and work activities records; compiles and submits periodic operational reports; reads and interprets blueprints; and occasionally participates in the performance of maintenance and repair work activities.

#### **Minimum Qualification Requirements**

**Experience and Training:** Eight (8) years of work experience in performing a variety of work in the construction and maintenance of buildings, structures or electrical or plumbing systems, of which four (4) years shall have been as a fully competent skilled worker and including one (1) year of supervisory work experience which included the planning and scheduling of work of other fully competent workers, assigning and reviewing their work, providing training and evaluating their work performance; or any equivalent combination of training and experience.

**Knowledge of:** Practices and methods used in building construction and maintenance trades including carpentry, plumbing, electrical, masonry, and painting; tools, equipment and material used in the building construction and maintenance trades; applicable building, electrical and fire codes and regulations; safety practices, codes and fire and safety regulations; and principles and practices of supervision.

**Ability to:** Plan, lay out, assign, direct and coordinate the work of skilled trades workers and laborers; schedule the work of trades workers so as to accomplish building construction or repair effectively; inspect the work of trades workers and detect flaws or defects in work quality or materials; detect the malfunctioning of equipment and determine the necessary repairs required; read and interpret building plans and check construction or repair work for conformance thereto; estimate costs and quantities of labor, materials and equipment; give clear and concise oral and written instructions; maintain records and prepare operational reports; and maintain good working relationships with others.

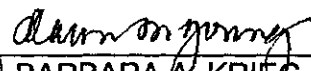
**Physical and Medical Requirements**

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 specifications for the class GENERAL CONSTRUCTION AND MAINTENANCE SUPERVISOR I, which were approved on December 6, 1984.

DATE APPROVED: 6/18/2012

  
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for BARBARA A. KRIEG, Director  
Department of Human Resources Development