

ALAN M. ARAKAWA
Mayor



DAVID J. UNDERWOOD
Director

CYNTHIA M. RAZO-PORTER
Deputy Director

COUNTY OF MAUI
DEPARTMENT OF PERSONNEL SERVICES

200 S. HIGH STREET * WAILUKU, MAUI, HAWAII 96793-2155
PHONE (808) 270-7850 * FAX (808) 270-7969

Website: www.mauicounty.gov/departments/Personnel • Email: personnel.services@mauicounty.gov

April 19, 2018

Mr. Sananda K. Baz
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Alan M. Arakawa
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable Riki Hokama
Chair, Budget and Finance Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Hokama:

SUBJECT: FISCAL YEAR ("FY") 2019 BUDGET (PS-8)(BF-1)

We are in receipt of your communication (PS-8) (BF-1), which requests class specifications and position descriptions for Painter I and Building Maintenance Repairer I positions.

Attached for your reference are copies of class specifications and position descriptions for the Building Maintenance Repairer I and the Painter I positions.

Request: *"Explain whether a Building Maintenance Repairer I can also perform painting tasks."*

The Building Maintenance Repairer I is a journey level position that performs a variety of skilled building maintenance and repair tasks relative to the upkeep of buildings and other structures. Positions assigned to the Building Maintenance Repairer I class may perform painting tasks, however, as reflected in the position description it is not a primary assignment. Whereas, the Painter I is a journey level position that performs skilled painting work as a primary assignment, and may perform services in other building trades when not engaged in painting.

OFFICE OF THE
COUNTY COUNCIL

2018 APR 20 AM 9:13

RECEIVED

Honorable Riki Hokama

April 19, 2018

Page 2

I hope this addresses your request. If you have any questions, please feel free to contact me at extension 7850.

Sincerely,

A handwritten signature in black ink, appearing to read 'DU', written in a cursive style.

DAVID UNDERWOOD

Director of Personnel Services

cmrp

Attachments

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART I

Class Specification
for the Class:

BUILDING MAINTENANCE REPAIRER IDuties Summary:

Performs a variety of skilled maintenance and repair tasks relative to the upkeep of buildings and other structures and the equipment and facilities housed therein; and performs other related duties as required.

Distinguishing Characteristics:

This is the journey person class in the Building Maintenance Repairer series. This class differs from that of Building Maintenance Helper in that the Building Maintenance Repairer I performs a variety of skilled building trades work independently, whereas the Building Maintenance Helper performs semi-skilled and manual tasks incidental to the various building trades.

This class differs from that of Building Maintenance Repairer II in that the Building Maintenance Repairer I performs maintenance and repair work in the upkeep of buildings, structures and equipment housed therein; whereas the Building Maintenance Repairer II supervises and participates in the maintenance and repair of buildings, structures and equipment housed therein.

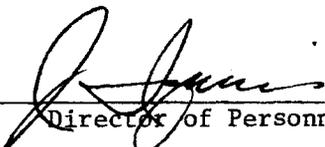
Examples of Duties:

Checks buildings, equipment and grounds to locate conditions indicating the need for repair and maintenance work; makes building repairs including patching roofs, cutting and replacing glass, replacing screens, rehanging doors, replacing and repairing locks, repairing and patching cement floors, walks, drives and foundations; installs and removes shelves, partitions and cabinets; repairs and makes office furniture, doors, tables and chairs; repairs and paints doors, windows, furniture and new constructions; performs woodwork such as building forms for concrete, building and repairing fences and gates, replacing parts in fixtures and furniture and moving and installing partitions; replaces broken pipes; cleans plugged drains; replaces gaskets and washers; installs and maintains sprinkler systems and wash basins; mixes mortar and builds walls; services, lubricates, regulates and repairs such equipment as water heaters, refrigerating and air-conditioning units, electrical water coolers, electrical motors, pumps, and kitchen and laundry equipment; fabricates articles from steel, sheetmetal and pipes; estimates cost, time and materials needed for repair and maintenance work to be performed; reports need for major repairs; uses a variety of hand tools and some power equipment in the performance of work; may operate a vehicle in the transportation of materials and men.

#####

This is an amendment to the specification for the class, BUILDING MAINTENANCE REPAIRER, which was approved on August 23, 1974, effective June 16, 1979.

APPROVED: October 24, 1980


Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART II

Minimum Qualification Specification
for the class:

BUILDING MAINTENANCE REPAIRER I

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and four years of experience involving the maintenance and repair of buildings and equipment housed therein under skilled maintenance personnel.

License Requirements: Possession of a valid motor vehicle operator's license (Type 3).

Knowledge of: practices, tools, equipment and materials used in the various building trades of carpentry, plumbing, masonry, painting and mechanical repair; occupational hazards and safety practices and procedures.

Ability to: determine need for repairs involving a variety of building trades; use hand and power tools utilized in the various trades; install plumbing fixtures; read and interpret blueprints and sketches; estimate time and material needed to perform a job; make mechanical repairs to equipment and appliances which are part of a building or other structure; understand and follow oral and written instructions.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for the performance of the duties.

Physical Effort Grouping: Heavy

#

This is an amendment to the minimum qualification specification for the class, BUILDING MAINTENANCE REPAIRER I, approved August 23, 1974, amended and retitled June 16, 1979, amended April 23, 1992, effective November 1, 1993.

APPROVED: November 5, 1993


Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES COUNTY OF MAUI POSITION DESCRIPTION	Dept.: <u>POLICE</u> Div.: <u>SUPPORT SERVICES BUREAU</u> Section: <u>TECHNICAL SERVICES</u> Physical Location: <u>Wailuku</u>
---	--

1. Pos. No. <u>PD-0422</u> Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Pt-time <input type="checkbox"/>	2. PRESENT CLASS <u>Building Maintenance Repairer I</u> SR: <u>BC-09</u> 3. Incumbent's Name:
--	--

4. Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review ()

Recommended Allocation: CLASS: For ADA Requirement SR: BC-09

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

DM NO. 035

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2x11) and list the duties thereon and attach to this Form.

See attached.	% of Time
---------------	-----------

FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc () Realloc () No Change () Other: <u>ADA Only</u>			
CLASS: <u>7A.020 Building Maintenance Repairer I</u>	SR: <u>BC-09</u>		
See Audit Rpt No. <u>ADA ONLY</u>	Study By <u>[Signature]</u>	Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: <u>8/22/05</u>		Pass () Fail () Score: _____	
EFFECTIVE DATE: <u>8/22/05</u>	APPROVED: <u>[Signature]</u>	Date: <u>8/22/05</u>	

7. **Supervision Received** (Give name and title of immediate supervisor):

Name:

Title: **Captain of Technical Services**

8. **Responsibilities of the Position:**

a. **Supervisory Responsibilities** (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
None		

b. **Other Responsibilities** (Describe responsibilities not shown in 6 or 8a):

See attached.

c. **Tools and Equipment** (List tools and equipment used or operated):

See attached.

d. **Hazards, Hardship, etc.** (List and describe any unusual working conditions):

Possible shift work.

e. **List Licenses or Certificates Held:**

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

10. **Statement of Immediate Supervisor**

a. **Comment on the statements made by employee** (Indicate exceptions or additions):

b. **Describe the nature and extent of supervision you exercise over this position:**

c. **Indicate the qualifications absolutely necessary to perform the duties of this POSITION:** (The educational level, kind and length of work experience, physical requirements):

d. **License and/or Certificates Required:**

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

13. **Statement of Department Head:**

a. **Indicate and comment on any inaccuracies or disagreements:**

b. **Comment on qualifications indicated by Immediate Supervisor in 10-c above:**

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head:

Chief of Police

Date: **7/25/05**

**BUILDING MAINTENANCE REPAIRER I
(BC-09)**

POSITION PURPOSE:

To maintain in good working order, the facilities of the Hale Makai police building and grounds, insuring timely repair, replacement, removal or installation of relatively simple hardware items and their related components.

SCOPE & DIMENSION:

There are no subordinates which report to or are accountable to the position holder.

REPORTS TO:

Captain of the Technical Services Division

AS DO:

Motor Pool Coordinator
Records and Identification Manager
Radio Shop Coordinator

DUTIES SUMMARY:

Performs a variety of skilled and semi-skilled maintenance and repair tasks relative to the upkeep of buildings and landscaped areas, not to include gardening and other lawn maintenance functions.

DISTINGUISHING CHARACTERISTICS:

The position of Building Maintenance Repairer I is unique in that it entails a combination of interior and exterior building maintenance as well as outdoor grounds maintenance. There is no comparable position which performs similar dual functions.

POSITION DESCRIPTION:

Under the general supervision of the Captain of Technical Services, this position will participate in a variety of maintenance and repair tasks relative to the upkeep of buildings and other structures and equipment and facilities of the Maui Police Department located at 55 Mahalani Street; and performs other related duties as required.

- a. Checks and inspects buildings, structures, equipment and facilities to determine maintenance needs; participates in estimating material and labor costs for maintenance jobs. 20%
A

- b. Participates in the repairing, replacing, installing or the construction of floors, windows, partitions, doors, locks, roofs, fences, gates, walks, driveways, foundations, sprinkler system gaskets, washers, electrical and plumbing fixtures, cabinets, shelves, forms for concrete, etc. **A** 30%
- c. Participates in the servicing, lubricating, regulating and repairing of such equipment as water heaters, refrigerating and air-conditioning units, electrical water coolers, electrical motors and pumps, etc. **A** 5%
- d. Participates in the painting of doors, walls, floors and furniture. **A** 5%
- e. Participates in the fabrication of articles from steel, sheet metal and pipes; participates in the layout, assembling and maintenance of set-up equipment for public events. Assembles scaffolds, chairs, stages, booths, theater equipment, etc; and may participate in the construction set-ups. **A** 10%
- f. Uses a variety of hand and power tools and equipment in the performance of work; may operate a vehicle in the transportation of materials and personnel. **A** 25%
- g. Performs holiday, evening, and weekend work as required; performs other related duties as required. 5%

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION	Dept: <u>Parks and Recreation</u>
	Div: <u>Recreation & Support Services</u>
	Section: <u>Recreation-West</u> Physical Location: <u>Lanai</u>

1. Pos. No. <u>PR-0156</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> PT-time _____	2. PRESENT CLASS <u>Laborer II</u> SR: <u>BC-03</u>
3. Incumbent's Name: _____	

4. Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review ()

Recommended Allocation: CLASS: Building Maintenance Repairer I SR: BC-09

5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

Reg. 02270

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.

See Attached	% of Time
--------------	-----------

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc () Realloc () No Change () Other: _____

CLASS: 7A.020 BUILDING MAINTENANCE REPAIRER I SR: BC-09

See Audit Rpt No. 2018-184 Study By: CB Alloc Notice No. _____

Non-Comp Exam Req: Date Admn: _____ Pass () Fail () Score: _____

EFFECTIVE DATE: 4/1/2018 APPROVED: [Signature] DATE: 3/29/2018

7. **Supervision Received** (Give name and title of immediate supervisor):

Name: Edward Curimao

Title: Park Maintenance Supervisor

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
-------------	--------------	------------------------------

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

Valid Drivers License

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor: *[Signature]*

Date:

3/8/18

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head: *[Signature]*

Date:

3/8/18

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head: *[Signature]*

Date:

3/9/18

POSITION DESCRIPTION
BUILDING MAINTENANCE REPAIRER I (BC-09)

DUTIES SUMMARY:

Performs a variety of skilled maintenance and repair tasks relative to the upkeep of buildings and other structures and the equipment and facilities housed therein; and performs other related duties as required.

DUTIES OF THE POSITION

Performs the following duties and responsibilities:

1. Repairs and renovates parks facilities and equipment, including but not limited to: (a)
(b) 70 %
 - a. Makes building, pavillion and other facility repairs including roof repairs; cutting and replacing glass and mirrors; repairing and replacing screens; repair and replace doors and door jambs, hardware, and locks; repair cement floors, foundations, and etc; repairs shelving, closets and other woodwork.
 - b. Performs woodwork, building forms for concrete work, building shelves, partitions, cabinets, office furniture, doors, tables, and chairs. Also responsible for installation of proper operations of each.
 - c. Replaces electrical fuses, fixtures, switches, including existing light fixtures and timers, wall switches and outlets. Have ability to troubleshoot and repair electrical systems and fixtures, including but not limited to, small transformers, ballasts, and bulbs. Inspects existing electrical fixtures for safe operating conditions. Installs new electrical outlets.
 - d. Replaces broken pipes, clean plugged drains, replaces gaskets and washers, installs and maintains sprinkler systems, washbasins, toilets, urinals, drinking fountains and shower fixtures. Have ability to troubleshoot irrigations systems and repair and replace manual and automatic valves, irrigation heads, irrigation timers, prvs, valve diaphragms and pipes.
 - e. Services and repairs equipment such as water heaters, refrigerating and air-conditioning units, water coolers, electrical motors, pumps, kitchen equipment and office equipment. Have ability to work with copper and galvanized, pvc and schedule pipes. Have basic knowledge and ability to solder, glue, thread, and do minor repairs to same.
 - f. Repairs fences, gates, storage cages. Mixes mortar and builds walls, fabricates articles from steel, sheetmetal and pipes.
 - g. Uses a variety of hand tools and some power equipment in the performance of work.

Requires, for example, lifting, bending, twisting, and reaching; knowledge of the construction/repair of buildings, equipment, steel work; and the wearing of required protective equipment. May require climbing a ladder.

2. Checks and inspects building, structures, equipment and facilities to determine maintenance needs. Classifies each need in priority of importance. Orders necessary materials and equipment. Consults with District Supervisors on special needs of

Page 2 of 2

Position Description

Building Maintenance Repairer I

repairs. Prepares necessary order forms. Estimates cost, time of repairs. Assesses material left over of removed from jobs to see if they can be recycled into current projects. (a)(b) 20 %

Requires, for example, lifting bending, twisting, and reaching; knowledge of building codes; and proper equipment operations.

3. Supervises temporary labor personnel and volunteers and performs other related duties as required. May operate a vehicle in the transportation of materials and workers. (a)(b) 10 %

Requires, for example, lifting, bending twisting and reaching; and the ability to supervise temporary help and operate a motor vehicle.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION	Dept <u>Parks and Recreation</u>
	Div <u>Recreation and Support Services</u>
	Section <u>Central</u> Physical Location <u>Central Complex</u>

1. Pos. No. <u>PR-0460</u>	2. PRESENT CLASS <u>Half Time Park Caretaker</u> SR <u>BC03</u>
Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/>	
Full-time <input type="checkbox"/> Pt-time <input checked="" type="checkbox"/>	

3. Incumbent's Name. Vacant

4 Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review ()

Recommended Allocation. CLASS. Full Time Building Maintenance Repairer SR BC09

5 Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved)
DM 477

6 Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.

	% of Time
*****See Attached Position Description*****	

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN Initial Alloc () Realloc () No Change () Other ()

CLASS 7A.020 Building Maintenance Repairer I SR BC-09

See Audit Rpt No 2013-181 Study By CR Alloc Notice No _____

Non-Comp Exam Req _____ Date Admin _____ Pass () Fail () Score _____

EFFECTIVE DATE: 2/16/2013 APPROVED: [Signature] DATE: 4/4/2013

7 **Supervision Received** (Give name and title of immediate supervisor)

Name Sheryl Sumera

Title Maintenance Supervisor

8 **Responsibilities of the Position:**

a Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
-------------	--------------	------------------------------

b Other Responsibilities (Describe responsibilities not shown in 6 or 8a)

c Tools and Equipment (List tools and equipment used or operated):

d Hazards, Hardship, etc (List and describe any unusual working conditions):

e List Licenses or Certificates Held

Possession of a valid motor vehicle operator's license. (Type 3).

9 **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete

Signature of Employee

Date

10 **Statement of Immediate Supervisor**

a Comment on the statements made by employee (Indicate exceptions or additions)

b Describe the nature and extent of supervision you exercise over this position

c Indicate the qualifications absolutely necessary to perform the duties of this POSITION (The Educational level, kind and length of work experience, physical requirements)

d License and/or Certificates Required

11 **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete

Signature of Immediate Supervisor

[Handwritten Signature]

Date

01/25/13

12 **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete

Signature of Division Head

[Handwritten Signature]

Date

1.30.13

13 **Statement of Department Head:**

a Indicate and comment on any inaccuracies or disagreements

b Comment on qualifications indicated by Immediate Supervisor in 10-c above

14 **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete

Signature of Department Head

[Handwritten Signature]

Date

2/4/13

POSITION DESCRIPTION
BUILDING MAINTENANCE REPAIRER I (BC-09)

DUTIES SUMMARY:

Performs a variety of skilled maintenance and repair tasks relative to the upkeep of buildings and other structures and the equipment and facilities housed therein; and performs other related duties as required.

DUTIES OF THE POSITION

Performs the following duties and responsibilities:

1. Repairs and renovates parks facilities and equipment, including but not limited to: (a)
(b) 70 %
 - a. Makes building, pavilion and other facility repairs including roof repairs; cutting and replacing glass and mirrors; repairing and replacing screens; repair and replace doors and door jambs, hardware, and locks; repair cement floors, foundations, and etc; repairs shelving, closets and other woodwork.
 - b. Performs woodwork, building forms for concrete work, building shelves, partitions, cabinets, office furniture, doors, tables, and chairs. Also responsible for installation of proper operations of each.
 - c. Replaces electrical fuses, fixtures, switches, including existing light fixtures and timers, wall switches and outlets. Have ability to troubleshoot and repair electrical systems and fixtures, including but not limited to, small transformers, ballasts, and bulbs. Inspects existing electrical fixtures for safe operating conditions. Installs new electrical outlets.
 - d. Replaces broken pipes, clean plugged drains, replaces gaskets and washers, installs and maintains sprinkler systems, washbasins, toilets, urinals, drinking fountains and shower fixtures. Have ability to troubleshoot irrigations systems and repair and replace manual and automatic valves, irrigation heads, irrigation timers, prvs, valve diaphragms and pipes.
 - e. Services and repairs equipment such as water heaters, refrigerating and air-conditioning units, water coolers, electrical motors, pumps, kitchen equipment and office equipment. Have ability to work with copper and galvanized, pvc and schedule pipes. Have basic knowledge and ability to solder, glue, thread, and do minor repairs to same.
 - f. Repairs fences, gates, storage cages. Mixes mortar and builds walls, fabricates articles from steel, sheetmetal and pipes.
 - g. Uses a variety of hand tools and some power equipment in the performance of work.

Requires, for example, lifting, bending, twisting, and reaching; knowledge of the construction/repair of buildings, equipment, steel work; and the wearing of required protective equipment. May require climbing a ladder.

2. Checks and inspects building, structures, equipment and facilities to determine maintenance needs. Classifies each need in priority of importance. Orders necessary materials and equipment. Consults with District Supervisors on special needs of

Page 2 of 2
Position Description
Building Maintenance Repairer I

repairs. Prepares necessary order forms. Estimates cost, time of repairs. Assesses material left over or removed from jobs to see if they can be recycled into current projects. (a)(b) **20 %**

Requires, for example, lifting bending, twisting, and reaching; knowledge of building codes; and proper equipment operations.

3. Supervises temporary labor personnel and volunteers and performs other related duties as required. May operate a vehicle in the transportation of materials and workers. (a)(b) **10 %**

Requires, for example, lifting, bending twisting and reaching; and the ability to supervise temporary help and operate a motor vehicle.

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART I

Class Specification
for the Class:

PAINTER I

Duties Summary:

Performs skilled painting work in preparing a variety of surfaces for painting and applying paint and other decorative and protective coatings by brush or spray gun; and performs other related duties as required.

Distinguishing Characteristics:

This is the journeyman class in the Painting series. This class differs from that of Painter Helper in that the Painter I performs skilled work in the application of paints and protective coatings to a variety of surfaces; whereas the Painter Helper works under the supervision of a skilled painter or performs simple painting independently.

This class differs from that of Painter II in that the Painter I performs skilled painting work and may supervise the work of painters and helpers from time to time; whereas the Painter II supervises painters, helpers and others on a continuing basis and participates in painting work.

Examples of Duties: (The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.)

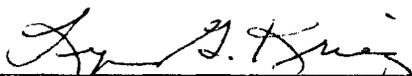
- Applies paint, varnishes, stains, lacquers, and enamels by brush or spray gun to building exteriors and interiors, furniture, cement and other surfaces;
- Estimates time and materials needs;
- Erects scaffolding and removes or covers objects to prevent their becoming splattered with paint;
- Prepares surfaces for painting by scraping, burning, sanding or washing and by puttying nail holes and cracks;
- Makes minor repairs to surfaces preparatory to painting;
- Cleans brushes and other painting equipment;
- May mix paints;

- May assign tasks to other painters and supervise the work of helpers;
- May perform services in other building trades when not engaged in painting.

#####

This is an amendment to the specification for the class PAINTER I which was retitled October 21, 1974, from PAINTER approved on July 10, 1957, effective April 10, 2006.

APPROVED: April 10, 2006



Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI

PART II

Minimum Qualification Specification
for the Class:

Painter I

Minimum Qualification Requirements:

Training and Experience: A combination of education and experience substantially equivalent to graduation from high school and three years of experience as an apprentice or helper under a journeyman painter.

Knowledge of: Practices, tools, and equipment used in applying paints, varnishes, stains, lacquers and enamels and other painting materials; methods of cleaning brushes and other painting equipment; methods of preparing surfaces for the application of paint and other similar coverings; methods of preparing and preserving different painting materials; occupational hazards and safety precautions of the trade.

Ability to: Work from riggings and scaffolds; estimate time and materials needed to perform a job; understand and follow oral and written instructions.

Health and Physical Condition:

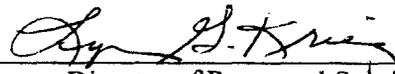
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for the performance of the duties.

Physical Effort Grouping: Heavy

#####

This is an amendment to the minimum qualifications specification for the class PAINTER I which was retitled October 21, 1974, from PAINTER approved on July 10, 1957, effective April 10, 2006.

APPROVED: April 10, 2006



Director of Personnel Services

DEPARTMENT OF PERSONNEL SERVICES COUNTY OF MAUI POSITION DESCRIPTION	Dept.: <u>Environmental Management</u> Div.: <u>Waste Water</u> Section: <u>Operations</u> Physical Location: <u>Kihei</u>
---	--

1. Pos. No. <u>DE-0214</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____	2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: <u>Vacant</u>
--	--

4. Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review ()

Recommended Allocation: CLASS: Painter I SR: BC-09

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

FY 09 Budget Approved Postion DM No. 286

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2 x 11) and list the duties thereon and attach to this Form.

Please See Attachment	% of Time
-----------------------	-----------

RECEIVED
 DEPARTMENT OF PERSONNEL SERVICES
 119 PM 3-07
 11/1/09

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc () Realloc () No Change () Other: _____

CLASS: 7E.010 Painter I RRX BC-09

See Audit Rpt No. 2009-088 Study By IS Alloc Notice No. _____

Non-Comp Exam Req: Date Admn: _____ Pass () Fail () Score: _____

EFFECTIVE DATE: 1/1/09 APPROVED: [Signature] Date: 12/29/08

7. **Supervision Received** (Give name and title of immediate supervisor):

Name: Deborah Shulman

Title: WWTP Maintenance Coordinator

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc. (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The educational level, kind and length of work experience, physical requirements):

A combination of education and experience substantially equivalent to graduation from high school and three years of experience as an apprentice or helper under a journeyman painter.

d. License and/or Certificates Required:

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:



Date: 12-12-08

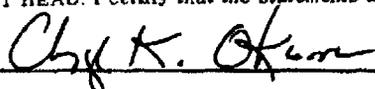
13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above:

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head:



Date: 12-12-08

PAINTER I
(DE- 0214)

DUTIES SUMMARY:

Performs planning, organization, maintaining of materials and inventory and skilled painting work in preparing a variety of surfaces for painting and applying paint and other protective coatings by brush or spray gun; and perform other related duties as required.

DUTIES OF THE POSITION:

Under the supervision of the Central Maintenance Section, subject position performs the following duties:

1. Applies paints, epoxies, varnishes, stains, lacquers and enamels by brush or spray gun to building exteriors and interiors, motors, piping, valves, pumps, portable rolling equipment, vehicles, cement, steel and other surfaces; 80% (a, b)
 - a. Utilizes the Divisions maintenance management system to plan, track and document all work orders performed. Estimates and documents time and material needed; 10% (a)
 - b. Erects scaffolding and removes or covers objects to prevent being splattered with paint;
 - c. Prepares surfaces for painting by scraping, needle gunning, sand blasting, burning, sanding, or washing and by puttying nail holes and cracks;
 - d. Cleans grease, dirt, dried concrete, old paint, and rust from equipment, using solvent, water, rags, brushes, sand blasting equipment, pneumatic wire brush and chipping hammer.
 - e. Makes minor repairs to surfaces preparatory to painting;
 - f. May mix paints; and may assign tasks to other painters and supervise the work of helpers.
 - g. Cleans brushes and other painting equipment;
 - h. Operate equipment such as, sprayers, sandblasters, compressors, pneumatic wire brushes, and other related painting equipment.

2. May assist in other trades in Central Maintenance and/or the Wastewater Treatment Facilities when not engaged in painting. 10% (a)

DEPARTMENT OF PERSONNEL SERVICES
COUNTY OF MAUI
POSITION DESCRIPTION

Dept.: Parks & Recreation

Div.: Maintenance

Section: Construction/Maintenance Physical Location: Central Wailuku Bsyd

1. Pos. No. PR-0068

Perm Temp

Full-time Pt-time

2. PRESENT CLASS Painter II

SR: WS-09

3. Incumbent's Name: VACANT

4. Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review ()

Recommended Allocation: CLASS: Painter I

SR: BC-09

5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

DM No. 327

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2 x 11) and list the duties thereon and attach to this Form.

See Attached Sheet

% of Time

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc () Realloc () No Change () Other:

CLASS: 7E010 PAINTER I

SR: BC-09

See Audit Rpt No. 2006-124 Study By CS Alloc Notice No. _____

Non-Comp Exam Req: Date Admn: _____ Pass () Fall () Score: _____

EFFECTIVE DATE: 2/16/06

APPROVED: J. Anon

Date: 4/3/06

7. **Supervision Received** (Give name and title of immediate supervisor):

Name: **Wayne Rodrigues**

Title: **General Construction Maintenance Supervisor II**

8. **Responsibilities of the Position:**

a. **Supervisory Responsibilities** (List names, titles and nature of supervision given):

Name

Title

Nature of Supervision

b. **Other Responsibilities** (Describe responsibilities not shown in 6 or 8a):

c. **Tools and Equipment** (List tools and equipment used or operated):

Brushes, Spray Gun, Scaffolds, Sanding Machine, Pressure Washer, Scrapers, Apparatus relevant to painting

d. **Hazards, Hardship, etc.** (List and describe any unusual working conditions):

Be able to climb scaffolds, and work at high elevation

e. **List Licenses or Certificates Held:**

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee:

Date:

10. **Statement of Immediate Supervisor**

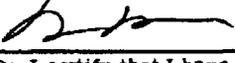
a. **Comment on the statements made by employee** (Indicate exceptions or additions):

b. **Describe the nature and extent of supervision you exercise over this position:**

c. **Indicate the qualifications absolutely necessary to perform the duties of this POSITION:** (The educational level, kind and length of work experience, physical requirements):

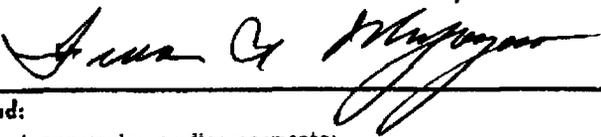
d. **License and/or Certificates Required:**

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor: 

Date: **1/12/06**

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head: 

Date: **1/12/06**

13. **Statement of Department Head:**

a. **Indicate and comment on any inaccuracies or disagreements:**

b. **Comment on qualifications indicated by Immediate Supervisor in 10-c above:**

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head: 

Date: **1/12/06**

**Painter I
(PR-0068)**

Duties Summary:

Performs skilled painting work in preparing a variety of surfaces for painting and applying paint and other decorative and protective coatings by brush or spray gun; and performs other related duties as required.

Duties of the Position:

Under the supervision of the Painter II, subject position performs the following duties:

1. Applies paints, varnishes, stains, lacquers, and enamels by brush or spray gun to building exteriors and interiors, furniture, cement, steel and other surfaces **90% (a, b)**
 - a. Estimates time and materials needed;
 - b. Erects scaffolding and removes or covers objects to prevent being splattered with paint;
 - c. Prepares surfaces for painting by scraping, burning, sanding, or washing and by puttying nail holes and cracks;
 - d. Makes minor repairs to surfaces preparatory to painting;
 - e. May mix paints; and may assign tasks to other painters and supervise the work of helpers.
 - f. Cleans brushes and other painting equipment;

2. May assist in other building trades when not engaged in painting. **10%**

Requires, for example, the knowledge of practices, tools and equipment used in applying paints, varnishes, stains, lacquers, and enamels and other painting methods of preparing surfaces for the application of paint and other similar coverings; methods of preparing and preserving different painting materials; occupational hazards and safety precautions of the trade.

Requires, for example, the ability to reach, stoop, twist, climb, work at high elevations from riggings and scaffolds, be able to lift 40 pounds, and understand and follow oral and written instructions.