

# POSITION DESCRIPTION

March 6, 2013

## I. IDENTIFYING INFORMATION

Position Number: 10610  
Current Class Title: Architect V  
Proposed Class Title: Engineer (Buildings) V / Architect V  
Department of: Accounting and General Services  
Division: Public Works  
Branch: Project Management  
Section: B  
Geographic Location: Downtown Honolulu, Oahu, Hawaii

## II. INTRODUCTION

The Public Works Division, Department of Accounting and General Services, comprises six (6) branches, one of which is the Project Management Branch. The branch is responsible for and carries out a broad program of administering and managing the design contracts for construction (including public buildings and site improvement projects) and furniture and equipment acquisition contracts for a multitude of state agencies located within the state.

The branch is divided into two sections, Section A and Section B, each headed by an Engineer (Buildings) VI. Work is divided equally between the two sections, generally by geographical location of the projects and/or agencies.

The function of the section is to implement and manage Statewide Capital Improvement Program Design and Construction Projects, as well as repair and alteration projects, assigned to and undertaken by private consultants.

The primary purpose of this position is to assume responsibility for the efficient, effective, timely, and quality completion of all projects assigned to the position from the initial project authorization through management and coordination of activities required to complete the plans, specifications and estimates of all projects under contract to consultants; and also the various activities during planning, bidding, and construction.

## III. MAJOR DUTIES AND RESPONSIBILITIES

### A. Overall Coordination Activities 35%

Coordinates and oversees the work of consultants on projects for various user agencies [1][3]. The types of projects (scope) are not limited to buildings and may include projects that are primarily electrical, mechanical, civil, structural, environmental, planning, etc. in nature. In this function, the Engineer V will meet

and discuss the project with the user and consultant(s) to establish the project scope and develop the project budget and time schedules using his/her professional knowledge and judgment in arriving at a reasonable scope, budget, and time schedule [1,3].

B. Project Activities During Planning Phase 5%

Provides input on Planning Branch=s projects, such as master plans, project development reports, and other types of planning studies.

C. Project Activities During Design Phase 35%

Prepares computations for consultant's fee negotiations, utilizing established methods, guidelines and/or professional judgment [1,3]. Negotiates fee and terms and conditions with consultants and drafts contracts for execution [1][3]. Negotiations take into consideration factors such as project complexity, budgeting constraints, cost effectiveness and the State=s interest.

Administers approved consultant contracts assigned to him/her to ensure that the cost and time limitations as well as other contractual requirements are met [1][3]. The administration process includes the review of all contract documents submitted by plans, specifications, and estimates at the various stages (Schematics, Preliminary, and Final) to ensure adherence to requirements of the project scope, completeness, technical adequacy, functionality, and compliance with County ordinances, State and Federal requirements, statutes, rules and regulations [1][3].

Reviews the plans, specifications, and estimates from a technical standpoint using his/her professional expertise and judgment to examine and evaluate the consultants= recommendations on the use of various structural systems, materials and construction methods, and sequences to ensure that the final design will produce a facility which will satisfy the user agency=s program requirements at the most reasonable cost [1][3].

D. Permitting and Bidding Phase Activities 5%

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous special requirements or approvals such as special use permits, special management area permits, environmental assessment and impact statements, special design districts and zoning changes, land use changes, easement and land issues;

participates in and/or prepares testimony for public hearings, County plan review use and site plan review, variances and waivers with Federal, State and County agencies having jurisdiction; and many more considerations which vary with each project [1][3].

Reviews all consultants' recommendations on substitution requests to see that proper evaluations are being made by the consultants. Also checks all addenda prepared by consultants for conformance to DAGS policies prior to issuance [1][3].

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous permits or approvals such as building permits, grading permits, National Pollutant Discharge Elimination System permits, historic review approvals, Disabilities and Communication Access Board reviews, planning type permits mentioned in paragraph B above with Federal, State and County agencies having jurisdiction, and many more considerations which vary with each project.

Prepares bid analysis data after bids are opened and, based on his/her experience and professional judgment, recommends award or rejection of bids. Also informs the User Agency to apprise them of bid results and final scope of work to be included in the award to the contractor [1][3].

E. Construction Phase Activities 15%

Conducts inspection of facilities under construction during certain critical stages to see that intent of the design is carried out according to plans and specifications and assists the Construction Management Branch in resolving certain construction problems. Accompanies the Construction Management Branch personnel in conducting the final inspection of the facility and other inspections as required. Also attends Owner/Architect/Contractor (OAC) meetings when applicable to the project and other meetings as required [1][3].

F. Miscellaneous Activities 5%

Drafts replies to all letters pertaining to projects for signature by the Branch Chief, Public Works Administrator, Comptroller or Governor [1][3].

Drafts appropriate responses to members of the general public, government and community requests, comments and concerns on various items for the Governor, State Comptroller, or Public Works Administrator [1][3].

Operates a motor vehicle and travels to neighbor islands to get to project sites and to attend meetings outside of the office [1][3].

Reviews consultants= requests for payment to ensure all conditions set forth in the contract have been satisfied, and provides recommendation to the supervisor for appropriate action [1][3].

Performs other related duties as required [1][2].

**Reasons:**

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:**

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function, the consequences of not requiring a person in this job to perform a function, the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs, and the nature of the work operations based on organization structure.

**IV. CONTROLS OVER THE POSITION**

A. Supervisor:

Position Number: 12689 Class Title: Engineer (Buildings) VI

General guidance given on desired program results. The position has wide latitude for independent action within the scope of responsibility and seeks the supervisor=s assistance where the resolution of the problem(s) may affect the assigned projects. The supervisor reviews completed assignments in terms of acceptability in accordance with Branch and Division policies and furtherance of Branch and Division goals.

B. Nature of Available Guidelines Controlling the Work:

The position is guided by applicable local, state, and federal laws, rules, regulations, and ordinances; departmental, divisional and branch policies and procedures; procurement laws, policies and procedures; and appropriate technical manuals and guidelines.

Although procedural guides cover the various aspects of most assignments, the complexity of most projects dictates the necessity for allowing a wide latitude of discretion in dealing with technical and functional aspects of the work. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing the assigned project. When the available guidelines are inadequate, the employee is expected to use initiative, originality, and judgment in the interpretation, application, and adaptation of standard guides to varying situations, and in devising alternative solutions to unusual problems.

V. **REQUIRED LICENSES, CERTIFICATES, ETC.**

Valid registration as a licensed professional Engineer and a valid license to operate a motor vehicle in the State of Hawaii (Type 3 Driver=s License).

VI. **RECOMMENDED QUALIFICATIONS**

A. Knowledge of: Principles and practices of engineering and construction practices in order to determine the acceptability of Consultants' work and/or to develop plans meeting professional standards; laws, rules, regulations, and policies and procedures relating to public procurement and as applicable to the Project Management Branch. Working knowledge of federal, state and local permit and statutory requirements; personal computers and related software applications for word processing, spreadsheets, database, scheduling, and accessing the Internet.

B. Skills/Abilities to: Operate in a very dynamic and progressive field where changes are constantly occurring; keep abreast of changes such as new materials and methods, technological changes, environment and health concerns such as asbestos, lead and mercury paint, underground storage leakage mitigation, and energy conservation; correlate extensive technical background of experience in engineering theories and practices; communicate effectively in writing and orally; represent the State at public hearings and meetings; work with a variety of individuals, occasionally dealing with difficult or confrontational issues; set scope, budget and delivery schedules, analyze

risk factors (price, design capability, construction capability, design errors, user problems, time frames, etc.); apply project software and methodology; monitor and interpret project cost information for decision-making and presentations; arrive at a reasonable scope, budget, and time schedule; conduct in-depth analytical, computational, organizational and time management skills to handle various projects; remain flexible in a demanding work environment and adapt to rapidly changing priorities, and to work beyond normal work hours when required; conceptualize new ideas quickly.

- C. Education: Refer to minimum qualification specifications for the Engineer Series.
- D. Experience: Refer to the minimum qualification specifications for the Engineer Series.

## **VII. TOOLS, EQUIPMENT AND MACHINES**

Position requires ability to operate/use a vehicle, computer, printer, copy machine, camera and other tools, equipment and machines that may become necessary to complete a project assignment.

**Selective Certification Requirement**  
**(Driver's License, Type 3)**

I. Position Identification

Dept:	<u>Acctg &amp; Gen Svcs</u>	Pos Nos:	<u>10610</u>	Division:	<u>Public Works</u>
Title:	<u>Engineer V</u>			Branch:	<u>Project Management</u>
Worksite:	<u>Honolulu, Oahu, Hawaii</u>			Section:	<u>B</u>
	<u>(Specific Geographic Location)</u>			Unit:	<u>-</u>

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 (describe): The position must possess a valid Hawaii State driver's license to get to project or meeting sites as they may not be within walking distance from the office or on public transportation routes, and time is of the essence.

- a. Frequency of trips Daily or as needed.
- b. Destination of trips Project or meeting sites which are not within walking distance from the office or on public transportation routes. May also be on neighbor islands.
- c. Purpose of trips To meet with consultants, users and others and to make inspections.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
- e. (1) Is alternative public transportation available?  Yes  No  
(2) Reason for use of vehicle if public transportation is available  
Time is of the essence and not all destinations are on public transportation routes.
- f. (1) Are other staff available to perform the driving?  Yes  No  
(2) Reason for selection of this position if other staff are available

Task 2(describe): \_\_\_\_\_

- a. Frequency of trips \_\_\_\_\_
- b. Destination of trips \_\_\_\_\_
- c. Purpose of trips \_\_\_\_\_
- d. Special circumstances, if any, (e.g. need to transport others or materials).
- e. (1) Is alternative public transportation available?  Yes  No  
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving?  Yes  No

(2) Reason for selection of this position if other staff are available

Provide any other information which demonstrates and explains the need for a driver's license for the position The position works independently and cannot rely on others for transportation.

III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name: Eric K. Nishimoto Phone No.: 586-0460  
Official Title: Public Works Manager

IV. Departmental Certification and Authorization

The essential duties of this position, as described below, involve driving a motor vehicle. These assigned duties are hereby incorporated into the official position description for the position. Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

DATE APPROVED: APR 16 2013

  
Signature of Department Head or Authorized Representative



V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Head or Authorized Representative



## POSITION DESCRIPTION

### I. IDENTIFYING INFORMATION

Position Number: 12689  
Current Class Title: Engineer (Buildings) VI  
Proposed Class Title: Engineer (Buildings) VI / Architect VI, SR-28, BU-23  
Department of: Accounting and General Services  
Division: Public Works  
Branch: Project Management  
Section: Section B  
Geographic Location: Downtown Honolulu, Hawaii

### II. INTRODUCTION

The Project Management Branch is one of six (6) branches of the Public Works Division, Department of Accounting and General Services. The Branch is responsible for and carries out a broad program of administering, implementing and managing consultant design contracts for construction (including public buildings, civil engineering, and new building projects) on all islands and furniture and equipment acquisitions utilizing Capital Improvement Program ("CIP") appropriations, operating funds and other sources of funding.

The branch is divided into two sections, Section A and Section B, each headed by an Engineer (Buildings) VI / Architect VI ("Supervising Project Coordinator" or "Section Head"). Work is divided equally between the two sections generally by geographical location of the projects and by types of projects.

The essential functions of the position are to supervise staff and oversee the functions of Section B activities. As such, the position supervises a section of four licensed professional engineers/architects ("Project Coordinators") in the performance of all phases of the section's operations.

### III. MAJOR DUTIES AND RESPONSIBILITIES

60%

#### A. Supervisory Responsibilities

1. Provides general supervision over a section consisting of four professionally licensed Engineer (Buildings) V/Architect V positions (Position Numbers 10610, 17006, 17028), and 17007) (referred to as "Project Coordinators" herein). [1, 2, 3]
2. Reviews and monitors the work of Project Coordinators on projects of minor to major magnitude and complexity. [1, 2] The types and scope of projects are not limited to buildings and may include projects that are primarily electrical, mechanical, civil or structural in nature.

3. (a) Plans, outlines, assigns, monitors and reviews work of Project Coordinators in progress and upon completion to ensure appropriate, economical, and timely design of new facilities and improvements to existing property which fulfill DAGS and user agencies' program needs and other requirements. [1, 2, 3]
  - (b) Reviews and monitors the preparation of project design scope, cost estimates, budget, funding information and time schedules by users, consultants and Project Coordinators. Confirms intent of the project by reviewing discussions between the parties, funding source language such as the appropriations act and other legislation, and other factors. Facilitates the resolution of problems that are not settled in a timely manner. [1, 2, 3]
  - (c) Reviews consultant fee proposals for consistency with other fees paid for similar work and terms of consultant contracts negotiated by Project Coordinators. [1, 2]
  - (d) Monitors and reviews the administration of consultant contracts by Project Coordinators to ensure that cost and time limitations and contractual obligations are met. [1, 2]
  - (e) Oversees the review of all major construction contract documents (plans, specifications and cost estimates at the various stages of Schematics, Preliminary and Final) by spot checking drawings, specifications, budgets and schedules for compliance with contract requirements. [1, 2, 3]
  - (f) Reviews finished documents, plans and specifications of work assigned to Section B for adherence to sound engineering and design principles, legality and conformity with applicable codes, county ordinances, State and DAGS requirements, statutes, rules and regulations, policies, legislative intent, and, if applicable, Federal requirements. [1, 2, 3]
- Reviews- finished documents from a technical standpoint using his/her professional expertise and judgment to examine and evaluate the consultant's recommendation on the use of various structural systems, materials and construction methods and sequences to ensure that the final design will produce a facility which will meet all requirements within budget. [1, 2, 3]

(hg) Reviews consultants' recommendations on substitution requests to see that proper evaluations are being made in compliance with DAGS guidelines. Also reviews all addenda prepared by consultants for conformance to DAGS policies prior to issuance. [1, 2]

(ih) Reviews bid analyses data after bids are opened, recommendations for award and rejection of bids. When bids exceed funds available or other problems require meetings with user agencies, shall provide guidance and recommendations to Project Coordinators and users on scope of work, adjustments and alternate action required to award the construction bid. [1, 2]

(i) \_\_\_\_\_

(i) Monitors the project schedules to insure that projects are progressing as scheduled, permit applications are submitted on a timely basis, and projects will be completed in accordance with users' requirements. Initiates remedial action promptly as necessary. [1, 2, 3]

4. When requested by the user agency, the Construction Management Branch, and/or Technical Services Office staff, attends inspections of facilities under construction during certain critical stages to see that the intent of the design is carried out. [1, 2, 3] If a design change is required, works with consultant, coordinators and contractor to assist the Construction Management Branch staff to effect change. [1, 2]
5. Prepares Individual Employee Performance Appraisal Summary Reports to evaluate efficiency, productivity, and job performance for Section B staff. [1] Provides guidance and counseling to subordinates on job performance and formulates training programs as necessary. [1, 2]
6. Reviews and recommends for approval by Branch Chief, employees' monthly/hourly time sheets, applications for leaves of absence and training requests. [1, 2]
7. Recommends and/or initiates personnel-related actions such as updating position descriptions; reallocating positions; conducting investigations which may result in disciplinary action, etc. Handles grievances in accordance with collective bargaining agreements. Participates in or provides information for hearings, arbitration proceedings, worker's compensation claims, suspensions and discharge proceedings. [1, 2, 3]

- 30%      B.      Administrative Responsibilities
1.      Reviews and monitors branch procedural memoranda for administering architectural/engineering design contracts and drafts recommended changes to improve efficiency. [1, 2]
  2.      Reviews all letters, memoranda, correspondence, project data sheets, media releases, etc. pertaining to Section B activities, both incoming and outgoing. Drafts and/or reviews appropriate responses to public, media, government and community requests. Researches issues, provides facts, and drafts responses for the Governor, State Comptroller, and the Public Works Administrator. [1, 2]
  3.      Reviews project scope and expenditures for compliance with procedures for requesting the implementation of capital improvement projects. [1, 2]
  4.      Identifies unusual or non-typical requirements and coordinates the processing and/or resolution of numerous special requirements or approvals such as special use permits, environmental assessment and impact statements, special design districts and zoning changes, land use changes, easement and land issues, participates in and/or prepares testimony for public hearings, County plan review, use and site plan review, variances and waivers with Federal, State and County agencies having jurisdiction, building permits and other considerations which vary with each project. [1, 2, 3]
  5.      Assumes the duties and responsibilities of the Branch Chief on a temporary assignment basis when directed. [1, 2, 3]
- 10%      C.      Project Management and Other Responsibilities
1.      Acts as Project Coordinator for selected projects requiring a high level of coordination and a wide scope of knowledge, methods, resources and regulations or when additional assistance is needed with Section B workload. Projects may involve an extreme emergency which threatens health and safety, be of a sensitive nature, involve complex new technology, laws, methods, materials, design or unique use or application. Projects may involve a team of consultants, project coordinators, contractors, community and user representatives, for which the position may act as the team leader or supervising project coordinator, or the position may carry out selected assignments as a project coordinator. [1, 2, 3]

2. Operates a motor vehicle to get to job sites, meetings, consultants' offices, suppliers, etc. which are not within walking distance or easily and quickly accessible through public transportation. [1, 2]
3. Travels to outer islands to visit job sites, attend meetings with consultants and users, attend major public hearings which involve controversial topics requiring support for new concepts and other matters requiring DAGS representation, and to troubleshoot problems. May travel via air transportation or other means to attend off-island training and seminars, visit sites similar to proposed projects, etc. Travel may involve airfare, per diem, car rental, and other travel-related methods and expenses. [1, 2]
4. Performs other related duties as assigned. [1, 2,3]

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**Reasons:**

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS  
CONSIDERED:**

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform this function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

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#### IV. CONTROLS EXERCISED OVER THE POSITION

1. Nature of Supervisory Control Exercised Over the Work

The position is supervised by the Public Works Manager, Position Number 17003.

The position has considerable delegated authority to work within the broad framework of the Branch's goals and legal limitations. General guidance is given on desired program results. The position seeks the supervisor's advice when the problem solution may affect policies of the Branch and the Division, and when it concerns unusual or controversial situations.

The supervisor reviews completed assignments for acceptability in accordance with policies and goals of the Branch and the Division.

2. Nature of Available Guidelines Controlling the Work

The position is guided by standard operating policies and procedures for the Branch and the Division of Public Works and manuals developed for guidance on contracting with consultants.

Procedural guides cover routine aspects of most assignments. However, the complexity of projects dictates the necessity of allowing a wide latitude of discretion in dealing with the technical aspects of the work. Sound engineering and architectural principles, building codes, ordinances, policies, user agency's guide specifications, county, state, and federal requirements, statutes, and other rules, regulations, and policies provide guidance.

#### V. REQUIRED LICENSES, CERTIFICATES, ETC.

A current Hawaii State certificate of registration as a professional engineer or architect is required at the time of application and during tenure of this position. Must possess a valid license to drive in the State of Hawaii. (See Selective Certification requirements attached.)

#### VI. RECOMMENDED QUALIFICATIONS

A. Knowledge, Skills and Abilities Required to Perform the Major Duties and Responsibilities

**Knowledge of:** principles and practices of engineering and architecture is required in order to determine the acceptability of consultants' work and/or to develop plans meeting professional standards; laws, rules, regulations and policies

and procedures relating to public contracting in Hawaii and as applicable to the Project Management Branch; principles and practices of supervision; collective bargaining.

**Skill to:** operate in a very dynamic and progressive field where changes are constantly occurring. The position is expected to keep abreast of changes such as new materials and methods, technological changes, environmental and health concerns such as asbestos, lead and mercury in paint, underground storage leakage mitigation, and energy conservation. The position must be skillful in communicating clearly, convincingly and tactfully both orally and in writing. The applicant must possess a valid license to drive in the State of Hawaii.

**Ability to:** correlate extensive technical experience in engineering/architectural theories and practices with a knowledge of policy and procedural considerations to derive at sound, practical and decisive solutions; participate in meaningful discussions with user agency representatives, consultants and others and to diplomatically discuss other points of view. The ability to read blueprints and to detect areas which need changes is required. The ability to organize and track multiple tasks, keep good records, and motivate, supervise and direct others in a professional manner is essential. The ability to use a computer for word and data processing is required.

B. Education/Experience Required to Perform the Major Duties and Responsibilities

Refer to Minimum Qualification Specifications for the Engineer (Buildings) VI or Architect VI class.

**VII. TOOLS, EQUIPMENT, AND MACHINES**

Position requires ability to operate/use a vehicle, computer, printer, copy machine, camera and other tools, equipment and machines that may become necessary to complete a project assignment.

**VIII. WORKING CONDITIONS— SEE SUPPLEMENT TO POSITION DESCRIPTION**





Selective Certification Requirement  
(Driver's License, Type 3)

I. Position Identification

Dept Acctg & Gen Svcs Pos. No. 12689 Division Public Works Division  
 Title Engineer (Buildings)VI /Architect VI Branch Project Management  
 Worksite Honolulu, Oahu Section B  
 (Specific geographic location) Unit \_\_\_\_\_

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 (describe): Operates a motor vehicle to get to various sites and meetings with user representatives, consultants, and other individuals or groups.

- a. Frequency of trips Once every two weeks or daily as needed.
- b. Destination of trips Project and meeting sites which are not within walking distance from the office or and are not on public transportation routes.
- c. Purpose of trips To meet with users, consultants; inspect project sites; to do fieldwork.
- d. Special circumstances, if any (e.g., need to transport others or materials) May need to transport other persons as required.
- e. (1) Is alternative public transportation available:  Yes  No (not all locations)  
 (2) Reason for use of vehicle if public transportation is available To expedite project and make effective use of time.
- f. (1) Are other staff available to perform the driving?  Yes  No  
 (2) Reason for selection of this position if other staff are available Not applicable.

Provide any other information which demonstrates and explains the need for a driver's license for the position. The position works independently and cannot rely on others for rides. The requirement to be available on very short notice to meet with clients or consultants is not out of the ordinary. Meetings at project sites require engineer/architect to drive to site.

III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name Eric K. Nishimoto Phone No. 586-0460  
Official Title Public Works Manager

IV. Departmental Certification and Authorization

The essential duties of this position, as described above, involve driving a motor vehicle.

These assigned duties are hereby incorporated into the official position description of the position.

Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

DATE APPROVED: \_\_\_\_\_  
Signature of Department Head or \_\_\_\_\_  
Authorized Representative

V. Cancellation

This Selective Certification Requirement is canceled.

DATE: \_\_\_\_\_  
Signature of Department Head or \_\_\_\_\_  
Authorized Representative

## POSITION DESCRIPTION

### I. IDENTIFYING INFORMATION

Position Number:	17004
Current Class Title:	Engineer (Buildings) VI
Department of:	Accounting and General Services
Division:	Public Works
Branch:	Project Management
Section:	Section A
Geographic Location:	Honolulu, Hawaii

### II. INTRODUCTION

The Project Management Branch is one of seven (7) branches of the Public Works Division, Department of Accounting and General Services. The Branch is responsible for and carries out a broad program of administering, implementing and managing consultant design contracts for construction (including public buildings, school construction and civil engineering projects) on all islands and furniture and equipment acquisitions utilizing Capital Improvement Program ("CIP") appropriations, operating funds and other sources of funding.

The branch is divided into two sections, Section A and Section B, each headed by an Engineer (Buildings) VI ("Supervising Project Coordinator" or "Section Head"). Work is divided equally between the two sections generally by geographical location of the projects and by types of projects.

The essential functions of the position are to supervise staff and oversee the functions of Section A activities. As such, the position supervises a section of six licensed professional engineers ("Project Coordinators") and a clerk typist in the performance of all phases of the section's operations.

### III. MAJOR DUTIES AND RESPONSIBILITIES

#### 60% A. Supervisory Responsibilities

1. Provides general supervision over a section consisting of six professionally licensed Engineer (Buildings) V positions (Position Numbers 10610, 12688, 17006, 17020, 38711, 44820) (referred to as "Project Coordinators" herein) and one Clerk Typist III position (Position Number 17027). [1, 2, 3]
2. Reviews and monitors the work of Project Coordinators on projects of minor to major magnitude and complexity. [1, 2] The types and scope of projects are not limited to buildings and may include projects that are

primarily electrical, mechanical, civil or structural in nature.

3. (a) Plans, outlines, assigns, monitors and reviews work of Project Coordinators in progress and upon completion to ensure appropriate, economical, and timely design of new facilities and improvements to existing property which fulfill DAGS and user agencies' program needs and other requirements. [1, 2, 3]
- (b) Reviews and monitors the preparation of project design scope, cost estimates, budget, funding information and time schedules by users, consultants and Project Coordinators. Confirms intent of the project by reviewing discussions between the parties, funding source language such as the appropriations act and other legislation, and other factors. Facilitates the resolution of problems that are not settled in a timely manner. [1, 2, 3]
- (c) Reviews consultant fee proposals for consistency with other fees paid for similar work and terms of consultant contracts negotiated by Project Coordinators. [1, 2]
- (d) Monitors and reviews the administration of consultant contracts by Project Coordinators to ensure that cost and time limitations and contractual obligations are met. [1, 2]
- (e) Oversees the review of all major construction contract documents (plans, specifications and cost estimates at the various stages of Schematics, Preliminary and Final) by spot checking drawings, specifications, budgets and schedules for compliance with contract requirements. [1, 2, 3]
- (f) Reviews finished documents, plans and specifications of work assigned to Section A for adherence to sound engineering and design principles, legality and conformity with applicable codes, county ordinances, State and DAGS requirements, statutes, rules and regulations, policies, legislative intent, and if applicable, Federal requirements. [1, 2, 3]

Reviews finished documents from a technical standpoint using his/her professional expertise and judgment to examine and evaluate the consultant's recommendation on the use of various structural systems, materials and construction methods and sequences to ensure that the final design will produce a facility which will meet all requirements within budget. [1, 2, 3]

- (g) Reviews consultants' recommendations on substitution requests to see that proper evaluations are being made in compliance with DAGS guidelines. Also reviews all addenda prepared by consultants for conformance to DAGS policies prior to issuance. [1, 2]
  - (h) Reviews bid analyses data after bids are opened, recommendations for award and rejection of bids. When bids exceed funds available or other problems require meetings with user agencies, shall provide guidance and recommendations to Project Coordinators and users on scope of work, adjustments and alternate action required to award the construction bid. [1, 2]
  - (i) Monitors the project schedules to insure that projects are progressing as scheduled, permit applications are submitted on a timely basis, and projects will be completed in accordance with users' requirements. Initiates remedial action promptly as necessary. [1, 2, 3]
4. When requested by the user agency, the Inspection Branch, and/or Quality Control Branch staff, attends inspections of facilities under construction during certain critical stages to see that the intent of the design is carried out. [1, 2, 3] If a design change is required, works with consultant, coordinators and contractor to assist the Inspection Branch staff to effect change. [1, 2]
  5. Prepares Individual Employee Performance Appraisal Summary Reports to evaluate efficiency, productivity, and job performance for Section A staff. [1] Provides guidance and counseling to subordinates on job performance and formulates training programs as necessary. [1, 2]
  6. Reviews and recommends for approval by Branch Chief, employees' monthly/hourly time sheets, applications for leaves of absence and training requests. [1, 2]
  7. Recommends and/or initiates personnel-related actions such as updating position descriptions; reallocating positions; conducting investigations which may result in disciplinary action, etc. Handles grievances in accordance with collective bargaining agreements. Participates in or provides information for hearings, arbitration proceedings, worker's compensation claims, suspensions and discharge proceedings. [1, 2, 3]

30% B.

Administrative Responsibilities

1. Reviews and monitors branch procedural memoranda for administering architectural/engineering design contracts and drafts recommended changes to improve efficiency. [1, 2]
2. Reviews all letters, memoranda, correspondence, project data sheets, media releases, etc. pertaining to Section A activities, both incoming and outgoing. Drafts and/or reviews appropriate responses to public, media, government and community requests. Researches issues, provides facts, and drafts responses for the Governor, State Comptroller, and the Public Works Administrator. [1, 2]
3. Reviews project scope and expenditures for compliance with procedures for requesting the implementation of capital improvement projects. [1, 2]
4. Identifies unusual or non-typical requirements and coordinates the processing and/or resolution of numerous special requirements or approvals such as special use permits, environmental assessment and impact statements, special design districts and zoning changes, land use changes, easement and land issues, participates in and/or prepares testimony for public hearings, County plan review, use and site plan review, variances and waivers with Federal, State and County agencies having jurisdiction, building permits and other considerations which vary with each project. [1, 2, 3]
5. Assumes the duties and responsibilities of the Branch Chief on a temporary assignment basis when directed. [1, 2, 3]

10% C.

Project Management and Other Responsibilities

1. Acts as Project Coordinator for selected projects requiring a high level of coordination and a wide scope of knowledge, methods, resources and regulations or when additional assistance is needed with Section A workload. Projects may involve an extreme emergency which threatens health and safety, be of a sensitive nature, involve complex new technology, laws, methods, materials, design or unique use or application. Projects may involve a team of consultants, project coordinators, contractors, community and user representatives, for which the position may act as the team leader or supervising project coordinator, or the position may carry out selected assignments as a project coordinator. [1,

2, 3]

2. Operates a motor vehicle to get to job sites, meetings, consultants' offices, suppliers, etc. which are not within walking distance or easily and quickly accessible through public transportation. [1, 2]
3. Travels to outer islands to visit job sites, attend meetings with consultants and users, attend major public hearings which involve controversial topics requiring support for new concepts and other matters requiring DAGS representation, and to troubleshoot problems. May travel via air transportation or other means to attend off-island training and seminars, visit sites similar to proposed projects, etc. Travel may involve airfare, per diem, car rental, and other travel-related methods and expenses. [1, 2]
4. Performs other related duties as assigned. [1, 2,3]

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Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS  
CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform this function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

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#### IV. CONTROLS EXERCISED OVER THE POSITION

##### 1. Nature of Supervisory Control Exercised Over the Work

The position is supervised by the Branch Chief, Engineering Program Manager,

Position Number 17003.

The position has considerable delegated authority to work within the broad framework of the Branch's goals and legal limitations. General guidance is given on desired program results. The position seeks the supervisor's advice when the problem solution may affect policies of the Branch and the Division, and when it concerns unusual or controversial situations.

The supervisor reviews completed assignments for acceptability in accordance with policies and goals of the Branch and the Division.

2. Nature of Available Guidelines Controlling the Work

The position is guided by standard operating policies and procedures for the Branch and the Division of Public Works and manuals developed for guidance on contracting with consultants.

Procedural guides cover routine aspects of most assignments. However, the complexity of projects dictates the necessity of allowing a wide latitude of discretion in dealing with the technical aspects of the work. Sound engineering and architectural principles, building codes, ordinances, policies, user agency's guide specifications, county, state, and federal requirements, statutes, and other rules, regulations, and policies provide guidance.

V. RECOMMENDED QUALIFICATIONS

A. Knowledge & Skills and Abilities Required to Perform the Major Duties and Responsibilities

Knowledge of principles and practices of engineering and architecture is required in order to determine the acceptability of consultants' work and/or to develop plans meeting professional standards; laws, rules, regulations and policies and procedures relating to public contracting in Hawaii and as applicable to the Project Management Branch; principles and practices of supervision; collective bargaining.

Skill to operate in a very dynamic and progressive field where changes are constantly occurring. The position is expected to keep abreast of changes such as new materials and methods, technological changes, environmental and health concerns such as asbestos, lead and mercury in paint, underground storage leakage mitigation, and energy conservation. The position must be skillful in



communicating clearly, convincingly and tactfully both orally and in writing. The applicant must possess a Type 3 driver's license to operate a motor vehicle safely.

Ability to correlate extensive technical experience in engineering/architectural theories and practices with a knowledge of policy and procedural considerations to derive at sound, practical and decisive solutions; participate in meaningful discussions with user agency representatives, consultants and others and to diplomatically discuss other points of view. The ability to read blueprints and to detect areas which need changes is required. The ability to organize and track multiple tasks, keep good records, and motivate, supervise and direct others in a professional manner is essential. The ability to use a computer for word and data processing is required.

B. Education/Experience Required to Perform the Major Duties and Responsibilities

Refer to Minimum Qualification Specifications for the Engineer (Buildings) VI class. In addition, the following qualifications are recommended for this position:

Recommended Education: Bachelor's degree in engineering from an accredited college or university.

Recommended Experience:

Specialized: Four (4) years of professional engineering experience which involved planning, design and construction of buildings, structures, and other facilities. One year of experience must be comparable to the Engineer IV level.

Supervisory: One (1) year of supervisory experience which included training subordinates, coordinating and assigning work, evaluating performance, assisting in difficult and problem areas, and maintaining high standards of work and timely accomplishment of work objectives.

C. License Requirements Needed to Perform the Work

1. Must possess a valid State of Hawaii certificate of registration as a Professional Engineer at the time of application and during tenure of this position.

2. Must possess a valid State of Hawaii Class 3 Driver's License. (See Selective Certification requirement attached.)

## VI. WORKING CONDITIONS

Most of the work will be done in the office and at sites on Oahu. However, the division provides services throughout the State, and travel to and on outer islands will be required on occasion. Travel out-of-state may be required on rare occasions. The incumbent must be able to read directional maps and must be able to independently drive to and negotiate safely on project sites in all types of weather, terrain, temperatures, and stages of project development.

Workload may be extremely heavy and diverse, requiring numerous decisions to be made quickly. Overtime work may be required to meet critical deadlines.

## POSITION DESCRIPTION

June 2, 2015

### I. IDENTIFYING INFORMATION

Position Number: 17006  
Current Class Title: Engineer (Buildings) V  
Department of: Accounting and General Services  
Division: Public Works  
Branch: Project Management  
Section: B  
Geographic Location: Downtown Honolulu, Oahu, Hawaii

### II. INTRODUCTION

The Public Works Division, Department of Accounting and General Services, comprises six (6) branches, one of which is the Project Management Branch. The branch is responsible for and carries out a broad program of administering and managing the design contracts for construction (including public buildings and site improvement projects) and furniture and equipment acquisition contracts for a multitude of state agencies located within the state.

The branch is divided into two sections, Section A and Section B, each headed by an Engineer (Buildings) VI. Work is divided equally between the two sections, generally by geographical location of the projects and/or agencies.

The function of the section is to implement and manage Statewide Capital Improvement Program Design and Construction Projects, as well as repair and alteration projects, assigned to and undertaken by private consultants.

The primary purpose of this position is to assume responsibility for the efficient, effective, timely, and quality completion of all projects assigned to the position from the initial project authorization through management and coordination of activities required to complete the plans, specifications and estimates of all projects under contract to consultants; and also the various activities during planning, bidding, and construction.

### III. MAJOR DUTIES AND RESPONSIBILITIES

#### A. Overall Coordination Activities 35%

Coordinates and oversees the work of consultants on projects for various user agencies. [1][3] The types of projects (scope) are not limited to buildings and may include projects that are primarily electrical, mechanical, civil, structural, environmental, planning, etc. in nature. In this function, the Engineer V will meet and discuss the project with the user and consultant(s) to establish the project scope and develop the project budget and time schedules using his/her

professional knowledge and judgment in arriving at a reasonable scope, budget, and time schedule, [1,3]

B. Project Activities During Planning Phase 5%

Provides input on Planning Branch's projects, such as master plans, project development reports, and other types of planning studies.

C. Project Activities During Design Phase 35%

Prepares computations for consultant's fee negotiations, utilizing established methods, guidelines and/or professional judgment. [1,3] Negotiates fee and terms and conditions with consultants and drafts contracts for execution. [1][3] Negotiations take into consideration factors such as project complexity, budgeting constraints, cost effectiveness and the State's interest.

Administers approved consultant contracts assigned to him/her to ensure that the cost and time limitations as well as other contractual requirements are met. [1][3] The administration process includes the review of all contract documents submitted by plans, specifications, and estimates at the various stages (Schematics, Preliminary, and Final) to ensure adherence to requirements of the project scope, completeness, technical adequacy, functionality, and compliance with County ordinances, State and Federal requirements, statutes, rules and regulations. [1][3]

Reviews the plans, specifications, and estimates from a technical standpoint using his/her professional expertise and judgment to examine and evaluate the consultants' recommendations on the use of various structural systems, materials and construction methods, and sequences to ensure that the final design will produce a facility which will satisfy the user agency's program requirements at the most reasonable cost. [1][3]

D. Permitting and Bidding Phase Activities 5%

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous special requirements or approvals such as special use permits, special management area permits, environmental assessment and impact statements, special design districts and zoning changes, land use changes, easement and land issues; participates in and/or prepares testimony for public hearings, County plan review use and site plan review, variances and waivers with

Federal, State and County agencies having jurisdiction; and many more considerations which vary with each project. [1][3]

Reviews all consultants' recommendations on substitution requests to see that proper evaluations are being made by the consultants. Also checks all addenda prepared by consultants for conformance to DAGS policies prior to issuance. [1][3]

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous permits or approvals such as building permits, grading permits, National Pollutant Discharge Elimination System permits, historic review approvals, Disabilities and Communication Access Board reviews, planning type permits mentioned in paragraph B above with Federal, State and County agencies having jurisdiction, and many more considerations which vary with each project.

Prepares bid analysis data after bids are opened and, based on his/her experience and professional judgment, recommends award or rejection of bids. Also informs the User Agency to apprise them of bid results and final scope of work to be included in the award to the contractor. [1][3]

E. Construction Phase Activities 15%

Conducts inspection of facilities under construction during certain critical stages to see that intent of the design is carried out according to plans and specifications and assists the Construction Management Branch in resolving certain construction problems. Accompanies the Construction Management Branch personnel in conducting the final inspection of the facility and other inspections as required. Also attends Owner/Architect/Contractor (OAC) meetings when applicable to the project and other meetings as required. [1][3]

F. Miscellaneous Activities 5%

Drafts replies to all letters pertaining to projects for signature by the Branch Chief, Public Works Administrator, Comptroller or Governor. [1][3]

Drafts appropriate responses to members of the general public, government and community requests, comments and concerns on various items for the Governor, State Comptroller, or Public Works Administrator. [1][3]

Operates a motor vehicle and travels to neighbor islands to get to project sites and to attend meetings outside of the office. [1][3]

Reviews consultants' requests for payment to ensure all conditions set forth in the contract have been satisfied, and provides recommendation to the supervisor for appropriate action. [1][3]

Performs other related duties as required. [1][2]

**Reasons:**

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:**

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function, the consequences of not requiring a person in this job to perform a function, the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs, and the nature of the work operations based on organization structure.

**IV. CONTROLS OVER THE POSITION**

**A. Supervisor:**

Position Number: 12689 Class Title: Engineer (Buildings) VI

General guidance given on desired program results. The position has wide latitude for independent action within the scope of responsibility and seeks the supervisor's assistance where the resolution of the problem(s) may affect the assigned projects. The supervisor reviews completed assignments in terms of acceptability in accordance with Branch and Division policies and furtherance of Branch and Division goals.

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B. Nature of Available Guidelines Controlling the Work:

The position is guided by applicable local, state, and federal laws, rules, regulations, and ordinances; departmental, divisional and branch policies and procedures; procurement laws, policies and procedures; and appropriate technical manuals and guidelines.

Although procedural guides cover the various aspects of most assignments, the complexity of most projects dictates the necessity for allowing a wide latitude of discretion in dealing with technical and functional aspects of the work. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing the assigned project. When the available guidelines are inadequate, the employee is expected to use initiative, originality, and judgment in the interpretation, application, and adaptation of standard guides to varying situations, and in devising alternative solutions to unusual problems.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Valid registration as a licensed professional Engineer and a valid license to operate a motor vehicle in the State of Hawaii (Type 3 Driver's License).

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge of: Principles and practices of engineering and construction practices in order to determine the acceptability of Consultants' work and/or to develop plans meeting professional standards; laws, rules, regulations, and policies and procedures relating to public procurement and as applicable to the Project Management Branch. Working knowledge of federal, state and local permit and statutory requirements; personal computers and related software applications for word processing, spreadsheets, database, scheduling, and accessing the Internet.

B. Skills/Abilities to: Operate in a very dynamic and progressive field where changes are constantly occurring; keep abreast of changes such as new materials and methods, technological changes, environment and health concerns such as asbestos, lead and mercury paint, underground storage leakage mitigation, and energy conservation; correlate extensive technical background of experience in engineering theories and practices; communicate effectively in writing and orally; represent the State at public hearings and meetings; work with a variety of individuals, occasionally dealing with difficult or confrontational issues; set scope, budget and delivery schedules, analyze risk factors (price, design

Position Description

Position No. 17006/Engineer (Buildings) V

(06/02/15) Page 6

capability, construction capability, design errors, user problems, time frames, etc.); apply project software and methodology; monitor and interpret project cost information for decision-making and presentations; arrive at a reasonable scope, budget, and time schedule; conduct in-depth analytical, computational, organizational and time management skills to handle various projects; remain flexible in a demanding work environment and adapt to rapidly changing priorities, and to work beyond normal work hours when required; conceptualize new ideas quickly.

- C. Education: Refer to minimum qualification specifications for the Engineer Series.
- D. Experience: Refer to the minimum qualification specifications for the Engineer Series.

VII. TOOLS, EQUIPMENT AND MACHINES

Position requires ability to operate/use a vehicle, computer, printer, copy machine, camera and other tools, equipment and machines that may become necessary to complete a project assignment.



**Selective Certification Requirement**  
**(Driver's License, Type 3)**

I. Position Identification

Dept:	<u>Acctg &amp; Gen Svcs</u>	Pos Nos:	<u>17006</u>	Division:	<u>Public Works</u>
Title:	<u>Engineer V</u>			Branch:	<u>Project Management</u>
Worksite:	<u>Honolulu, Oahu, Hawaii</u>			Section:	<u>B</u>
	(Specific Geographic Location)			Unit:	<u>-</u>

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 (describe): The position must possess a valid Hawaii State driver's license to get to project or meeting sites as they may not be within walking distance from the office or on public transportation routes, and time is of the essence.

- a. Frequency of trips Daily or as needed.
- b. Destination of trips Project or meeting sites which are not within walking distance from the office or on public transportation routes. May also be on neighbor islands.
- c. Purpose of trips To meet with consultants, users and others and to make inspections.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
- e. (1) Is alternative public transportation available?  Yes  No  
(2) Reason for use of vehicle if public transportation is available  
Time is of the essence and not all destinations are on public transportation routes.
- f. (1) Are other staff available to perform the driving?  Yes  No  
(2) Reason for selection of this position if other staff are available

Task 2 (describe): \_\_\_\_\_

- a. Frequency of trips \_\_\_\_\_
- b. Destination of trips \_\_\_\_\_
- c. Purpose of trips \_\_\_\_\_
- d. Special circumstances, if any, (e.g. need to transport others or materials).
- e. (1) Is alternative public transportation available?  Yes  No  
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving?  Yes  No

(2) Reason for selection of this position if other staff are available

Provide any other information which demonstrates and explains the need for a driver's license for the position The position works independently and cannot rely on others for transportation.

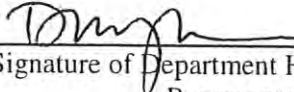
III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name: Eric K. Nishimoto Phone No.: 586-0460  
Official Title: Public Works Manager

IV. Departmental Certification and Authorization

The essential duties of this position, as described below, involve driving a motor vehicle. These assigned duties are hereby incorporated into the official position description for the position. Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

DATE APPROVED: JUN 16 2015   
Signature of Department Head or Authorized Representative

V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: \_\_\_\_\_  
Signature of Department Head or Authorized Representative

# POSITION DESCRIPTION

August 2013

## I. IDENTIFYING INFORMATION

Position Number: 17007  
Current Class Title: Architect V  
Department of: Accounting and General Services  
Division: Public Works  
Branch: Project Management  
Section: B  
Geographic Location: Downtown Honolulu, Oahu, Hawaii

## II. INTRODUCTION

The Public Works Division, Department of Accounting and General Services, comprises six (6) branches, one of which is the Project Management Branch. The branch is responsible for and carries out a broad program of administering and managing the design contracts for construction (including public buildings and site improvement projects) and furniture and equipment acquisition contracts for a multitude of state agencies located within the state.

The branch is divided into two sections, Section A and Section B, each headed by an Engineer (Buildings) VI. Work is divided equally between the two sections, generally by geographical location of the projects and/or agencies.

The function of the section is to implement and manage Statewide Capital Improvement Program Design and Construction Projects, as well as repair and alteration projects, assigned to and undertaken by private consultants.

The primary purpose of this position is to assume responsibility for the efficient, effective, timely, and quality completion of all projects assigned to the position from the initial project authorization through management and coordination of activities required to complete the plans, specifications and estimates of all projects under contract to consultants; and also the various activities during planning, bidding, and construction.

## III. MAJOR DUTIES AND RESPONSIBILITIES

### A. Overall Coordination Activities 35%

Coordinates and oversees the work of consultants on projects for various user agencies [1][3]. The types of projects (scope) are not limited to buildings and may include projects that are primarily electrical, mechanical, civil, structural, environmental, planning, etc. in nature. In this function, the Architect V will meet and discuss the project with the user and consultant(s) to establish the project scope

and develop the project budget and time schedules using his/her professional knowledge and judgment in arriving at a reasonable scope, budget, and time schedule [1,3].

B. Project Activities During Planning Phase 5%

Provides input on Planning Branch's projects, such as master plans, project development reports, and other types of planning studies.

C. Project Activities During Design Phase 35%

Prepares computations for consultant's fee negotiations, utilizing established methods, guidelines and/or professional judgment [1,3]. Negotiates fee and terms and conditions with consultants and drafts contracts for execution [1][3]. Negotiations take into consideration factors such as project complexity, budgeting constraints, cost effectiveness and the State's interest.

Administers approved consultant contracts assigned to him/her to ensure that the cost and time limitations as well as other contractual requirements are met [1][3]. The administration process includes the review of all contract documents submitted by plans, specifications, and estimates at the various stages (Schematics, Preliminary, and Final) to ensure adherence to requirements of the project scope, completeness, technical adequacy, functionality, and compliance with County ordinances, State and Federal requirements, statutes, rules and regulations [1][3].

Reviews the plans, specifications, and estimates from a technical standpoint using his/her professional expertise and judgment to examine and evaluate the consultants' recommendations on the use of various structural systems, materials and construction methods, and sequences to ensure that the final design will produce a facility which will satisfy the user agency's program requirements at the most reasonable cost [1][3].

D. Permitting and Bidding Phase Activities 5%

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous special requirements or approvals such as special use permits, special management area permits, environmental assessment and impact statements, special design districts and zoning changes, land use changes, easement and land issues; participates in and/or prepares testimony for public hearings, County plan review use and site plan review, variances and waivers with Federal,

State and County agencies having jurisdiction; and many more considerations which vary with each project [1][3].

Reviews all consultants' recommendations on substitution requests to see that proper evaluations are being made by the consultants. Also checks all addenda prepared by consultants for conformance to DAGS policies prior to issuance [1][3].

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous permits or approvals such as building permits, grading permits, National Pollutant Discharge Elimination System permits, historic review approvals, Disabilities and Communication Access Board reviews, planning type permits mentioned in paragraph B above with Federal, State and County agencies having jurisdiction, and many more considerations which vary with each project.

Prepares bid analysis data after bids are opened and, based on his/her experience and professional judgment, recommends award or rejection of bids. Also informs the User Agency to apprise them of bid results and final scope of work to be included in the award to the contractor [1][3].

E. Construction Phase Activities 15%

Conducts inspection of facilities under construction during certain critical stages to see that intent of the design is carried out according to plans and specifications and assists the Construction Management Branch in resolving certain construction problems. Accompanies the Construction Management Branch personnel in conducting the final inspection of the facility and other inspections as required. Also attends Owner/Architect/Contractor (OAC) meetings when applicable to the project and other meetings as required [1][3].

F. Miscellaneous Activities 5%

Drafts replies to all letters pertaining to projects for signature by the Branch Chief, Public Works Administrator, Comptroller or Governor [1][3].

Drafts appropriate responses to members of the general public, government and community requests, comments and concerns on various items for the Governor, State Comptroller, or Public Works Administrator [1][3].

Operates a motor vehicle and travels to neighbor islands to get to project sites and to attend meetings outside of the office [1][3].

Reviews consultants' requests for payment to ensure all conditions set forth in the contract have been satisfied, and provides recommendation to the supervisor for appropriate action [1][3].

Performs other related duties as required [1][2].

**Reasons:**

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:**

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function, the consequences of not requiring a person in this job to perform a function, the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs, and the nature of the work operations based on organization structure.

**IV. CONTROLS OVER THE POSITION**

A. Supervisor:

Position Number: 12689 Class Title: Engineer (Buildings) VI

General guidance given on desired program results. The position has wide latitude for independent action within the scope of responsibility and seeks the supervisor's assistance where the resolution of the problem(s) may affect the assigned projects. The supervisor reviews completed assignments in terms of acceptability in accordance with Branch and Division policies and furtherance of Branch and Division goals.

B. Nature of Available Guidelines Controlling the Work:

The position is guided by applicable local, state, and federal laws, rules, regulations, and ordinances; departmental, divisional and branch policies and procedures; procurement laws, policies and procedures; and appropriate technical manuals and guidelines.

Although procedural guides cover the various aspects of most assignments, the complexity of most projects dictates the necessity for allowing a wide latitude of discretion in dealing with technical and functional aspects of the work. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing the assigned project. When the available guidelines are inadequate, the employee is expected to use initiative, originality, and judgment in the interpretation, application, and adaptation of standard guides to varying situations, and in devising alternative solutions to unusual problems.

V. **REQUIRED LICENSES, CERTIFICATES, ETC.**

Valid registration as a licensed professional Architect and a valid license to operate a motor vehicle in the State of Hawaii (Type 3 Driver's License).

VI. **RECOMMENDED QUALIFICATIONS**

A. Knowledge of: Principles and practices of architecture and construction practices in order to determine the acceptability of Consultants' work and/or to develop plans meeting professional standards; laws, rules, regulations, and policies and procedures relating to public procurement and as applicable to the Project Management Branch. Working knowledge of federal, state and local permit and statutory requirements; personal computers and related software applications for word processing, spreadsheets, database, scheduling, and accessing the Internet.

B. Skills/Abilities to: Operate in a very dynamic and progressive field where changes are constantly occurring; keep abreast of changes such as new materials and methods, technological changes, environment and health concerns such as asbestos, lead and mercury paint, underground storage leakage mitigation, and energy conservation; correlate extensive technical background of experience in architecture theories and practices; communicate effectively in writing and orally; represent the State at public hearings and meetings; work with a variety of individuals, occasionally dealing with difficult or confrontational issues; set scope, budget and delivery schedules, analyze risk factors (price, design capability, construction capability, design errors, user problems, time frames, etc.); apply

project software and methodology; monitor and interpret project cost information for decision-making and presentations; arrive at a reasonable scope, budget, and time schedule; conduct in-depth analytical, computational, organizational and time management skills to handle various projects; remain flexible in a demanding work environment and adapt to rapidly changing priorities, and to work beyond normal work hours when required; conceptualize new ideas quickly.

- C. Education: Refer to minimum qualification specifications for the Architect Series.
- D. Experience: Refer to the minimum qualification specifications for the Architect Series.

## **VII. TOOLS, EQUIPMENT AND MACHINES**

Position requires ability to operate/use a vehicle, computer, printer, copy machine, camera and other tools, equipment and machines that may become necessary to complete a project assignment.



## POSITION DESCRIPTION

January 26, 2009

### I. IDENTIFYING INFORMATION

Position Number: 17009  
Current Class Title: Architect V  
Proposed Class Title: Engineer (Buildings) V/Architect V  
Department of: Accounting and General Services  
Division: Public Works  
Branch: Project Management  
Section: A  
Geographic Location: Downtown Honolulu, Oahu, Hawaii

### II. INTRODUCTION

The Public Works Division, Department of Accounting and General Services, comprises six (6) branches, one of which is the Project Management Branch. The branch is responsible for and carries out a broad program of administering and managing the design contracts for construction (including public buildings and site improvement projects) and furniture and equipment acquisition contracts for a multitude of state agencies located within the state.

The branch is divided into two sections, Section A and Section B, each headed by an Engineer (Buildings) VI. Work is divided equally between the two sections, generally by geographical location of the projects and/or agencies.

The function of the section is to implement and manage Statewide Capital Improvement Program Design and Construction Projects, as well as repair and alteration projects, assigned to and undertaken by private consultants.

The primary purpose of this position is to assume responsibility for the efficient, effective, timely, and quality completion of all projects assigned to the position from the initial project authorization through management and coordination of activities required to complete the plans, specifications and estimates of all projects under contract to consultants; and also the various activities during planning, bidding, and construction.

### III. MAJOR DUTIES AND RESPONSIBILITIES

A. Overall Coordination Activities 35%

Coordinates and oversees the work of consultants on projects for various user agencies [1][3]. The types of projects (scope) are not limited to buildings and may include projects that are primarily electrical, mechanical, civil, structural,

Position Description

Position No. 38710/Architect V

(11/15/07) Page 2

environmental, planning, etc. in nature. In this function, the Architect V will meet and discuss the project with the user and consultant(s) to establish the project scope and develop the project budget and time schedules using his/her professional knowledge and judgment in arriving at a reasonable scope, budget, and time schedule [1,3].

B. Project Activities During Planning Phase 5%

Provides input on Planning Branch's projects, such as master plans, project development reports, and other types of planning studies.

C. Project Activities During Design Phase 35%

Prepares computations for consultant's fee negotiations, utilizing established methods, guidelines and/or professional judgment [1,3]. Negotiates fee and terms and conditions with consultants and drafts contracts for execution [1][3]. Negotiations take into consideration factors such as project complexity, budgeting constraints, cost effectiveness and the State's interest.

Administers approved consultant contracts assigned to him/her to ensure that the cost and time limitations as well as other contractual requirements are met [1][3]. The administration process includes the review of all contract documents submitted by plans, specifications, and estimates at the various stages (Schematics, Preliminary, and Final) to ensure adherence to requirements of the project scope, completeness, technical adequacy, functionality, and compliance with County ordinances, State and Federal requirements, statutes, rules and regulations [1][3].

Reviews the plans, specifications, and estimates from a technical standpoint using his/her professional expertise and judgment to examine and evaluate the consultants' recommendations on the use of various structural systems, materials and construction methods, and sequences to ensure that the final design will produce a facility which will satisfy the user agency's program requirements at the most reasonable cost [1][3].

D. Permitting and Bidding Phase Activities 5%

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous special requirements or approvals such as special use permits, special management area permits, environmental assessment and impact statements,

special design districts and zoning changes, land use changes, easement and land issues; participates in and/or prepares testimony for public hearings, County plan review use and site plan review, variances and waivers with Federal, State and County agencies having jurisdiction; and many more considerations which vary with each project [1][3].

Reviews all consultants' recommendations on substitution requests to see that proper evaluations are being made by the consultants. Also checks all addenda prepared by consultants for conformance to DAGS policies prior to issuance [1][3].

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous permits or approvals such as building permits, grading permits, National Pollutant Discharge Elimination System permits, historic review approvals, Disabilities and Communication Access Board reviews, planning type permits mentioned in paragraph B above with Federal, State and County agencies having jurisdiction, and many more considerations which vary with each project.

Prepares bid analysis data after bids are opened and, based on his/her experience and professional judgment, recommends award or rejection of bids. Also informs the User Agency to apprise them of bid results and final scope of work to be included in the award to the contractor [1][3].

E. Construction Phase Activities 15%

Conducts inspection of facilities under construction during certain critical stages to see that intent of the design is carried out according to plans and specifications and assists the Construction Management Branch in resolving certain construction problems. Accompanies the Construction Management Branch personnel in conducting the final inspection of the facility and other inspections as required. Also attends Owner/Architect/Contractor (OAC) meetings when applicable to the project and other meetings as required [1][3].

F. Miscellaneous Activities 5%

Drafts replies to all letters pertaining to projects for signature by the Branch Chief, Public Works Administrator, Comptroller or Governor [1][3].

Drafts appropriate responses to members of the general public, government and community requests, comments and concerns on various items for the Governor, State Comptroller, or Public Works Administrator [1][3].

Operates a motor vehicle and travels to neighbor islands to get to project sites and to attend meetings outside of the office [1][3].

Reviews consultants' requests for payment to ensure all conditions set forth in the contract have been satisfied, and provides recommendation to the supervisor for appropriate action [1][3].

Performs other related duties as required [1][2].

**Reasons:**

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:**

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function, the consequences of not requiring a person in this job to perform a function, the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs, and the nature of the work operations based on organization structure.

**IV. CONTROLS OVER THE POSITION**

A. Supervisor:

Position Number: 17004 Class Title: Engineer (Buildings) VI

General guidance given on desired program results. The position has wide latitude for independent action within the scope of responsibility and seeks the supervisor's assistance where the resolution of the problem(s) may affect the assigned projects. The supervisor reviews completed assignments in terms of acceptability in

accordance with Branch and Division policies and furtherance of Branch and Division goals.

B. Nature of Available Guidelines Controlling the Work:

The position is guided by applicable local, state, and federal laws, rules, regulations, and ordinances; departmental, divisional and branch policies and procedures; procurement laws, policies and procedures; and appropriate technical manuals and guidelines.

Although procedural guides cover the various aspects of most assignments, the complexity of most projects dictates the necessity for allowing a wide latitude of discretion in dealing with technical and functional aspects of the work. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing the assigned project. When the available guidelines are inadequate, the employee is expected to use initiative, originality, and judgment in the interpretation, application, and adaptation of standard guides to varying situations, and in devising alternative solutions to unusual problems.

V. **REQUIRED LICENSES, CERTIFICATES, ETC.**

Valid registration as a licensed professional Architect and a valid license to operate a motor vehicle in the State of Hawaii (Type 3 Driver's License).

VI. **RECOMMENDED QUALIFICATIONS**

- A. Knowledge of: Principles and practices of architecture and construction practices in order to determine the acceptability of Consultants' work and/or to develop plans meeting professional standards; laws, rules, regulations, and policies and procedures relating to public procurement and as applicable to the Project Management Branch. Working knowledge of federal, state and local permit and statutory requirements; personal computers and related software applications for word processing, spreadsheets, database, scheduling, and accessing the Internet.
- B. Skills/Abilities to: Operate in a very dynamic and progressive field where changes are constantly occurring; keep abreast of changes such as new materials and methods, technological changes, environment and health concerns such as asbestos, lead and mercury paint, underground storage leakage mitigation, and energy conservation; correlate extensive technical background of experience in

architectural theories and practices; communicate effectively in writing and orally; represent the State at public hearings and meetings; work with a variety of individuals, occasionally dealing with difficult or confrontational issues; set scope, budget and delivery schedules, analyze risk factors (price, design capability, construction capability, design errors, user problems, time frames, etc.); apply project software and methodology; monitor and interpret project cost information for decision-making and presentations; arrive at a reasonable scope, budget, and time schedule; conduct in-depth analytical, computational, organizational and time management skills to handle various projects; remain flexible in a demanding work environment and adapt to rapidly changing priorities, and to work beyond normal work hours when required; conceptualize new ideas quickly.

- C. Education: Refer to minimum qualification specifications for the Architect Series.
- D. Experience: Refer to the minimum qualification specifications for the Architect Series.

## VII. TOOLS, EQUIPMENT AND MACHINES

Position requires ability to operate/use a vehicle, computer, printer, copy machine, camera and other tools, equipment and machines that may become necessary to complete a project assignment.

# POSITION DESCRIPTION

August 2015

## I. IDENTIFYING INFORMATION

'15 AUG 25 P1:51

Position Number: 17020  
Current Class Title: Engineer (Buildings) V  
Department of: Accounting and General Services  
Division: Public Works  
Branch: Project Management  
Section: A  
Geographic Location: Downtown Honolulu, Oahu, Hawaii

HUMANITARIAN AGENCY

## II. INTRODUCTION

The Public Works Division, Department of Accounting and General Services, comprises six (6) branches, one of which is the Project Management Branch. The branch is responsible for and carries out a broad program of administering and managing the design contracts for construction (including public buildings and site improvement projects) and furniture and equipment acquisition contracts for a multitude of state agencies located within the state.

The branch is divided into two sections, Section A and Section B, each headed by an Engineer (Buildings) VI. Work is divided equally between the two sections, generally by geographical location of the projects and/or agencies.

The function of the section is to implement and manage Statewide Capital Improvement Program Design and Construction Projects, as well as repair and alteration projects, assigned to and undertaken by private consultants.

The primary purpose of this position is to assume responsibility for the efficient, effective, timely, and quality completion of all projects assigned to the position from the initial project authorization through management and coordination of activities required to complete the plans, specifications and estimates of all projects under contract to consultants; and also the various activities during planning, bidding, and construction.

## III. MAJOR DUTIES AND RESPONSIBILITIES

### A. Overall Coordination Activities 35%

Coordinates and oversees the work of consultants on projects for various user agencies. [1][3] The types of projects (scope) are not limited to buildings and may include projects that are primarily electrical, mechanical, civil, structural, environmental, planning, etc. in nature. In this function, the Engineer V will meet and discuss the project with the user and consultant(s) to establish the project scope and develop the project budget and time schedules using his/her professional

Position Description

Position No. 17020/Engineer (Buildings) V

(08/15) Page 2

knowledge and judgment in arriving at a reasonable scope, budget, and time schedule, [1,3]

B. Project Activities During Planning Phase 5%

Provides input on Planning Branch's projects, such as master plans, project development reports, and other types of planning studies.

C. Project Activities During Design Phase 35%

Prepares computations for consultant's fee negotiations, utilizing established methods, guidelines and/or professional judgment. [1,3] Negotiates fee and terms and conditions with consultants and drafts contracts for execution. [1][3] Negotiations take into consideration factors such as project complexity, budgeting constraints, cost effectiveness and the State's interest.

Administers approved consultant contracts assigned to him/her to ensure that the cost and time limitations as well as other contractual requirements are met. [1][3] The administration process includes the review of all contract documents submitted by plans, specifications, and estimates at the various stages (Schematics, Preliminary, and Final) to ensure adherence to requirements of the project scope, completeness, technical adequacy, functionality, and compliance with County ordinances, State and Federal requirements, statutes, rules and regulations. [1][3]

Reviews the plans, specifications, and estimates from a technical standpoint using his/her professional expertise and judgment to examine and evaluate the consultants' recommendations on the use of various structural systems, materials and construction methods, and sequences to ensure that the final design will produce a facility which will satisfy the user agency's program requirements at the most reasonable cost. [1][3]

D. Permitting and Bidding Phase Activities 5%

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous special requirements or approvals such as special use permits, special management area permits, environmental assessment and impact statements, special design districts and zoning changes, land use changes, easement and land issues; participates in and/or prepares testimony for public hearings, County plan review use and site plan review, variances and waivers with Federal,



State and County agencies having jurisdiction; and many more considerations which vary with each project. [1][3]

Reviews all consultants' recommendations on substitution requests to see that proper evaluations are being made by the consultants. Also checks all addenda prepared by consultants for conformance to DAGS policies prior to issuance. [1][3]

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous permits or approvals such as building permits, grading permits, National Pollutant Discharge Elimination System permits, historic review approvals, Disabilities and Communication Access Board reviews, planning type permits mentioned in paragraph B above with Federal, State and County agencies having jurisdiction, and many more considerations which vary with each project.

Prepares bid analysis data after bids are opened and, based on his/her experience and professional judgment, recommends award or rejection of bids. Also informs the User Agency to apprise them of bid results and final scope of work to be included in the award to the contractor. [1][3]

E. Construction Phase Activities 15%

Conducts inspection of facilities under construction during certain critical stages to see that intent of the design is carried out according to plans and specifications and assists the Construction Management Branch in resolving certain construction problems. Accompanies the Construction Management Branch personnel in conducting the final inspection of the facility and other inspections as required. Also attends Owner/Architect/Contractor (OAC) meetings when applicable to the project and other meetings as required. [1][3]

F. Miscellaneous Activities 5%

Drafts replies to all letters pertaining to projects for signature by the Branch Chief, Public Works Administrator, Comptroller or Governor. [1][3]

Drafts appropriate responses to members of the general public, government and community requests, comments and concerns on various items for the Governor, State Comptroller, or Public Works Administrator. [1][3]

Operates a motor vehicle and travels to neighbor islands to get to project sites and to attend meetings outside of the office. [1][3]

Position Description

Position No. 17020/Engineer (Buildings) V

(08/15) Page 4

Reviews consultants' requests for payment to ensure all conditions set forth in the contract have been satisfied, and provides recommendation to the supervisor for appropriate action. [1][3]

Performs other related duties as required. [1][2]

**Reasons:**

[1] The performance of this function is the reason that the job exists.

[2] The number of other employees available to perform this function is limited.

[3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:**

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function, the consequences of not requiring a person in this job to perform a function, the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs, and the nature of the work operations based on organization structure.

IV. CONTROLS OVER THE POSITION

A. Supervisor:

Position Number: 17004 Class Title: Engineer (Buildings) VI

General guidance given on desired program results. The position has wide latitude for independent action within the scope of responsibility and seeks the supervisor's assistance where the resolution of the problem(s) may affect the assigned projects. The supervisor reviews completed assignments in terms of acceptability in accordance with Branch and Division policies and furtherance of Branch and Division goals.

Position Description

Position No. 17020/Engineer (Buildings) V

(08/15) Page 5

B. Nature of Available Guidelines Controlling the Work:

The position is guided by applicable local, state, and federal laws, rules, regulations, and ordinances; departmental, divisional and branch policies and procedures; procurement laws, policies and procedures; and appropriate technical manuals and guidelines.

Although procedural guides cover the various aspects of most assignments, the complexity of most projects dictates the necessity for allowing a wide latitude of discretion in dealing with technical and functional aspects of the work. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing the assigned project. When the available guidelines are inadequate, the employee is expected to use initiative, originality, and judgment in the interpretation, application, and adaptation of standard guides to varying situations, and in devising alternative solutions to unusual problems.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Valid registration as a licensed professional Engineer and a valid license to operate a motor vehicle in the State of Hawaii (Type 3 Driver's License).

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge of: Principles and practices of engineering and construction practices in order to determine the acceptability of Consultants' work and/or to develop plans meeting professional standards; laws, rules, regulations, and policies and procedures relating to public procurement and as applicable to the Project Management Branch. Working knowledge of federal, state and local permit and statutory requirements; personal computers and related software applications for word processing, spreadsheets, database, scheduling, and accessing the Internet.

B. Skills/Abilities to: Operate in a very dynamic and progressive field where changes are constantly occurring; keep abreast of changes such as new materials and methods, technological changes, environment and health concerns such as asbestos, lead and mercury paint, underground storage leakage mitigation, and energy conservation; correlate extensive technical background of experience in engineering theories and practices; communicate effectively in writing and orally; represent the State at public hearings and meetings; work with a variety of individuals, occasionally dealing with difficult or confrontational issues; set scope, budget and delivery schedules, analyze risk factors (price, design capability,

Position Description

Position No. 17020/Engineer (Buildings) V

(08/15) Page 6

construction capability, design errors, user problems, time frames, etc.); apply project software and methodology; monitor and interpret project cost information for decision-making and presentations; arrive at a reasonable scope, budget, and time schedule; conduct in-depth analytical, computational, organizational and time management skills to handle various projects; remain flexible in a demanding work environment and adapt to rapidly changing priorities, and to work beyond normal work hours when required; conceptualize new ideas quickly.

- C. Education: Refer to minimum qualification specifications for the Engineer Series.
- D. Experience: Refer to the minimum qualification specifications for the Engineer Series.

VII. TOOLS, EQUIPMENT AND MACHINES

Position requires ability to operate/use a vehicle, computer, printer, copy machine, camera and other tools, equipment and machines that may become necessary to complete a project assignment.

**Selective Certification Requirement**  
**(Driver's License, Type 3)**

I. Position Identification

Dept:	<u>Acctg &amp; Gen Svcs</u>	Pos Nos:	<u>17020</u>	Division:	<u>Public Works</u>
Title:	<u>Engineer V</u>			Branch:	<u>Project Management</u>
Worksite:	<u>Honolulu, Oahu, Hawaii</u>			Section:	<u>A</u>
	(Specific Geographic Location)			Unit:	<u>-</u>

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 (describe): The position must possess a valid Hawaii State driver's license to get to project or meeting sites as they may not be within walking distance from the office or on public transportation routes, and time is of the essence.

- a. Frequency of trips Daily or as needed.
- b. Destination of trips Project or meeting sites which are not within walking distance from the office or on public transportation routes. May also be on neighbor islands.
- c. Purpose of trips To meet with consultants, users and others and to make inspections.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
- e. (1) Is alternative public transportation available?  Yes  No  
(2) Reason for use of vehicle if public transportation is available  
Time is of the essence and not all destinations are on public transportation routes.
- f. (1) Are other staff available to perform the driving?  Yes  No  
(2) Reason for selection of this position if other staff are available

Task 2 (describe): \_\_\_\_\_

- a. Frequency of trips \_\_\_\_\_
- b. Destination of trips \_\_\_\_\_
- c. Purpose of trips \_\_\_\_\_
- d. Special circumstances, if any, (e.g. need to transport others or materials).
- e. (1) Is alternative public transportation available?  Yes  No  
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving?  Yes  No

(2) Reason for selection of this position if other staff are available

Provide any other information which demonstrates and explains the need for a driver's license for the position The position works independently and cannot rely on others for transportation.

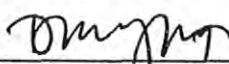
III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name: Eric K. Nishimoto Phone No.: 586-0460  
Official Title: Public Works Manager

IV. Departmental Certification and Authorization

The essential duties of this position, as described below, involve driving a motor vehicle. These assigned duties are hereby incorporated into the official position description for the position. Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

DATE APPROVED: AUG 20 2015   
Signature of Department Head or Authorized Representative

V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: \_\_\_\_\_  
Signature of Department Head or Authorized Representative

# POSITION DESCRIPTION

March 2, 2011

## I. IDENTIFYING INFORMATION

Position Number: 17028  
Current Class Title: Engineer (Buildings) V  
Department of: Accounting and General Services  
Division: Public Works  
Branch: Project Management  
Section: B  
Geographic Location: Downtown Honolulu, Oahu, Hawaii

## II. INTRODUCTION

The Public Works Division, Department of Accounting and General Services, comprises six (6) branches, one of which is the Project Management Branch. The branch is responsible for and carries out a broad program of administering and managing the design contracts for construction (including public buildings and site improvement projects) and furniture and equipment acquisition contracts for a multitude of state agencies located within the state.

The branch is divided into two sections, Section A and Section B, each headed by an Engineer (Buildings) VI. Work is divided equally between the two sections, generally by geographical location of the projects and/or agencies.

The function of the section is to implement and manage Statewide Capital Improvement Program Design and Construction Projects, as well as repair and alteration projects, assigned to and undertaken by private consultants.

The primary purpose of this position is to assume responsibility for the efficient, effective, timely, and quality completion of all projects assigned to the position from the initial project authorization through management and coordination of activities required to complete the plans, specifications and estimates of all projects under contract to consultants; and also the various activities during planning, bidding, and construction.

## III. MAJOR DUTIES AND RESPONSIBILITIES

### A. Overall Coordination Activities 35%

Coordinates and oversees the work of consultants on projects for various user agencies [1][3]. The types of projects (scope) are not limited to buildings and may include projects that are primarily electrical, mechanical, civil, structural, environmental, planning, etc. in nature. In this function, the Engineer V will meet and discuss the project with the user and consultant(s) to establish the project scope

and develop the project budget and time schedules using his/her professional knowledge and judgment in arriving at a reasonable scope, budget, and time schedule [1,3].

B. Project Activities During Planning Phase 5%

Provides input on Planning Branch's projects, such as master plans, project development reports, and other types of planning studies.

C. Project Activities During Design Phase 35%

Prepares computations for consultant's fee negotiations, utilizing established methods, guidelines and/or professional judgment [1,3]. Negotiates fee and terms and conditions with consultants and drafts contracts for execution [1][3]. Negotiations take into consideration factors such as project complexity, budgeting constraints, cost effectiveness and the State's interest.

Administers approved consultant contracts assigned to him/her to ensure that the cost and time limitations as well as other contractual requirements are met [1][3]. The administration process includes the review of all contract documents submitted by plans, specifications, and estimates at the various stages (Schematics, Preliminary, and Final) to ensure adherence to requirements of the project scope, completeness, technical adequacy, functionality, and compliance with County ordinances, State and Federal requirements, statutes, rules and regulations [1][3].

Reviews the plans, specifications, and estimates from a technical standpoint using his/her professional expertise and judgment to examine and evaluate the consultants' recommendations on the use of various structural systems, materials and construction methods, and sequences to ensure that the final design will produce a facility which will satisfy the user agency's program requirements at the most reasonable cost [1][3].

D. Permitting and Bidding Phase Activities 5%

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous special requirements or approvals such as special use permits, special management area permits, environmental assessment and impact statements, special design districts and zoning changes, land use changes, easement and land issues; participates in and/or prepares testimony for public hearings, County plan review use



and site plan review, variances and waivers with Federal, State and County agencies having jurisdiction; and many more considerations which vary with each project [1][3].

Reviews all consultants' recommendations on substitution requests to see that proper evaluations are being made by the consultants. Also checks all addenda prepared by consultants for conformance to DAGS policies prior to issuance [1][3].

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous permits or approvals such as building permits, grading permits, National Pollutant Discharge Elimination System permits, historic review approvals, Disabilities and Communication Access Board reviews, planning type permits mentioned in paragraph B above with Federal, State and County agencies having jurisdiction, and many more considerations which vary with each project.

Prepares bid analysis data after bids are opened and, based on his/her experience and professional judgment, recommends award or rejection of bids. Also informs the User Agency to apprise them of bid results and final scope of work to be included in the award to the contractor [1][3].

E. Construction Phase Activities 15%

Conducts inspection of facilities under construction during certain critical stages to see that intent of the design is carried out according to plans and specifications and assists the Construction Management Branch in resolving certain construction problems. Accompanies the Construction Management Branch personnel in conducting the final inspection of the facility and other inspections as required. Also attends Owner/Architect/Contractor (OAC) meetings when applicable to the project and other meetings as required [1][3].

F. Miscellaneous Activities 5%

Drafts replies to all letters pertaining to projects for signature by the Branch Chief, Public Works Administrator, Comptroller or Governor [1][3].

Drafts appropriate responses to members of the general public, government and community requests, comments and concerns on various items for the Governor, State Comptroller, or Public Works Administrator [1][3].

Operates a motor vehicle and travels to neighbor islands to get to project sites and to attend meetings outside of the office [1][3].

Reviews consultants' requests for payment to ensure all conditions set forth in the contract have been satisfied, and provides recommendation to the supervisor for appropriate action [1][3].

Performs other related duties as required [1][2].

**Reasons:**

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:**

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function, the consequences of not requiring a person in this job to perform a function, the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs, and the nature of the work operations based on organization structure.

**IV. CONTROLS OVER THE POSITION**

A. Supervisor:

Position Number: 12689 Class Title: Engineer (Buildings) VI

General guidance given on desired program results. The position has wide latitude for independent action within the scope of responsibility and seeks the supervisor's assistance where the resolution of the problem(s) may affect the assigned projects. The supervisor reviews completed assignments in terms of acceptability in accordance with Branch and Division policies and furtherance of Branch and Division goals.

B. Nature of Available Guidelines Controlling the Work:

The position is guided by applicable local, state, and federal laws, rules, regulations, and ordinances; departmental, divisional and branch policies and procedures; procurement laws, policies and procedures; and appropriate technical manuals and guidelines.

Although procedural guides cover the various aspects of most assignments, the complexity of most projects dictates the necessity for allowing a wide latitude of discretion in dealing with technical and functional aspects of the work. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing the assigned project. When the available guidelines are inadequate, the employee is expected to use initiative, originality, and judgment in the interpretation, application, and adaptation of standard guides to varying situations, and in devising alternative solutions to unusual problems.

V. **REQUIRED LICENSES, CERTIFICATES, ETC.**

Valid registration as a licensed professional Engineer and a valid license to operate a motor vehicle in the State of Hawaii (Type 3 Driver's License).

VI. **RECOMMENDED QUALIFICATIONS**

A. Knowledge of: Principles and practices of engineering and construction practices in order to determine the acceptability of Consultants' work and/or to develop plans meeting professional standards; laws, rules, regulations, and policies and procedures relating to public procurement and as applicable to the Project Management Branch. Working knowledge of federal, state and local permit and statutory requirements; personal computers and related software applications for word processing, spreadsheets, database, scheduling, and accessing the Internet.

B. Skills/Abilities to: Operate in a very dynamic and progressive field where changes are constantly occurring; keep abreast of changes such as new materials and methods, technological changes, environment and health concerns such as asbestos, lead and mercury paint, underground storage leakage mitigation, and energy conservation; correlate extensive technical background of experience in engineering theories and practices; communicate effectively in writing and orally; represent the State at public hearings and meetings; work with a variety of individuals, occasionally dealing with difficult or confrontational issues; set scope, budget and delivery schedules, analyze

risk factors (price, design capability, construction capability, design errors, user problems, time frames, etc.); apply project software and methodology; monitor and interpret project cost information for decision-making and presentations; arrive at a reasonable scope, budget, and time schedule; conduct in-depth analytical, computational, organizational and time management skills to handle various projects; remain flexible in a demanding work environment and adapt to rapidly changing priorities, and to work beyond normal work hours when required; conceptualize new ideas quickly.

- C. Education: Refer to minimum qualification specifications for the Engineer Series.
- D. Experience: Refer to the minimum qualification specifications for the Engineer Series.

## **VII. TOOLS, EQUIPMENT AND MACHINES**

Position requires ability to operate/use a vehicle, computer, printer, copy machine, camera and other tools, equipment and machines that may become necessary to complete a project assignment.

Selective Certification Requirement  
(Driver's License, Type 3)

I. Position Identification

Dept:	<u>Acctg &amp; Gen Svcs</u>	Pos Nos:	<u>17028</u>	Division:	<u>Public Works</u>
Title:	<u>Engineer V</u>			Branch:	<u>Project Management</u>
Worksite:	<u>Honolulu, Oahu, Hawaii</u>			Section:	<u>B</u>
	(Specific Geographic Location)			Unit:	<u>-</u>

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 (describe): The position must possess a valid Hawaii State driver's license to get to project or meeting sites as they may not be within walking distance from the office or on public transportation routes, and time is of the essence.

- a. Frequency of trips Daily or as needed.
- b. Destination of trips Project or meeting sites which are not within walking distance from the office or on public transportation routes. May also be on neighbor islands.
- c. Purpose of trips To meet with consultants, users and others and to make inspections.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
- e. (1) Is alternative public transportation available?  Yes  No  
(2) Reason for use of vehicle if public transportation is available  
Time is of the essence and not all destinations are on public transportation routes.
- f. (1) Are other staff available to perform the driving?  Yes  No  
(2) Reason for selection of this position if other staff are available

Task 2(describe):

- a. Frequency of trips \_\_\_\_\_
- b. Destination of trips \_\_\_\_\_
- c. Purpose of trips \_\_\_\_\_
- d. Special circumstances, if any, (e.g. need to transport others or materials).
- e. (1) Is alternative public transportation available?  Yes  No  
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving?  Yes  No

(2) Reason for selection of this position if other staff are available

Provide any other information which demonstrates and explains the need for a driver's license for the position The position works independently and cannot rely on others for transportation.

III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name: Eric K. Nishimoto Phone No.: 586-0460  
Official Title: Public Works Manager

IV. Departmental Certification and Authorization

The essential duties of this position, as described below, involve driving a motor vehicle. These assigned duties are hereby incorporated into the official position description for the position. Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

DATE APPROVED: MAR 16 2011 *Julie K. Hoji*  
Signature of Department Head or Authorized Representative

V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: \_\_\_\_\_  
Signature of Department Head or Authorized Representative

# POSITION DESCRIPTION

April 8, 2015

## I. IDENTIFYING INFORMATION

Position Number: 38710  
Current Class Title: Architect V  
Proposed Class Title: Engineer (Buildings) V  
Department of: Accounting and General Services  
Division: Public Works  
Branch: Project Management  
Section: A  
Geographic Location: Downtown Honolulu, Oahu, Hawaii

## II. INTRODUCTION

The Public Works Division, Department of Accounting and General Services, comprises six (6) branches, one of which is the Project Management Branch. The branch is responsible for and carries out a broad program of administering and managing the design contracts for construction (including public buildings and site improvement projects) and furniture and equipment acquisition contracts for a multitude of state agencies located within the state.

The branch is divided into two sections, Section A and Section B, each headed by an Engineer (Buildings) VI. Work is divided equally between the two sections, generally by geographical location of the projects and/or agencies.

The function of the section is to implement and manage Statewide Capital Improvement Program Design and Construction Projects, as well as repair and alteration projects, assigned to and undertaken by private consultants.

The primary purpose of this position is to assume responsibility for the efficient, effective, timely, and quality completion of all projects assigned to the position from the initial project authorization through management and coordination of activities required to complete the plans, specifications and estimates of all projects under contract to consultants; and also the various activities during planning, bidding, and construction.

## III. MAJOR DUTIES AND RESPONSIBILITIES

### A. Overall Coordination Activities 35%

Coordinates and oversees the work of consultants on projects for various user agencies. [1][3] The types of projects (scope) are not limited to buildings and may include projects that are primarily electrical, mechanical, civil, structural, environmental, planning, etc. in nature. In this function, the Engineer V will meet and discuss the project with the user and consultant(s) to establish the project

scope and develop the project budget and time schedules using his/her professional knowledge and judgment in arriving at a reasonable scope, budget, and time schedule, [1,3]

B. Project Activities During Planning Phase 5%

Provides input on Planning Branch's projects, such as master plans, project development reports, and other types of planning studies.

C. Project Activities During Design Phase 35%

Prepares computations for consultant's fee negotiations, utilizing established methods, guidelines and/or professional judgment. [1,3] Negotiates fee and terms and conditions with consultants and drafts contracts for execution. [1][3] Negotiations take into consideration factors such as project complexity, budgeting constraints, cost effectiveness and the State's interest.

Administers approved consultant contracts assigned to him/her to ensure that the cost and time limitations as well as other contractual requirements are met. [1][3] The administration process includes the review of all contract documents submitted by plans, specifications, and estimates at the various stages (Schematics, Preliminary, and Final) to ensure adherence to requirements of the project scope, completeness, technical adequacy, functionality, and compliance with County ordinances, State and Federal requirements, statutes, rules and regulations. [1][3]

Reviews the plans, specifications, and estimates from a technical standpoint using his/her professional expertise and judgment to examine and evaluate the consultants' recommendations on the use of various structural systems, materials and construction methods, and sequences to ensure that the final design will produce a facility which will satisfy the user agency's program requirements at the most reasonable cost. [1][3]

D. Permitting and Bidding Phase Activities 5%

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous special requirements or approvals such as special use permits, special management area permits, environmental assessment and impact statements, special design districts and zoning changes, land use changes, easement and land issues; participates in and/or prepares testimony for public



hearings, County plan review use and site plan review, variances and waivers with Federal, State and County agencies having jurisdiction; and many more considerations which vary with each project. [1][3]

Reviews all consultants' recommendations on substitution requests to see that proper evaluations are being made by the consultants. Also checks all addenda prepared by consultants for conformance to DAGS policies prior to issuance. [1][3]

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous permits or approvals such as building permits, grading permits, National Pollutant Discharge Elimination System permits, historic review approvals, Disabilities and Communication Access Board reviews, planning type permits mentioned in paragraph B above with Federal, State and County agencies having jurisdiction, and many more considerations which vary with each project.

Prepares bid analysis data after bids are opened and, based on his/her experience and professional judgment, recommends award or rejection of bids. Also informs the User Agency to apprise them of bid results and final scope of work to be included in the award to the contractor. [1][3]

E. Construction Phase Activities 15%

Conducts inspection of facilities under construction during certain critical stages to see that intent of the design is carried out according to plans and specifications and assists the Construction Management Branch in resolving certain construction problems. Accompanies the Construction Management Branch personnel in conducting the final inspection of the facility and other inspections as required. Also attends Owner/Architect/Contractor (OAC) meetings when applicable to the project and other meetings as required. [1][3]

F. Miscellaneous Activities 5%

Drafts replies to all letters pertaining to projects for signature by the Branch Chief, Public Works Administrator, Comptroller or Governor. [1][3]

Drafts appropriate responses to members of the general public, government and community requests, comments and concerns on various items for the Governor, State Comptroller, or Public Works Administrator. [1][3]

Operates a motor vehicle and travels to neighbor islands to get to project sites and to attend meetings outside of the office. [1][3]

Reviews consultants' requests for payment to ensure all conditions set forth in the contract have been satisfied, and provides recommendation to the supervisor for appropriate action. [1][3]

Performs other related duties as required. [1][2]

**Reasons:**

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:**

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function, the consequences of not requiring a person in this job to perform a function, the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs, and the nature of the work operations based on organization structure.

**IV. CONTROLS OVER THE POSITION**

A. Supervisor:

Position Number: 17004 Class Title: Engineer (Buildings) VI

General guidance given on desired program results. The position has wide latitude for independent action within the scope of responsibility and seeks the supervisor's assistance where the resolution of the problem(s) may affect the assigned projects. The supervisor reviews completed assignments in terms of acceptability in accordance with Branch and Division policies and furtherance of Branch and Division goals.

B. Nature of Available Guidelines Controlling the Work:

The position is guided by applicable local, state, and federal laws, rules, regulations, and ordinances; departmental, divisional and branch policies and procedures; procurement laws, policies and procedures; and appropriate technical manuals and guidelines.

Although procedural guides cover the various aspects of most assignments, the complexity of most projects dictates the necessity for allowing a wide latitude of discretion in dealing with technical and functional aspects of the work. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing the assigned project. When the available guidelines are inadequate, the employee is expected to use initiative, originality, and judgment in the interpretation, application, and adaptation of standard guides to varying situations, and in devising alternative solutions to unusual problems.

#### V. REQUIRED LICENSES, CERTIFICATES, ETC.

Valid registration as a licensed professional Engineer and a valid license to operate a motor vehicle in the State of Hawaii (Type 3 Driver's License).

#### VI. RECOMMENDED QUALIFICATIONS

- A. Knowledge of: Principles and practices of engineering and construction practices in order to determine the acceptability of Consultants' work and/or to develop plans meeting professional standards; laws, rules, regulations, and policies and procedures relating to public procurement and as applicable to the Project Management Branch. Working knowledge of federal, state and local permit and statutory requirements; personal computers and related software applications for word processing, spreadsheets, database, scheduling, and accessing the Internet.
- B. Skills/Abilities to: Operate in a very dynamic and progressive field where changes are constantly occurring; keep abreast of changes such as new materials and methods, technological changes, environment and health concerns such as asbestos, lead and mercury paint, underground storage leakage mitigation, and energy conservation; correlate extensive technical background of experience in engineering theories and practices; communicate effectively in writing and orally; represent the State at public hearings and meetings; work with a variety of individuals, occasionally dealing with difficult or confrontational issues; set scope, budget and delivery schedules, analyze risk factors (price, design capability, construction capability, design errors, user problems, time frames, etc.); apply project software and methodology; monitor and interpret project cost

Position Description

Position No. 38710/Engineer (Buildings) V

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information for decision-making and presentations; arrive at a reasonable scope, budget, and time schedule; conduct in-depth analytical, computational, organizational and time management skills to handle various projects; remain flexible in a demanding work environment and adapt to rapidly changing priorities, and to work beyond normal work hours when required; conceptualize new ideas quickly.

- C. Education: Refer to minimum qualification specifications for the Engineer Series.
- D. Experience: Refer to the minimum qualification specifications for the Engineer Series.

VII. TOOLS, EQUIPMENT AND MACHINES

Position requires ability to operate/use a vehicle, computer, printer, copy machine, camera and other tools, equipment and machines that may become necessary to complete a project assignment.

**Selective Certification Requirement**  
**(Driver's License, Type 3)**

I. Position Identification

Dept:	<u>Acctg &amp; Gen Svcs</u>	Pos Nos:	<u>38710</u>	Division:	<u>Public Works</u>
Title:	<u>Engineer V</u>			Branch:	<u>Project Management</u>
Worksite:	<u>Honolulu, Oahu, Hawaii</u>			Section:	<u>A</u>
	(Specific Geographic Location)			Unit:	<u>-</u>

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 (describe): The position must possess a valid Hawaii State driver's license to get to project or meeting sites as they may not be within walking distance from the office or on public transportation routes, and time is of the essence.

- a. Frequency of trips Daily or as needed.
- b. Destination of trips Project or meeting sites which are not within walking distance from the office or on public transportation routes. May also be on neighbor islands.
- c. Purpose of trips To meet with consultants, users and others and to make inspections.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
- 
- e. (1) Is alternative public transportation available?  Yes  No  
(2) Reason for use of vehicle if public transportation is available  
Time is of the essence and not all destinations are on public transportation routes.
- f. (1) Are other staff available to perform the driving?  Yes  No  
(2) Reason for selection of this position if other staff are available

Task 2(describe): \_\_\_\_\_

- a. Frequency of trips \_\_\_\_\_
- b. Destination of trips \_\_\_\_\_
- c. Purpose of trips \_\_\_\_\_
- d. Special circumstances, if any, (e.g. need to transport others or materials).
- 
- e. (1) Is alternative public transportation available?  Yes  No  
(2) Reason for use of vehicle if public transportation is available
- 
- f. (1) Are other staff available to perform the driving?  Yes  No

(2) Reason for selection of this position if other staff are available

Provide any other information which demonstrates and explains the need for a driver's license for the position The position works independently and cannot rely on others for transportation.

III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name: Eric K. Nishimoto Phone No.: 586-0460  
Official Title: Public Works Manager

IV. Departmental Certification and Authorization

The essential duties of this position, as described below, involve driving a motor vehicle. These assigned duties are hereby incorporated into the official position description for the position. Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

DATE APPROVED: APR 16 2015 Kenneth A. Sato  
Signature of Department Head or Authorized Representative



V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: \_\_\_\_\_  
Signature of Department Head or Authorized Representative

## POSITION DESCRIPTION

May 12, 2011

### I. IDENTIFYING INFORMATION

Position Number: 38711  
Current Class Title: Engineer (Buildings) V  
Proposed Class Title: Architect V  
Department of: Accounting and General Services  
Division: Public Works  
Branch: Project Management  
Section: A  
Geographic Location: Downtown Honolulu, Oahu, Hawaii

### II. INTRODUCTION

The Public Works Division, Department of Accounting and General Services, comprises six (6) branches, one of which is the Project Management Branch. The branch is responsible for and carries out a broad program of administering and managing the design contracts for construction (including public buildings and site improvement projects) and furniture and equipment acquisition contracts for a multitude of state agencies located within the state.

The branch is divided into two sections, Section A and Section B, each headed by an Engineer (Buildings) VI. Work is divided equally between the two sections, generally by geographical location of the projects and/or agencies.

The function of the section is to implement and manage Statewide Capital Improvement Program Design and Construction Projects, as well as repair and alteration projects, assigned to and undertaken by private consultants.

The primary purpose of this position is to assume responsibility for the efficient, effective, timely, and quality completion of all projects assigned to the position from the initial project authorization through management and coordination of activities required to complete the plans, specifications and estimates of all projects under contract to consultants; and also the various activities during planning, bidding, and construction.

### III. MAJOR DUTIES AND RESPONSIBILITIES

#### A. Overall Coordination Activities 35%

Coordinates and oversees the work of consultants on projects for various user agencies [1][3]. The types of projects (scope) are not limited to buildings and may include projects that are primarily electrical, mechanical, civil, structural, environmental, planning, etc. in nature. In this function, the Architect V will meet and discuss the project with the user and consultant(s) to establish the project scope

and develop the project budget and time schedules using his/her professional knowledge and judgment in arriving at a reasonable scope, budget, and time schedule [1,3].

B. Project Activities During Planning Phase 5%

Provides input on Planning Branch's projects, such as master plans, project development reports, and other types of planning studies.

C. Project Activities During Design Phase 35%

Prepares computations for consultant's fee negotiations, utilizing established methods, guidelines and/or professional judgment [1,3]. Negotiates fee and terms and conditions with consultants and drafts contracts for execution [1][3]. Negotiations take into consideration factors such as project complexity, budgeting constraints, cost effectiveness and the State's interest.

Administers approved consultant contracts assigned to him/her to ensure that the cost and time limitations as well as other contractual requirements are met [1][3]. The administration process includes the review of all contract documents submitted by plans, specifications, and estimates at the various stages (Schematics, Preliminary, and Final) to ensure adherence to requirements of the project scope, completeness, technical adequacy, functionality, and compliance with County ordinances, State and Federal requirements, statutes, rules and regulations [1][3].

Reviews the plans, specifications, and estimates from a technical standpoint using his/her professional expertise and judgment to examine and evaluate the consultants' recommendations on the use of various structural systems, materials and construction methods, and sequences to ensure that the final design will produce a facility which will satisfy the user agency's program requirements at the most reasonable cost [1][3].

D. Permitting and Bidding Phase Activities 5%

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous special requirements or approvals such as special use permits, special management area permits, environmental assessment and impact statements, special design districts and zoning changes, land use changes, easement and land issues; participates in and/or prepares testimony for public hearings, County plan review use and site plan review, variances and waivers with Federal,



State and County agencies having jurisdiction; and many more considerations which vary with each project [1][3].

Reviews all consultants' recommendations on substitution requests to see that proper evaluations are being made by the consultants. Also checks all addenda prepared by consultants for conformance to DAGS policies prior to issuance [1][3].

Identifies applicable requirements and coordinates the processing and/or resolution of the numerous permits or approvals such as building permits, grading permits, National Pollutant Discharge Elimination System permits, historic review approvals, Disabilities and Communication Access Board reviews, planning type permits mentioned in paragraph B above with Federal, State and County agencies having jurisdiction, and many more considerations which vary with each project.

Prepares bid analysis data after bids are opened and, based on his/her experience and professional judgment, recommends award or rejection of bids. Also informs the User Agency to apprise them of bid results and final scope of work to be included in the award to the contractor [1][3].

E. Construction Phase Activities 15%

Conducts inspection of facilities under construction during certain critical stages to see that intent of the design is carried out according to plans and specifications and assists the Construction Management Branch in resolving certain construction problems. Accompanies the Construction Management Branch personnel in conducting the final inspection of the facility and other inspections as required. Also attends Owner/Architect/Contractor (OAC) meetings when applicable to the project and other meetings as required [1][3].

F. Miscellaneous Activities 5%

Drafts replies to all letters pertaining to projects for signature by the Branch Chief, Public Works Administrator, Comptroller or Governor [1][3].

Drafts appropriate responses to members of the general public, government and community requests, comments and concerns on various items for the Governor, State Comptroller, or Public Works Administrator [1][3].

Operates a motor vehicle and travels to neighbor islands to get to project sites and to attend meetings outside of the office [1][3].

Reviews consultants' requests for payment to ensure all conditions set forth in the contract have been satisfied, and provides recommendation to the supervisor for appropriate action [1][3].

Performs other related duties as required [1][2].

**Reasons:**

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:**

The following evidence was considered in determining the essential functions of the position:

The amount of time spent performing the function, the consequences of not requiring a person in this job to perform a function, the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs, and the nature of the work operations based on organization structure.

**IV. CONTROLS OVER THE POSITION**

A. Supervisor:

Position Number: 17004 Class Title: Engineer (Buildings) VI

General guidance given on desired program results. The position has wide latitude for independent action within the scope of responsibility and seeks the supervisor's assistance where the resolution of the problem(s) may affect the assigned projects. The supervisor reviews completed assignments in terms of acceptability in accordance with Branch and Division policies and furtherance of Branch and Division goals.

B. Nature of Available Guidelines Controlling the Work:

The position is guided by applicable local, state, and federal laws, rules, regulations, and ordinances; departmental, divisional and branch policies and procedures;

procurement laws, policies and procedures; and appropriate technical manuals and guidelines.

Although procedural guides cover the various aspects of most assignments, the complexity of most projects dictates the necessity for allowing a wide latitude of discretion in dealing with technical and functional aspects of the work. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing the assigned project. When the available guidelines are inadequate, the employee is expected to use initiative, originality, and judgment in the interpretation, application, and adaptation of standard guides to varying situations, and in devising alternative solutions to unusual problems.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Valid registration as a licensed professional Architect and a valid license to operate a motor vehicle in the State of Hawaii (Type 3 Driver's License).

VI. RECOMMENDED QUALIFICATIONS

- A. Knowledge of: Principles and practices of architecture and construction practices in order to determine the acceptability of Consultants' work and/or to develop plans meeting professional standards; laws, rules, regulations, and policies and procedures relating to public procurement and as applicable to the Project Management Branch. Working knowledge of federal, state and local permit and statutory requirements; personal computers and related software applications for word processing, spreadsheets, database, scheduling, and accessing the Internet.
- B. Skills/Abilities to: Operate in a very dynamic and progressive field where changes are constantly occurring; keep abreast of changes such as new materials and methods, technological changes, environment and health concerns such as asbestos, lead and mercury paint, underground storage leakage mitigation, and energy conservation; correlate extensive technical background of experience in architectural theories and practices; communicate effectively in writing and orally; represent the State at public hearings and meetings; work with a variety of individuals, occasionally dealing with difficult or confrontational issues; set scope, budget and delivery schedules, analyze risk factors (price, design capability, construction capability, design errors, user problems, time frames, etc.); apply project software and methodology; monitor and interpret project cost information for decision-making and presentations; arrive at a reasonable scope, budget, and time schedule; conduct in-depth analytical, computational, organizational and time

management skills to handle various projects; remain flexible in a demanding work environment and adapt to rapidly changing priorities, and to work beyond normal work hours when required; conceptualize new ideas quickly.

- C. C. Education: Refer to minimum qualification specifications for the Architect Series.
- D. Experience: Refer to the minimum qualification specifications for the Architect Series.

VII. VII. TOOLS, EQUIPMENT AND MACHINES

Position requires ability to operate/use a vehicle, computer, printer, copy machine, camera and other tools, equipment and machines that may become necessary to complete a project assignment.