

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 01373
Class Title: Engineer (Buildings) VI SR-28, BU-23
Proposed Title: Engineer (Buildings) VI / Architect VI, SR-28, BU-23
Department: Accounting and General Services
Division: Public Works
Branch: Construction Management Branch
Section: Oahu Inspection Section
Geographic Location: Downtown, Oahu

II. INTRODUCTION

The Construction Management Branch ("Branch") is one of the six branches/offices of the Public Works Division ("Division" or "PWD"), Department of Accounting and General Services ("Department" or "DAGS").

The Branch is organized into one section, Oahu Inspection Section ("Section"), which is responsible for and carries out a broad program of administering construction contracts and inspecting Capital Improvement construction projects for various Departments on Oahu that include those in the State Executive Branches and Judiciary. On occasion, the Branch may be tasked to administer projects for other agencies that include the University of Hawaii System and Community Colleges, Hawaiian Home Lands, Department of Land and Natural Resources, Hawaii Housing Authority, and Housing Finance and Development Corporation.

The functions of the Branch are to inspect construction project progress, primarily on the island of Oahu to ensure compliance with applicable building and health regulations and codes, plans and specifications of projects, and contractual provisions; and to administer the contracts for the construction of these facilities and the related acquisition of furniture and equipment.

The primary functions of this Section Head position for the Construction Management Branch's Engineers and Architects are to provide supervision and guidance for the subordinate staff to accomplish the goals and objectives of the Branch through professional guidance, direction, and any other assistance necessary. This also includes additional responsibilities of administering a staff load of more sensitive, complex, and special construction projects as deemed necessary by superiors, or any overflow from the staff. In the absence of the Branch Public Works Manager (Position Number 01357, "Manager"), on an as needed basis as deemed necessary, this position will also assume those responsibilities of the Manager.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Supervisory Activities 20%

1. Provides general and technical supervision and evaluates the work performance over a large section consisting of fifteen (15) professionals and technicians comprising of six (6) Engineers/Architects V, four (4) Building Construction Inspectors III, and five (5) Building Construction Inspectors II that performs responsible professional engineering/architectural and administrative duties in planning and directing the activities of the Branch. [1][2][3]

Position Title	Position Numbers
Engineer (Bldgs.) V	6849, 7661, 17022, 38709
Architect V	116798
Architect V / Engineer (Bldgs.) V	36607
Building Construction Inspectors III	2517, 10631, 17034, 17035
Building Construction Inspectors II	6687, 17040, 17047, 17050, 52296

2. Plans, outlines, assigns, and reviews the work schedule of staff, conducts periodic follow-ups to ensure work assignments are performed satisfactorily, and initiates remedial action promptly as necessary. [1][2]
3. Reviews and approves timesheets and applications for leaves of absence; prepares individual performance appraisal reports for Area Engineers/Architects in terms of efficiency and productivity; collaborates with Area Engineers/Architects in preparation of individual performance appraisal reports for Inspectors; gives guidance and counseling to subordinates on performance appraisals, and formulates training programs as required. [1][2]
4. Reviews Area Engineers/Architects' recommendations of consultants' advisories on shop drawings, fixture lists, descriptive sheets, paint schedules, material samples, color samples, etc. submitted by the Contractor, and makes recommendations for approval or disapproval to the Manager. [1][2][3]
5. Supervises the preparation of monthly and final payment requests by the inspectors. Reviews monthly payment requests from contractors for accuracy and compliance with contract terms. Annotates changes to requests as necessary to reflect proper remuneration due. [1][2]
6. Reviews construction material, laboratory tests, and other reports submitted by subordinate engineers/architects and inspectors for conformance with the plans and specifications of each project. Reviews

accident reports and coordinates remedy with staff, contractors, and regulating agencies. [1][2][3]

7. Supervises the inspection of complex, problematic, or special construction projects simultaneously by serving as the Section Head and organizing inspection teams and directing and reviewing the work done by Engineers, Architects, and Inspectors. [1][2][3]
8. Is authorized to make all non-monetary field decisions, interpretations, and recommendations on the plans and specifications for the projects assigned to the Branch. [1][2][3]

B. Construction Project Administration Activities 60%

1. As a representative of the Department, the position is authorized to require the contractor to devise or revise its methods of operation or procedures if the Contractor is conducting their work in an unsafe manner or in a manner not in the best interest of the State. [1][2][3]
2. Reviews any architectural and engineering plans and specifications to determine the original scope of work and coordinates the work with user agencies. [1][2][3]
3. Conducts field investigations whenever complex problems are encountered and recommends solutions; undertakes field trips to projects receiving federal government assistance with federal engineers and provides pertinent information; assists in the general auditing of office file records; participates in pre-final and final inspections on projects and participates with responsible inspectors in the formulation of the project punch list of incomplete and unacceptable work. [1][2]
4. Directs, reviews, and recommends changes or additions to the plans, specifications, and contract. Reviews data and justifications for accuracy to substantiate changes and additions that become advisable during construction. Periodically reviews each project for the availability of funds and initiates requests to obtain additional funds to cover change orders. Conducts investigations and takes appropriate action on complaints, suggestions, requests for changes, and reports from the user agencies, architects, engineers, etc. Also assists the Technical Services Office staff to investigate and resolve problems occurring during the guarantee period. [1][2][3]
5. As needed, administers special or overflow staff projects from start to closing which includes conducting pre-construction meetings with contractors, user agencies, and various governmental agencies involved

to coordinate and resolve problems prior to commencement of the work. Conducts pre-final inspections, recommends final inspection of projects, project acceptance, and prepares contract completion reports. [1][2][3]

6. Evaluates requests for time extensions and recommends approval or disapproval to the Manager. [1][2]
7. Supervises the preparation and maintenance of project status records on construction projects by keeping records of materials, equipment, and labor used and work accomplished. Ensures the timely preparation of the Statement of Contract Time and Construction reports. Prepares monthly construction and progress reports for submittal to the client agencies, State Comptroller, and other state and federal agencies, as applicable. [1][2]

C. Other Construction Management Activities 15%

1. Participates in monthly staff meetings and other meetings with contractors, subcontractors, material suppliers, staff, user agencies, and others involved to settle grievances, discrepancies in contract terms, and other disagreements; attends seminars, educational forums, and workshops sponsored by the building industry to introduce new construction materials, methods, designs, and disseminates useful information gained. [1][2]
2. Evaluates and recommends acceptance of Value Engineering submittal and proposals. "Value Engineering" as a provision in public works contracts, is an organized effort directed at analyzing the function of construction, systems, equipment, and supplies for the purpose of achieving the required function at the lowest overall cost consistent with the requirements for performance, reliability, maintainability, and desired appearance. [1][2][3]

D. Miscellaneous Activities 5%

1. Assumes the duties and responsibilities of the Manager when directed; and performs other technical and supervisory duties as required. [1][2][3]
2. Overtime work may be required on occasion, as well as air travel (inter-island and out-of-state) for training, inspections, information gathering, meetings and other work-related purposes. [1][2][3]
3. Assists and/or acts as back-up to other Engineer/Architect positions in the Branch, as assigned or as required, such as during times of heavy workload, tight deadlines, and prolonged absences or vacancies. [1][2]

4. Performs other miscellaneous related duties as assigned. [2][3]

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 functions.

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 currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS OVER THE POSITION

A. Nature of Supervisory Control Exercised Over the Work

This position receives general supervision and guidance from the Construction Management Branch, Public Works Manager, Position No. 1357 and has considerable delegated authority to work within the broad framework of the Branch's goals and legal limitation and may act and substitute for the Branch Manager in his absence on matters concerning the Branch and Section.

Though final approval for any monetary changes are processed through the Manager's approval, the position has wide latitude for advising the subordinate staff within the scope of responsibility and within the projects or personnel responsibility.

B. Nature of Available Guidelines Controlling the Work

Some, but not limited to, the current guidelines which are updated to conform to current laws and functions of the Department and Division and include the Interim General Conditions 1999, Policies and Procedures Relating to Changes Initiated During Construction 2014, general knowledge of laws concerning construction and labor rules, etc.

Applicable local, state, and federal laws, rules, regulations, and guidelines such as building codes, zoning regulations and the Americans with Disabilities Act Accessibility Guidelines, departmental and divisional policies and procedures, procurement laws, and appropriate technical manuals and guidelines are the

primary resources and references that control the work. Amendments and new rules, standards, guidelines, etc. emerge periodically. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing assignments. 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.

A current Hawaii State certificate of registration as a professional engineer or architect is required. Must possess a valid license to drive in the State of Hawaii.

VI. RECOMMENDED QUALIFICATIONS

- A.
1. Knowledge of: Engineering, architectural, project administration principles are essential. Organizational and process management skills and practices are also needed for logical processing of situational and overall organizational well-being. Have the ability to organize and lead staff size groups. Basic construction knowledge are also needed with specialized knowledge being gained on an as-needed basis. Possess a working knowledge of personal computers and related software applications for word processing, spreadsheets, database, scheduling, and obtaining work-related information from the Internet.
 2. Skills/Abilities: Logically be able to skillfully organize and run any meeting or group the size of the Branch staff. Be able to process manage groups, situations, and ideas to be more logistically viable and efficient.

Be able to manage the help needed by the staff for any personal needs, including being able to know where to send personnel for assistance that may be needed for their own mental and physical health.

Excellent written, oral, and communication skills. Ability to work with a variety of individuals, occasionally dealing with difficult issues or precedent-setting issues. Ability to handle sensitive issues, using tact, courtesy, and discretion. Possess in-depth analytical, computational, organizational and time management skills to handle various projects, concurrently and often with short due dates. Ability to remain flexible in a demanding work environment and adapt to rapidly changing technologies and priorities. Ability to conceptualize new ideas quickly. Ability to drive a motor vehicle.

B. Education/Experience:

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

VII. TOOLS, EQUIPMENT, AND MACHINES

Required to use personal computer hardware, software, computer peripherals, photocopier, scanner, digital camera, and a motor vehicle proficiently.

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

I. Position Identification

Dept:	<u>Acctg & Gen Svcs</u>	Pos Nos:	<u>01373</u>	Division:	<u>Public Works</u>
Title:	<u>Public Works Supervisor</u>	Branch:	<u>Construction Management</u>		
Worksite:	<u>Honolulu, Oahu</u>	Section:	<u>Oahu Inspection Section</u>		
	(Specific Geographic Location)	Unit:	<u>N/A</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): Performs investigations of problems as reported and inspections as required.

- a. Frequency of trips Daily.
- b. Destination of trips Various State facilities around Oahu.
- c. Purpose of trips Administers construction contracts.
- d. Special circumstances, if any, (e.g. need to transport others or materials.)
N/A
- 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

Task 2 (describe): Attends project related meetings at various Oahu jobsites.

- a. Frequency of trips 2-3 times/week.
- b. Destination of trips Various State facilities statewide.
- c. Purpose of trips Attend project related meetings at jobsites.
- d. Special circumstances, if any, (e.g. need to transport others or materials.)
N/A
- 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 _____

III. Program Resource

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

Name: Clyde K. Kumabe Phone No.: 586-0414
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 - 2 2017 Keyon 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

I. IDENTIFYING INFORMATION

Position Number: 6849
Current Class Title: Engineer (Buildings) V
Department: Accounting and General Services
Division: Public Works Division
Branch: Construction Management Branch
Section: Oahu Inspection Section

II. INTRODUCTION

This position is located in the Oahu Inspection Section of the Construction Management Branch, Public Works Division, Department of Accounting and General Services.

The Construction Management “Branch” is one of the six (6) branches which comprise the Public Works “Division” Department of Accounting and General Services “Department”. The Branch is made up of one Oahu Inspection section. The Branch is responsible for and carries out a broad program of administering, inspecting, and advising on various construction related matters for facilities contracts (including public buildings, other departmental construction and civil engineering projects) and acquisition of furniture and equipment contracts for all agencies located on the islands of Oahu, with services extended to any other agency who have developed a Memo of Understanding (MOU) to do project related work for them. There is always an open invitation for such work as the departments may deem appropriate for their needs.

The Oahu Inspection Section is headed by a Branch Chief who supervises the Section Head. The Section Head supervises Area Engineers, Architects, and Inspector positions.

This position is designated as an Area Engineer, supervised by a Section Head (Engineer VI), and is responsible for administering many construction and equipment contracts, including some major projects. The Area Engineer observes the entire course of construction with the objective of assuring compliance with the plans and specifications; and must notify the contractor, client and/or appropriate agencies concerned with the safeguarding of life, health, and safety if acts or actions are being performed or have been performed that are contrary to the intent of the plans and specifications. The position supervises several Building Construction Inspectors, consultant Engineers and Architects, and other technical specialists.

III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Project Administration Responsibilities 55%
1. Supervises the inspection of several major construction projects or a combination of major projects and smaller projects simultaneously by serving as the Area Engineer. [1, 2, 3]

2. Plans, organizes, and directs the work performed by Construction Management Branch Building Construction Inspectors, consultants, engineers, and architects, and other technical specialists. [1, 2, 3]
3. Makes field decisions, interpretations, and recommendations of the plans and specifications for the projects. [1, 2, 3]
4. As a representative of the Department, orders the Contractor to devise or revise methods of operations or procedures if the Contractor conducts work in an unsafe manner or in a manner not in the best interest of the State. [1, 2, 3]
5. Provides technical assistance to other Construction Management Branch Engineers, Architects, and Building Construction Inspectors. [1, 2, 3]
6. Reviews architects' and engineers' plans and specifications to determine the scope of work and coordinates the work with user agencies. [1, 2, 3]
7. Reviews recommendations of consultants on shop drawing and equipment submittals by the Contractor and recommends approval or disapproval to the, Section Head. [1, 2, 3]
8. Performs inspection of projects for workmanship and adherence to contract plans and specifications, shop drawings, change orders, general requirements and covenants of the Department; and compliance with the provisions of the applicable building and zoning codes, ordinances, State labor requirements, and Federal provisions in the contract. [1, 2, 3]
9. Evaluates requests for time extensions and recommends approval or disapproval of any request. [1, 2, 3]
10. Negotiates and recommends approval or disapproval of change order proposals to the Section Head. [1, 2, 3]
11. Periodically reviews each project for the availability of funds and initiates requests to obtain adequate funds when necessary to cover change orders. Requests for additional funds from the user agency for work to be incorporated by change order. [1, 2, 3]
12. Performs other duties as required and/or as directed, including off island trips during the course of the workday and/or as needed or dictated by the needs of the Division. [1, 2, 3]

B. Project Control and Closing Responsibilities 40%

1. Directs, reviews, and recommends changes or additions to the Plans, Specifications and Contract. [1, 2, 3]
2. Reviews justifications and accuracy of substantiating data for changes and

additions that become advisable during construction. [1, 2, 3]

3. Conducts investigations and takes appropriate action on complaints, suggestions, requests for changes and reports from the User Agency, Architects, Engineers, and other state agencies. [1, 2, 3]
4. Assists the Quality Control Staff to investigate and resolve problems occurring during the guarantee period. [1, 2, 3]
5. Conducts pre-construction meetings with the Contractor, User Agency and the various governmental agencies involved, to coordinate and resolve all foreseeable problems prior to commencement of the work. [1, 2, 3]
6. Conducts final inspections and recommends acceptance, and prepare Contract Completion Report. [1, 2, 3]
7. Supervises the preparation of monthly and final payment requests by the inspectors. [1, 2, 3]
8. Reviews the monthly payment requests to insure that the contractor will be paid for only that amount of the project, including the labor and materials which have been incorporated and also for materials that have been confirmed to not be installed on the project but stored at an approved storage facility. Annotate changes on request as necessary to reflect proper payments due. [1, 2, 3]
9. Supervises the preparation and/or maintenance of the project status. [1, 2, 3]
10. Prepares and maintains records for a construction project by keeping records of materials, equipment and labor used and work accomplished. [1, 2, 3]
11. Ensures the timely preparation of the Statement of Contract Time and Construction Reports. [1, 2, 3]
12. Prepares construction and progress reports for the Department's clients, State Comptroller and appropriate Federal Agencies for Federal funded projects as requested. [1, 2, 3]
13. Reviews construction, materials, laboratory tests, accident and other reports submitted by the inspector and engineers, for conformance with the appropriate requirements. [1, 2, 3]
14. Notifies contractor of unsafe materials. [1, 2, 3]
15. Collaborates with the Section Head on evaluating job performance of inspectors that are assigned to him. [1, 2, 3]
16. Recommend personnel actions when appropriate and as required. [1, 2, 3]

17. Assists the Section Head by advising and reviewing with subordinates, the rules, policies and procedures for the proper conduct, management and operation of personnel, and activities of the Construction Management Branch. [1, 2, 3]
18. Participates in the evaluation and recommendation whether to accept or reject Value Engineering submittals and proposals. Value engineering as a provision in public works contracts, is an organized effort at analyzing the function of construction, systems, equipment and supplies for the purpose of achieving the required function at the lowest overall cost consistent with the requirements for performance, reliability, maintainability and appearance. [1, 2, 3]
19. Drafts job related correspondence for approval and signature of the Branch Chief, Public Works Administrator, or Comptroller as needed. [1, 2, 3]
20. Tracks material warranties for Users. [1, 2, 3]
21. Assumes responsibility of the Oahu Construction Management Section Head during his absence when called upon. [1, 2, 3]

C. Miscellaneous Responsibilities 5%

1. Assists or acts as back up to other Engineer and Architect positions in the Branch, or be assigned on temporary assignment to a supervisory position in the Branch, as assigned and as required, such as during times of heavy workload, tight deadlines, vacations, prolonged absences, or vacancies. [2]
2. Performs other related duties as assigned. [2, 3]

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 USE 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 No. 1373 Class Title: Engineer (Buildings) VI

B. Nature of Supervisory Control Exercised Over the Work

The position is under the general supervision and guidance of the Section Head (Engineer (Buildings) VI), Position Number 1373. Supervision is basically of an administrative nature. The position has wide latitude for independent action within the scope of responsibility.

C. Nature of Available Guidelines Controlling the Work

The position also receives additional guidance from departmental policies and procedures, OSHA requirements, applicable building and zoning codes/ordinances, the Americans with Disabilities Act Accessibility Guidelines, State Labor requirements, Federal Aid provisions related to the contract, procurement laws and directives, and appropriate technical manuals and guidelines are the primary resources/references that control the work.

Amendments and new rules, standards, guidelines, etc. emerge periodically. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing work. When the available guidelines are inadequate, the employee is expected to use initiative, originality, and judgement in the interpretation, application, and adaptation of standard guides to varying situations and in devising alternative solutions to unusual problems.

V. REQUIRED LICENSE, CERTIFICATES, ETC.

- A. Valid Driver's License to operate a motor vehicle (Type 3 Driver's License) in the State of Hawaii is required.
- B. Valid State of Hawaii Professional Engineering License.

VI. RECOMMENDED QUALIFICATIONS

Refer to the Minimum Qualification Specifications for the Engineer V Class.

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

Knowledge of: civil and hydraulic engineering principles and practices; engineering mechanics of materials, architectural, structural, mechanical, and electrical engineering principles.

B. Skills/Abilities:

Skill to: recognize good contract administration and to set priorities.

Ability to: perform minor engineering and architectural design work; supervise construction and inspection activities; prepare engineering and inspection reports, exercise good judgment on construction matters, communicate clearly and tactfully, and the ability to drive a motor vehicle.

C. Education/Experience Required:

Refer to the Minimum Qualification Specifications for the Engineer V class.

VII. TOOLS, EQUIPMENT, AND MACHINES

Basic knowledge of: Personal computer/tablet, scanner, facsimile, copier, digital camera, laser tape, electrical multi-meter, anemometer, moisture meter, etc.

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

I. Position Identification

Dept: Acctg & Gen Svcs Pos Nos: 6849 Division: Public Works
Title: Engineer (Buildings) V Branch: Construction Management
Worksite: Honolulu, Hawaii (Oahu) Section: Inspection
(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): Performs investigations of problems as reported and inspections as required by contract.

- a. Frequency of trips Daily.
- b. Destination of trips Various State facilities around Oahu.
- c. Purpose of trips Administer construction contracts.
- d. Special circumstances, if any, (e.g. need to transport others or materials.)
N/A
- 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

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 _____

III. Program Resource

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


Name: Clyde Kumabe/Walter Kobayashi Phone No.: 586-0414/586-0411

Official Title: Public Works Manager/Engineer VI

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 - 9 2016


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: 7661
Current Class Title: Engineer (Buildings) V
Department: Accounting and General Services
Division: Public Works
Branch: Construction Management
Section: Oahu Inspection

II. INTRODUCTION

This position is located in the Oahu Inspection Section of the Construction Management Branch, Public Works Division, Department of Accounting and General Services.

The Construction Management Branch (CMB) is one of six (6) branches of the Public Works Division. The CMB administers and manages projects under construction in accordance with construction contracts and prescribed construction practices by inspecting work in progress and work completed, directing and controlling changes, and the accepting and closing of projects. The CMB coordinates the delivery and installation of furniture and equipment for projects.

The Oahu Inspection Section is headed by an Engineer (Buildings) VI. The section is subdivided into six (6) areas, each supervised by an Architect V or Engineer V.

The subject position is designated as an Area Engineer and is responsible for administering several construction and equipment contracts, including some major projects. The Area Engineer observes the entire course of construction with the objective of assuring compliance with the plans and specifications; and must notify the contractor, client, and/or appropriate agencies concerned with the safeguarding of life, health, and safety if acts or actions are being performed or have been performed that are contrary to the intent of the plans and specifications. The position supervises several Building Construction Inspectors, consultant engineers and architects, and other technical specialists.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Project Administration Responsibilities 55%

1. Supervises the inspection of several major construction projects or a combination of major projects and smaller projects simultaneously by serving as an Area Engineer. [1,2,3]

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Engineer (Buildings) V
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2. Plans, organizes, and directs the work performed by CMB Building Construction Inspectors, consultant engineers and architects, and other technical specialists. Reviews daily work log to obtain project status for work in progress. [1,2,3]
3. Makes field decisions, interpretations, and recommendations of the plans and specifications for the projects. [1,2,3]
4. As a representative of the Department, orders the Contractor to devise or revise methods of operations or procedures if the Contractor conducts work in an unsafe manner or in a manner not in the best interest of the State. [1,2,3]
5. Provides technical assistance to other CMB Engineers and Building Construction Inspectors. [1,2,3]
6. Reviews architects' and engineers' plans and specifications to determine the scope of work and coordinates the work with user agencies. [1,2,3]
7. Reviews recommendations of consultants on shop drawing and equipment submittals by the Contractor and recommends approval or disapproval to the Engineer (Buildings) VI. [1,2,3]
8. Performs inspection of projects for workmanship and adherence to contract plans and specifications, shop drawings, change orders, general requirements and covenants of the Department, and compliance with the provisions of the applicable building and zoning codes, ordinances, State's labor requirements, and Federal provisions in the contract. Operates a motor vehicle to get to inspection job sites. [1,2,3]
9. Evaluates requests for time extensions and recommends approval or disapproval of request. [1,2,3]
10. Negotiates and recommends approval or disapproval of change order proposals to Section Head. Prepares and processes authorization for contractor to proceed with the revision of the contract item. [1,2,3]
11. Periodically reviews each project for the availability of funds and initiates requests to obtain adequate funds when necessary to cover change orders. Requests for additional funds from the user agency for work to be incorporated by change order. [1,2,3]

12. Performs other duties as required and/or as directed, including off island trips during the workday and/or as needed or dictated by the needs of the Division. [1,2,3]

B. Project Control Responsibilities 25%

1. Directs, reviews, and recommends changes or additions to the Plans, Specifications and Contract. [1,2,3]
2. Reviews justifications and accuracy of substantiating data for changes and additions that become advisable during construction. [1,2,3]
3. Conducts investigations and takes appropriate action on complaints, suggestions, requests for changes and reports from the User Agency, Architects, Engineers, etc. [1,2,3]
4. Assists the Technical Services Staff to investigate and resolve problems occurring during the guarantee period. [1,2,3]
5. Conducts pre-construction meetings with the Contractor, User Agency and the various governmental agencies involved, to coordinate and resolve all foreseeable problems prior to commencement of the work. [1,2,3]
6. Conducts pre-final and recommends acceptance and prepares Contract Completion Report. [1,2,3]
7. Supervises the preparation of monthly and final payment requests by the inspectors. [1,2,3]
8. Reviews the monthly payment requests to ensure that the contractor will be paid for only that amount of labor and material which have been incorporated into the project and for materials that have been confirmed to be installed on the project but stored at an approved storage facility. Annotates changes on request as necessary to reflect proper payment due. [1,2,3]

C. Project Closing, Warranty, Safety, and Miscellaneous Duties 20%

1. Supervises the preparation or maintenance of project status. [1,2,3]
2. Prepares records on a construction project by keeping records of materials, equipment and labor used and work accomplished. [1,2,3]

Position Description
Engineer (Buildings) V
Page 4

3. Ensures the timely preparation of the Statement of Contract Time and Construction Reports. [1,2,3]
4. Prepares construction and progress reports for the Department's clients, State Comptroller and appropriate Federal Agencies for Federal funded projects as requested. [1,2,3]
5. Reviews construction, material, laboratory test, accident and other reports submitted by the inspector and engineers, for conformance with the appropriate requirements. [1,2,3]
6. Notifies contractor of unsafe materials. [1,2,3]
7. Collaborates with Section Head on evaluating job performance of inspectors that are assigned to him. [1,2]
8. Recommends personnel actions when appropriate and as required. [1,2]
9. Assists the Section Head by advising and reviewing with subordinates the rules, policies and procedures for the proper conduct, management and operation of personnel, and activities of the Inspection Branch. [1,2]
10. Participates in the evaluation and recommendation whether to accept or reject Value Engineering submittals and proposals. Value engineering as a provision in public works contracts, is an organized effort at analyzing the function of construction, systems, equipment and supplies for achieving the required function at the lowest overall cost consistent with the requirements for performance, reliability, maintainability and appearance. [1,2,3]
11. Drafts job related correspondence for approval and signature of Branch Chief or Division Head. [1,2,3]
12. Tracks material warranties for Users. [1,2,3]
13. Assumes responsibility of the Oahu Inspection Section Head during his absence when called upon. [1,2,3]

Reasons:

- [1] The position exists to perform the function .
- [2] There are a limited number of other employees available to perform the function.
- [3] The function is highly specialized, and the employee in the position is hired for special expertise or ability to perform it .

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 EXERCISED OVER THE WORK

A. Nature of Supervisory Control Exercised Over the Work

This position is under the supervision of the Oahu Engineer (Buildings) VI. Supervision is basically of an administrative nature. The position has wide latitude for independent action within the scope of responsibility.

B. Nature of Available Guidelines Controlling the Work

The position also receives additional guidance from departmental policies and procedures, OSHA requirements, applicable building and zoning codes/ordinances, State Labor requirements, and Federal Aid provisions related to the contract.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

- A. Valid Hawaii Driver's License
- B. Valid Professional Engineer License

VI. RECOMMENDED QUALIFICATIONS

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

Knowledge of: Civil and hydraulic engineering principles and practices; engineering mechanics of materials, architectural, structural, mechanical, and electrical engineering principles.

Skill to: Recognize good contract administration and to set priorities.

Ability to: Perform engineering design work; supervise construction and inspection activities; prepare engineering and inspection reports; exercise good judgment on construction matters; communicate clearly and tactfully; and ability to drive a motor vehicle.

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

Refer to Minimum Qualification Specifications for the Engineer (Buildings) V class.

VII. TOOLS, EQUIPMENT, AND MACHINES

Personal computer, printer, scanner, facsimile, copier, laser tape, electrical multi-meter, anemometer, moisture meter, etc.

VIII. PHYSICAL REQUIREMENTS

Must be able to perform engineering and inspection work over unimproved terrain, in, on and below buildings under construction, and around heavy construction equipment.

The individual must be physically fit and agile to be able to climb ladders at least 20 feet in height using feet, legs, hands and arms; must maintain body equilibrium to ascend and descend stairs, scaffolding, ramps, and other objects; must be flexible to be able to extend hands and arms in any direction to reach, touch, and inspect work at varying heights and positions. The incumbent's vision must be such that he/she is able to see all colors and tones in order to identify and match colors, to inspect painting, and to detect various defects at distances from 20 inches up to 20 feet. Hearing must be within normal ranges in order to hear equipment back-up warnings, conversations and other site construction sounds.

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 17022
Current Class Title: Engineer (Buildings) V
Department: Accounting and General Services
Division: Public Works
Branch: Construction Management
Section: Oahu Inspection

II. INTRODUCTION

This position is located in the Oahu Inspection Section of the Construction Management Branch, Public Works Division, Department of Accounting and General Services.

The Construction Management Branch (CMB) is one of six (6) branches of the Public Works Division. The CMB administers and manages projects under construction in accordance with construction contracts and prescribed construction practices by inspecting work in progress and work completed, directing and controlling changes, and the accepting and closing of projects. The CMB coordinates the delivery and installation of furniture and equipment for projects.

The Oahu Inspection Section is headed by an Engineer (Buildings) VI. The section is subdivided into six (6) areas, each supervised by an Architect V or Engineer V.

The subject position is designated as an Area Engineer and is responsible for administering several construction and equipment contracts, including some major projects. The Area Engineer observes the entire course of construction with the objective of assuring compliance with the plans and specifications; and must notify the contractor, client, and/or appropriate agencies concerned with the safeguarding of life, health, and safety if acts or actions are being performed or have been performed that are contrary to the intent of the plans and specifications. The position supervises several Building Construction Inspectors, consultant engineers and architects, and other technical specialists.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Project Administration Responsibilities 55%

1. Supervises the inspection of several major construction projects or a combination of major projects and smaller projects simultaneously by serving as an Area Engineer. [1,2,3]

Position Description
Engineer (Buildings) V
Page 2

2. Plans, organizes, and directs the work performed by CMB Building Construction Inspectors, consultant engineers and architects, and other technical specialists. Reviews daily work log to obtain project status for work in progress. [1,2,3]
3. Makes field decisions, interpretations, and recommendations of the plans and specifications for the projects. [1,2,3]
4. As a representative of the Department, orders the Contractor to devise or revise methods of operations or procedures if the Contractor conducts work in an unsafe manner or in a manner not in the best interest of the State. [1,2,3]
5. Provides technical assistance to other CMB Engineers and Building Construction Inspectors. [1,2,3]
6. Reviews architects' and engineers' plans and specifications to determine the scope of work and coordinates the work with user agencies. [1,2,3]
7. Reviews recommendations of consultants on shop drawing and equipment submittals by the Contractor and recommends approval or disapproval to the Engineer (Buildings) VI. [1,2,3]
8. Performs inspection of projects for workmanship and adherence to contract plans and specifications, shop drawings, change orders, general requirements and covenants of the Department, and compliance with the provisions of the applicable building and zoning codes, ordinances, State's labor requirements, and Federal provisions in the contract. Operates a motor vehicle to get to inspection job sites. [1,2,3]
9. Evaluates requests for time extensions and recommends approval or disapproval of request. [1,2,3]
10. Negotiates and recommends approval or disapproval of change order proposals to Section Head. Prepares and processes authorization for contractor to proceed with the revision of the contract item. [1,2,3]
11. Periodically reviews each project for the availability of funds and initiates requests to obtain adequate funds when necessary to cover change orders. Requests for additional funds from the user agency for work to be incorporated by change order. [1,2,3]

12. Performs other duties as required and/or as directed, including off island trips during the course of the workday and/or as needed or dictated by the needs of the Division. [1,2,3]

B. Project Control Responsibilities 25%

1. Directs, reviews, and recommends changes or additions to the Plans, Specifications and Contract. [1,2,3]
2. Reviews justifications and accuracy of substantiating data for changes and additions that become advisable during construction. [1,2,3]
3. Conducts investigations and takes appropriate action on complaints, suggestions, requests for changes and reports from the User Agency, Architects, Engineers, etc. [1,2,3]
4. Assists the Technical Services Staff to investigate and resolve problems occurring during the guarantee period. [1,2,3]
5. Conducts pre-construction meetings with the Contractor, User Agency and the various governmental agencies involved, to coordinate and resolve all foreseeable problems prior to commencement of the work. [1,2,3]
6. Conducts pre-final and recommends acceptance, and prepares Contract Completion Report. [1,2,3]
7. Supervises the preparation of monthly and final payment requests by the inspectors. [1,2,3]
8. Reviews the monthly payment requests to insure that the contractor will be paid for only that amount of labor and material which have been incorporated into the project and also for materials that have been confirmed to be installed on the project but stored at an approved storage facility. Annotates changes on request as necessary to reflect proper payment due. [1,2,3]

C. Project Closing, Warranty, Safety, and Miscellaneous Duties 20%

1. Supervises the preparation or maintenance of project status. [1,2,3]
2. Prepares records on a construction project by keeping records of materials, equipment and labor used and work accomplished. [1,2,3]

3. Ensures the timely preparation of the Statement of Contract Time and Construction Reports. [1,2,3]
4. Prepares construction and progress reports for the Department's clients, State Comptroller and appropriate Federal Agencies for Federal funded projects as requested. [1,2,3]
5. Reviews construction, material, laboratory test, accident and other reports submitted by the inspector and engineers, for conformance with the appropriate requirements. [1,2,3]
6. Notifies contractor of unsafe materials. [1,2,3]
7. Collaborates with Section Head on evaluating job performance of inspectors that are assigned to him. [1,2]
8. Recommends personnel actions when appropriate and as required. [1,2]
9. Assists the Section Head by advising and reviewing with subordinates the rules, policies and procedures for the proper conduct, management and operation of personnel, and activities of the Inspection Branch. [1,2]
10. Participates in the evaluation and recommendation whether to accept or reject Value Engineering submittals and proposals. Value engineering as a provision in public works contracts, is an organized effort at analyzing the function of construction, systems, equipment and supplies for the purpose of achieving the required function at the lowest overall cost consistent with the requirements for performance, reliability, maintainability and appearance. [1,2,3]
11. Drafts job related correspondence for approval and signature of Branch Chief or Division Head. [1,2,3]
12. Tracks material warranties for Users. [1,2,3]
13. Assumes responsibility of the Oahu Inspection Section Head during his absence when called upon. [1,2,3]

Reasons:

- [1] The position exists to perform the function.
- [2] There are a limited number of other employees available to perform the function.
- [3] The function is highly specialized, and the employee in the position is hired for special expertise or ability to perform it.

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 EXERCISED OVER THE WORK

A. Nature of Supervisory Control Exercised Over the Work

This position is under the supervision of the Oahu Engineer (Buildings) VI. Supervision is basically of an administrative nature. The position has wide latitude for independent action within the scope of responsibility.

B. Nature of Available Guidelines Controlling the Work

The position also receives additional guidance from departmental policies and procedures, OSHA requirements, applicable building and zoning codes/ordinances, State Labor requirements, and Federal Aid provisions related to the contract.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

- A. Valid Hawaii Driver's License
- B. Valid Professional Engineer License

VI. RECOMMENDED QUALIFICATIONS

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

Knowledge of: Civil and hydraulic engineering principles and practices; engineering mechanics of materials, architectural, structural, mechanical, and electrical engineering principles.

Skill to: Recognize good contract administration and to set priorities.

Ability to: Perform engineering design work; supervise construction and inspection activities; prepare engineering and inspection reports; exercise good judgment on construction matters; communicate clearly and tactfully; and ability to drive a motor vehicle.

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

Refer to Minimum Qualification Specifications for the Engineer (Buildings) V class.

VII. TOOLS, EQUIPMENT, AND MACHINES

Personal computer, printer, scanner, facsimile, copier, laser tape, electrical multi-meter, anemometer, moisture meter, etc.

VIII. PHYSICAL REQUIREMENTS

Must be able to perform engineering and inspection work over unimproved terrain, in, on and below buildings under construction, and around heavy construction equipment.

The individual must be physically fit and agile to be able to climb ladders at least 20 feet in height using feet, legs, hands and arms; must maintain body equilibrium to ascend and descend stairs, scaffolding, ramps, and other objects; must be flexible to be able to extend hands and arms in any direction to reach, touch, and inspect work at varying heights and positions. The incumbent's vision must be such that he/she is able to see all colors and tones in order to identify and match colors, to inspect painting, and to detect various defects at distances from 20 inches up to 20 feet. Hearing must be within normal ranges in order to hear equipment back-up warnings, conversations and other site construction sounds.

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

I. Position Identification

Dept: Acctg & Gen Svcs Pos Nos: 17022 Division: Public Works Division
 Title: Engineer (Buildings) V Branch: Construction Management Branch
 Worksite: Honolulu, Hawaii (Oahu) Section: _____
 (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): Performs investigations of problems as reported and inspections as required by contract.

- a. Frequency of trips Daily.
- b. Destination of trips Various State facilities around Oahu.
- c. Purpose of trips Administer construction contracts.
- d. Special circumstances, if any, (e.g. need to transport others or materials.)
N/A
- 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

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 _____

III. Program Resource

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

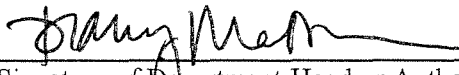
Name: Clyde Kumabe/Patrick Chun Phone No.: 586-0414/586-0411

Official Title: Public Works Manager / Engineer VI

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 - 1 2009


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: 36607
Current Class Title: Engineer (Buildings) V
Department: Accounting and General Services
Division: Public Works Division
Branch: Construction Management Branch
Section: Oahu Inspection Section

II. INTRODUCTION

This position is located in the Oahu Inspection Section of the Construction Management Branch, Public Works Division, Department of Accounting and General Services.

The Construction Management “Branch” is one of the six (6) branches which comprise the Public Works “Division” Department of Accounting and General Services “Department”. The Branch is made up of one Oahu Inspection section. The Branch is responsible for and carries out a broad program of administering, inspecting, and advising on various construction related matters for facilities contracts (including public buildings, other departmental construction and civil engineering projects) and acquisition of furniture and equipment contracts for all agencies located on the islands of Oahu, with services extended to any other agency who have developed a Memo of Understanding (MOU) to do project related work for them. There is always an open invitation for such work as the departments may deem appropriate for their needs.

The Oahu Inspection Section is headed by a Branch Chief who supervises the Section Head. The Section Head supervises Area Engineers, Architects, and Inspector positions.

This position is designated as an Area Engineer, supervised by a Section Head (Engineer VI), and is responsible for administering many construction and equipment contracts, including some major projects. The Area Engineer observes the entire course of construction with the objective of assuring compliance with the plans and specifications; and must notify the contractor, client and/or appropriate agencies concerned with the safeguarding of life, health, and safety if acts or actions are being performed or have been performed that are contrary to the intent of the plans and specifications. The position supervises several Building Construction Inspectors, consultant Engineers and Architects, and other technical specialists.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Project Administration Responsibilities 55%

1. Supervises the inspection of several major construction projects or a combination of major projects and smaller projects simultaneously by serving as the Area Engineer. [1, 2, 3]

2. Plans, organizes, and directs the work performed by Construction Management Branch Building Construction Inspectors, consultants, engineers, and architects, and other technical specialists. [1, 2, 3]
3. Makes field decisions, interpretations, and recommendations of the plans and specifications for the projects. [1, 2, 3]
4. As a representative of the Department, orders the Contractor to devise or revise methods of operations or procedures if the Contractor conducts work in an unsafe manner or in a manner not in the best interest of the State. [1, 2, 3]
5. Provides technical assistance to other Construction Management Branch Engineers, Architects, and Building Construction Inspectors. [1, 2, 3]
6. Reviews architects' and engineers' plans and specifications to determine the scope of work and coordinates the work with user agencies. [1, 2, 3]
7. Reviews recommendations of consultants on shop drawing and equipment submittals by the Contractor and recommends approval or disapproval to the, Section Head. [1, 2, 3]
8. Performs inspection of projects for workmanship and adherence to contract plans and specifications, shop drawings, change orders, general requirements and covenants of the Department; and compliance with the provisions of the applicable building and zoning codes, ordinances, State labor requirements, and Federal provisions in the contract. [1, 2, 3]
9. Evaluates requests for time extensions and recommends approval or disapproval of any request. [1, 2, 3]
10. Negotiates and recommends approval or disapproval of change order proposals to the Section Head. [1, 2, 3]
11. Periodically reviews each project for the availability of funds and initiates requests to obtain adequate funds when necessary to cover change orders. Requests for additional funds from the user agency for work to be incorporated by change order. [1, 2, 3]
12. Performs other duties as required and/or as directed, including off island trips during the course of the workday and/or as needed or dictated by the needs of the Division. [1, 2, 3]

B. Project Control and Closing Responsibilities 40%

1. Directs, reviews, and recommends changes or additions to the Plans, Specifications and Contract. [1, 2, 3]
2. Reviews justifications and accuracy of substantiating data for changes and

additions that become advisable during construction. [1, 2, 3]

3. Conducts investigations and takes appropriate action on complaints, suggestions, requests for changes and reports from the User Agency, Architects, Engineers, and other state agencies. [1, 2, 3]
4. Assists the Quality Control Staff to investigate and resolve problems occurring during the guarantee period. [1, 2, 3]
5. Conducts pre-construction meetings with the Contractor, User Agency and the various governmental agencies involved, to coordinate and resolve all foreseeable problems prior to commencement of the work. [1, 2, 3]
6. Conducts final inspections and recommends acceptance, and prepare Contract Completion Report. [1, 2, 3]
7. Supervises the preparation of monthly and final payment requests by the inspectors. [1, 2, 3]
8. Reviews the monthly payment requests to insure that the contractor will be paid for only that amount of the project, including the labor and materials which have been incorporated and also for materials that have been confirmed to not be installed on the project but stored at an approved storage facility. Annotate changes on request as necessary to reflect proper payments due. [1, 2, 3]
9. Supervises the preparation and/or maintenance of the project status. [1, 2, 3]
10. Prepares and maintains records for a construction project by keeping records of materials, equipment and labor used and work accomplished. [1, 2, 3]
11. Ensures the timely preparation of the Statement of Contract Time and Construction Reports. [1, 2, 3]
12. Prepares construction and progress reports for the Department's clients, State Comptroller and appropriate Federal Agencies for Federal funded projects as requested. [1, 2, 3]
13. Reviews construction, materials, laboratory tests, accident and other reports submitted by the inspector and engineers, for conformance with the appropriate requirements. [1, 2, 3]
14. Notifies contractor of unsafe materials. [1, 2, 3]
15. Collaborates with the Section Head on evaluating job performance of inspectors that are assigned to him. [1, 2, 3]
16. Recommend personnel actions when appropriate and as required. [1, 2, 3]

17. Assists the Section Head by advising and reviewing with subordinates, the rules, policies and procedures for the proper conduct, management and operation of personnel, and activities of the Construction Management Branch. [1, 2, 3]
18. Participates in the evaluation and recommendation whether to accept or reject Value Engineering submittals and proposals. Value engineering as a provision in public works contracts, is an organized effort at analyzing the function of construction, systems, equipment and supplies for the purpose of achieving the required function at the lowest overall cost consistent with the requirements for performance, reliability, maintainability and appearance. [1, 2, 3]
19. Drafts job related correspondence for approval and signature of the Branch Chief, Public Works Administrator, or Comptroller as needed. [1, 2, 3]
20. Tracks material warranties for Users. [1, 2, 3]
21. Assumes responsibility of the Oahu Construction Management Section Head during his absence when called upon. [1, 2, 3]

C. Miscellaneous Responsibilities 5%

1. Assists or acts as back up to other Engineer and Architect positions in the Branch, or be assigned on temporary assignment to a supervisory position in the Branch, as assigned and as required, such as during times of heavy workload, tight deadlines, vacations, prolonged absences, or vacancies. [2]
2. Performs other related duties as assigned. [2, 3]

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 USE 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 No. 1373 Class Title: Engineer (Buildings) VI

B. Nature of Supervisory Control Exercised Over the Work

The position is under the general supervision and guidance of the Section Head (Engineer (Buildings) VI), Position Number 1373. Supervision is basically of an administrative nature. The position has wide latitude for independent action within the scope of responsibility.

C. Nature of Available Guidelines Controlling the Work

The position also receives additional guidance from departmental policies and procedures, OSHA requirements, applicable building and zoning codes/ordinances, the Americans with Disabilities Act Accessibility Guidelines, State Labor requirements, Federal Aid provisions related to the contract, procurement laws and directives, and appropriate technical manuals and guidelines are the primary resources/references that control the work.

Amendments and new rules, standards, guidelines, etc. emerge periodically. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing work. When the available guidelines are inadequate, the employee is expected to use initiative, originality, and judgement in the interpretation, application, and adaptation of standard guides to varying situations and in devising alternative solutions to unusual problems.

V. REQUIRED LICENSE, CERTIFICATES, ETC.

- A. Valid Driver's License to operate a motor vehicle (Type 3 Driver's License) in the State of Hawaii is required.
- B. Valid State of Hawaii Professional Engineering License.

VI. RECOMMENDED QUALIFICATIONS

Refer to the Minimum Qualification Specifications for the Engineer V Class.

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

Knowledge of: civil and hydraulic engineering principles and practices; engineering mechanics of materials, architectural, structural, mechanical, and electrical engineering principles.

B. Skills/Abilities:

Skill to: recognize good contract administration and to set priorities.

Ability to: perform minor engineering and architectural design work; supervise construction and inspection activities; prepare engineering and inspection reports, exercise good judgment on construction matters, communicate clearly and tactfully, and the ability to drive a motor vehicle.

C. Education/Experience Required:

Refer to the Minimum Qualification Specifications for the Engineer V class.

VII. TOOLS, EQUIPMENT, AND MACHINES

Basic knowledge of: Personal computer/tablet, scanner, facsimile, copier, digital camera, laser tape, electrical multi-meter, anemometer, moisture meter, etc.

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

I. Position Identification

Dept: Acctg & Gen Svcs Pos Nos: 36607 Division: Public Works
Title: Engineer (Buildings) V Branch: Construction Management
Worksite: Honolulu, Hawaii (Oahu) Section: _____
(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): Performs investigations of problems as reported and inspections as required

- a. Frequency of trips Daily
- b. Destination of trips Various State facilities around Oahu
- c. Purpose of trips Administer construction contracts
- d. Special circumstances, if any, (e.g. need to transport others or materials.)
N/A
- 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

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 _____

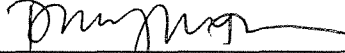
III. Program Resource

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

Name: Clyde Kumabe/Walter Kobayashi Phone No.: 586-0414/586-0411
Official Title: Public Works Manager / Engineer VI

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 - 9 2016 
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

Engineer (Buildings) V
Position Number 38709

I. INTRODUCTION

This position is located in the Oahu Section A of the Inspection Branch, Public Works Division, Department of Accounting and General Services.

The Inspection Branch is one of the seven (7) branches which comprise the Public Works Division, Department of Accounting and General Services. The branch is responsible for and carries out a broad program of administering and inspecting construction of facilities contracts (including public buildings, school construction and civil engineering projects) and acquisition of furniture and equipment contracts for all state agencies located on the island of Oahu, with the exception generally of projects for the Departments of Land and Natural Resources, Hawaiian Home Lands, and Transportation, the Hawaii Housing Authority, and the Housing Finance and Development Corporation.

The branch is divided into two sections, Oahu Inspection Section A and Oahu Inspection Section B, each headed by a Section Head (Engineer VI). Both sections are further subdivided into four (4) areas, each supervised by an Area Engineer (Engineer V). This position is assigned to Section A.

This position is designated as Area Engineer and is responsible for administering several construction and equipment contracts, including some major projects. The Area Engineer observes the entire course of construction with the objective of assuring compliance with the plans and specifications; and must notify the contractor, client and/or appropriate agencies concerned with the safeguarding of life, health, and safety if acts or actions are being performed or have been performed that are contrary to the intent of the plans and specifications.

The position supervises several Building Construction Inspectors, consultant engineers and architects, and other technical specialists.

II. MAJOR DUTIES AND RESPONSIBILITIES

- 55% A. Supervises the inspection of several major construction projects or a combination of major projects and smaller projects simultaneously by serving as Area Engineer.

Plans, organizes, and directs the work performed by Inspection Branch Building Construction Inspectors, consultant engineers and architects, and other technical specialists. Reviews daily work log to obtain project status for work in progress.

Makes field decisions, interpretations, and recommendations on the plans and specifications for the projects.

As a representative of the Department, orders the Contractor to devise or revise methods of operations or procedures if the Contractor conducts work in an unsafe manner or in a manner not in the best interest of the State.

Provides technical assistance to other Inspection Branch Engineers and Building Construction Inspectors.

Reviews architects and engineers plans and specifications to determine the scope of work and coordinates the work with user agencies.

Reviews recommendations of consultants on shop drawings and equipment submittals by the Contractor and recommends approval or disapproval to the Engineer (Buildings) VI, position number 17029.

Performs inspections of projects for workmanship and adherence to contract plans and specifications, shop drawings, change orders, general requirements and covenants of the Department, and compliance with the provisions of the applicable building and zoning codes, ordinances, State labor requirements, and Federal provisions in the contract. Operates a motor vehicle to get to inspection job sites.

Evaluates requests for time extensions from contractors and recommends approval or disapproval of request.

Negotiates and recommends approval or disapproval of change order proposals to the Section Head. Prepares and processes authorization for the contractor to proceed with the revision of the contract item.

Periodically reviews each project for the availability of funds and initiates requests to obtain adequate funds when necessary to cover change orders. Requests for additional funds from the user agency for work to be incorporated by the change order.

- 15% B. Directs, reviews, and recommends changes or additions to the Plans, Specifications and Contract.

Reviews justifications and accuracy of substantiating data for changes and additions that become advisable during construction.

Conducts investigations and takes appropriate action on complaints, suggestions, requests for changes and reports from the User Agency, Architects, Engineers, etc.

Also assists the Quality Control Staff to investigate and resolve problems occurring during the guarantee period.

- 5% C. Conducts pre-construction meetings with the Contractor, User Agency and the various governmental agencies involved, to coordinate and resolve all foreseeable problems prior to commencement of the work.

Conducts pre-final and recommends acceptance, and prepares Contract Completion Report.

- 5% D. Supervises the preparation of monthly and final payment requests by the inspectors.

Reviews the monthly payment requests to insure that the contractor will be paid for only that amount of labor and material which have been incorporated into the project and also for materials that have been confirmed to be installed on the project but stored at an approved storage facility. Annotes changes on request as necessary to reflect proper payment due.

- 6% E. Supervises the preparation or maintenance of project status.

Prepares records on a construction project by keeping records of materials, equipment and labor used and work accomplished.

Ensures the timely preparation of the Statement of Contract Time and Construction Reports. Prepares construction and progress reports for the Department of Education, State Comptroller and appropriate Federal Agencies for Federal funded projects as requested.

- 5% F. Reviews construction, material, laboratory test, accident and other reports submitted by the inspector and engineers, for conformance with the appropriate requirements.

Notify contractor of unsafe materials.

- 4% G. Collaborates with Section Head on evaluating job performance of inspectors that are assigned to him.

Recommends personnel actions when appropriate and as required.

Assists the Section Head by advising and reviewing with subordinates the rules, policies and procedures for the proper conduct, management and operation of personnel, and activities of the Inspection Branch.

- 3% H. Participates in the evaluation and recommendation whether to accept or reject Value Engineering submittals and proposals. Value engineering as a provision in public works contracts, is an organized effort at analyzing the function of construction, systems, equipment and supplies for the purpose of achieving the required function at the lowest overall cost consistent with the requirements for performance, reliability, maintainability and appearance.

Drafts job related correspondence for approval and signature of Branch Chief or Division Head.

- 2% I. Assumes responsibility of the Oahu Inspection Section Head during his absence when called upon. On occasion, may work in Oahu Section B of the Inspection Branch dependent on branch workload. Performs other duties as required.

III. CONTROLS OVER THE POSITION

The position is under the administrative supervision of the Oahu Section A Engineer (Buildings) VI, position number 17029. The supervision is of an administrative nature with wide freedom for independent action.

The position also receives additional guidance from departmental policies and procedures, OSHA requirements, applicable building and zoning codes/ordinances, State Labor requirements, and Federal Aid provisions related to the contract.

IV. QUALIFICATION REQUIREMENTS OF THE WORK

Knowledge Of: Civil and hydraulic engineering principles and practices; engineering mechanics of materials, architectural, structural, mechanical, and electrical engineering principles.

Ability To:

Perform engineering design work; supervise constructional and inspectional activities; prepare engineering and inspection reports; exercise good judgement on construction matters; communicate clearly and effectively; and operate a motor vehicle.

Physical Require:

Perform engineering and inspection work over unimproved terrain in buildings under construction and around heavy construction equipment.

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

DPS 234A

I. Position Identification

Accounting &
Dept General Services Pos. No. 38709 Division Public Works
Title Engineer (Bldgs) V Branch Inspection Branch
Worksite Honolulu, Oahu Section Section "A"
(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): Performs investigations of problems as reported and inspections as required.

- a. Frequency of trips Daily
- b. Destination of trips Various State facilities around Oahu
- c. Purpose of trips Administer construction contracts
- 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 _____

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 _____

III. Program Resource

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

Name Thomas Morioka

Phone No. 586-0414

Official Title Engineering Program 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: JAN 24 1995



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

Architect V
Position Number 116798

I. INTRODUCTION

This position is located in the Oahu Section A of the Inspection Branch, Public Works Division, Department of Accounting and General Services.

The Inspection Branch is one of the seven (7) branches which comprise the Public Works Division, Department of Accounting and General Services. The branch is responsible for and carries out a broad program of administering and inspecting construction of facilities contracts (including public buildings, school construction and civil engineering projects) and acquisition of furniture and equipment contracts for all state agencies located on the island of Oahu, with the exception generally of projects for the Departments of Land and Natural Resources, Hawaiian Home Lands, and Transportation, the Hawaii Housing Authority, and the Housing Finance and Development Corporation.

The branch is divided into two sections, Oahu Inspection Section A and Oahu Inspection Section B, each headed by a Section Head. Both sections are further subdivided into four (4) or five (5) areas, each supervised by an Area Engineer or Area Architect. This position is assigned to Section A.

This position is designated as Area Architect and is responsible for administering several construction and equipment contracts, including some major projects. The Area Architect observes the entire course of construction with the objective of assuring compliance with the plans and specifications; and must notify the contractor, client and/or appropriate agencies concerned with the safeguarding of life, health, and safety if acts or actions are being performed or have been performed that are contrary to safety standards and the intent of the plans and specifications.

The position supervises several Building Construction Inspectors, consultant engineers and architects, and other technical specialists.

II. MAJOR DUTIES AND RESPONSIBILITIES

- 55 % A. Supervises the inspection of several major construction projects or a combination of major projects and smaller projects simultaneously by serving as Area Architect. [1,2,3]

Plans, organizes, and directs the work performed by Inspection Branch Building Construction Inspectors, consultant engineers and architects, and other technical specialists. Reviews daily work log to obtain project status for work in progress. [1,2,3]

Makes field decisions, interpretations, and recommendations on the plans and specifications for the projects. [1,2,3]

As a representative of the Department, orders the contractor to devise or revise methods of operations or procedures if the contractor conducts work in an unsafe manner or in a manner not in the best interest of the State. [1,2,3]

Provides technical assistance to other Inspection Branch Engineers, Architects, and Building Construction Inspectors. [1,2,3]

Reviews architects' or engineers' plans and specifications to determine the scope of work and coordinates the work with user agencies. [1,2,3]

Reviews recommendations of consultants on shop drawing and equipment submittals by the contractor and recommends approval or disapproval to the head of Section A, Engineer (Buildings) VI or Architect VI, position number 17029. [1,2,3]

Performs inspection of projects for workmanship and adherence to contract plans and specifications, shop drawings, change orders, general requirements and covenants of the Department, and compliance with the provisions of the applicable building and zoning codes, ordinances, State labor requirements, and Federal provisions in the contract. Operates a motor vehicle to get to inspection job sites. [1,2,3]

Evaluates requests for time extensions and recommends approval or disapproval of request. [1,2,3]

Negotiates and recommends approval or disapproval of change order proposals to Section Head. Prepares and processes authorization for contractor to proceed with the revision of the contract item. [1,2,3]

Periodically reviews each project for the availability of funds and initiates requests to obtain adequate funds when necessary to cover change orders. Requests additional funds from the user agency for work to be incorporated by change order. [1,2,3]

15% B. Directs, reviews, and recommends changes or additions to the plans, specifications, and contract. [1,2,3]

Reviews justifications and accuracy of substantiating data for changes and additions that become advisable during construction. [1,2,3]

Conducts investigations and takes appropriate action on complaints, suggestions, requests for changes and reports from the user agency, architects, engineers, etc. [1,2,3]

Also assists the Quality Control Staff to investigate and resolve problems occurring during the guarantee period. [1,2,3]

5%C. Conducts pre-construction meetings with the contractor, user agency and the various governmental agencies involved, to coordinate and resolve all foreseeable problems prior to commencement of the work. [1,2,3]

Conducts final inspections and recommends acceptance, and prepares the Contract Completion Report. [1,2,3]

5%D. Supervises the preparation of monthly and final payment requests by the inspectors. [1,2,3]

Reviews the monthly payment requests to ensure that the contractor will be paid for only that amount of labor and material which have been incorporated into the project, and also for materials that have been confirmed to be installed on the project, but stored at an approved storage facility. Annotates changes on request as necessary to reflect proper payment due. [1,2,3]

6%E. Supervises the preparation or maintenance of project status. [1,2,3]

Prepares records on a construction project by keeping records of materials, equipment, and labor used and work accomplished. [1,2,3]

Ensures the timely preparation of the Statements of Contract Time and Monthly Construction Progress Reports. Prepares construction and progress reports for the Department of Education, State Comptroller, and appropriate Federal agencies for Federal funded projects as requested. [1,2,3]

5%F. Reviews construction, material, laboratory test, accident and other reports submitted by the inspector, and engineers, for conformance with the appropriate requirements. [1,2,3]

Notifies the contractor of unsafe materials. [1,2,3]

4%G. Collaborates with Section Head on evaluating job performance of inspectors under the Area Architect's supervision. [1,2,3]

Recommends personnel actions when appropriate and as required. [1,2,3]

Assists the Section Head by advising and reviewing with subordinates the rules, policies and procedures for the proper conduct, management and operation of personnel, and activities of the Inspection Branch. [1,2,3]

3%H. Participates in the evaluation and recommendation whether to accept or reject Value Engineering submittals and proposals. Value engineering as a provision in public works contracts, is an organized effort at analyzing the function of construction, systems, equipment and supplies for the purpose of achieving the required function at the lowest overall cost consistent with the requirements for performance, reliability, maintainability and appearance. [1,2,3]

Drafts job related correspondence for approval and signature of Branch Chief or Division Head. [1,2,3]

2%I. When requested, assumes responsibility of the Section Head during the Section Head's absence. On occasion, may work in the other Oahu Section of the Inspection Branch depending on branch workload. Performs other duties as assigned and required.

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 the 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 work operations based on organization structures.

III. CONTROLS OVER THE POSITION

The position is under the administrative supervision of the Oahu Section A Engineer VI, position number 17029, and has wide latitude for independent action within the scope of responsibility.

The position also receives additional guidance from departmental policies and procedures, OHSA requirements, applicable building and zoning codes/ordinances, State Labor requirements, and Federal Aid provisions related to the contract.

IV. QUALIFICATION REQUIREMENTS OF THE WORK

- Knowledge Of: Engineering and architectural principles and practices.
- Ability To: Perform architectural design work; supervise construction and inspection activities; prepare architectural and inspection reports; exercise good judgment on construction matters; communicate clearly and tactfully; and ability to drive a motor vehicle.
- Licenses Required: Possess a current Hawaii certificate of registration as a professional architect; possess a valid Hawaii State driver's license.
- Physical Requirements: Must be able to perform architectural and inspection work over unimproved terrain, in, on, and below buildings under construction and around heavy construction equipment.

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

I. Position Identification

Dept:	<u>Acctg & Gen Svcs</u>	Pos No:	<u>116798</u>	Division:	<u>Public Works</u>
Title:	<u>Architect V</u>	Branch:		Branch:	<u>Inspection</u>
Worksite:	<u>Downtown, Oahu</u>	Section:		Section:	<u>Oahu - A</u>
	(Specific Geographic Location)	Unit:		Unit:	<u>N/A</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): Performs investigations of problems as reported and inspections as required by contract.

- a. Frequency of trips Daily
 - b. Destination of trips Various state facilities around Oahu
 - c. Purpose of trips Administer construction contracts
 - 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
Inefficient to depend on other staff members to drive the employee around.

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 _____

III. Program Resource

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

Name: Patrick P. H. H. Chun Phone No.: 586-0411
Official Title: Acting Engineering Program 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: 3/15/04 _____

Signature of Department Head or Authorized Representative

V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: _____
Signature of Department Head or Authorized Representative