



Hawaii Public Housing Authority (HPHA)

We invite highly motivated individuals to make a difference in the lives of others, by joining the team that manages Hawaii's Public Housing Properties.

EXEMPT CONSTRUCTION AND ENGINEERING POSITIONS

CONTRACT ADMINISTRATOR

The HPHA's Construction Management Branch is seeking a Contract Administrator. This incumbent is responsible for supervising and overseeing the staff in performing program and contract administration of selected State and Federal assisted programs for the HPHA facilities, Statewide; assigns construction projects; formulates guidelines and procedures to aid in the execution of consultant and construction contracts; ensures that construction projects are on schedule; conducts periodic project inspection to evaluate site and building conditions to determine when projects should be renovated or replaced; review contract award documents; conducts periodic consultation site inspection to evaluate the contractor's and architect's performance review.

Minimum Qualification Requirements and Experience

Required Licenses, Certificates, Etc.: Registration as a professional engineer or architect in the State of Hawaii. Valid Driver's License, Type 3, is preferred.

Education: Graduation from an accredited college or university with a Bachelor's degree in architecture or engineering is required.

Experience: Total Experience: Six (6) years of progressively responsible experience as described below:

Engineering/Architectural Experience: Four (4) years of progressively responsible professional engineering experience which required the knowledge and application of the basic physical and mathematical sciences and the engineering sciences to the solution of theoretical or practical engineering problems including planning, design and construction of building, structures and other facilities. Such experience must demonstrate knowledge to understand concepts of site and building planning, design, construction, inspection and contract administration, administration and implementation of engineering programs and projects; interpretation of systems operational requirements for improvements and maintenance; planning, design, and construction; or, Four (4) years of professional architectural work experience in developing and preparing complete designs, drawings, specifications, estimates of building, structure, and installations.

Supervisory/Administrative Experience: Two (2) years of any one or combination of the following types of experience:

1. ***Supervisory Experience:*** Professional engineering/architectural experience which included training subordinates, coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, and performing timely accomplishment of work objectives, and maintaining high standards of work planning, design and construction of buildings, structures and other facilities, and/or

2. *Staff Advisory Experience:* Professional engineering/architectural experience as a technical expert in a specialized area or program function performing staff advisory, consultative and/or reviewing the work of a staff of specialist assigned to the planning, development, and implementation of specific projects or programs, and/or
3. *Administrative Experience:* Professional engineering/architectural experience which included the planning (including budget planning and justification), organizing, staffing, policy formulation and implementation of the same and directing a program or programs.

PROJECT ENGINEER

The HPHA's Construction Management Branch is seeking a Project Engineer. This incumbent is to ensure that the development of each project, and its design and construction is completed within the timeframes established for each project, and in accordance with federal and/or state mandates. This position will manage, plan, do cost estimates, maintain cost data records, review complex engineering designs, and administer multiple design construction contracts and projects for the HPHA.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Registration as a professional architect, landscape architect, or engineer is preferred. A valid license to drive in the State of Hawaii is preferred.

Education: Graduation from an accredited college or university with a Bachelor's degree in Architecture, Landscape Architecture, Building Construction or Engineering.

Substitution: Excess work experience as described below which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Experience: Three (3) years experience in the planning, design and construction of projects as a project coordinator, project manager, or contracting officer is preferred.

ENGINEER V

The HPHA's Construction Management Branch is seeking an Engineer V. This incumbent is to supervise subordinate personnel in performing program and contract administration of selected Federal, State, and special programs for the development and maintenance of the Agency's projects and facilities, statewide.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: State of Hawaii certificate of licensure as a professional engineer. Valid Driver's License, Type 3.

Education: All applicants must meet one of the requirements specified in A, B, or C below:

- A. Graduation from a school of engineering in an accredited college or university.
- B. Administrative, professional or technical experience involving the application and knowledge of the fundamental physical and mathematical sciences underlying professional engineering including physics, chemistry, statics, dynamics, strength of material, thermodynamics, fluid mechanics and engineering drawing and other specialized courses to one of the branches of engineering. Such experience must be

substantially equivalent to the knowledge and understanding gained by completion of a college training leading to a bachelor's degree in engineering; or

- C. A combination of college training in engineering and experience mentioned in B above substantively equivalent to completion of a college training leading to a bachelor's degree in engineering.

Experience: Four (4) years of engineering experience. At least one year of the required engineering experience must have been experience comparable to the next lower level. Examples of qualifying professional engineering experience are as follows:

- A. The development and design of machines, equipment, structures or power, water, communication or transportation systems and facilities of the preparation of development, design or construction specifications for such materials or systems, involving the use of theoretical and applied mechanics, a knowledge of the properties of materials and other appropriate engineering and scientific knowledge and skills.
- B. Original research in one of more branches of engineering, developing engineering applications of physical and other scientific principles.
- C. Administration of engineering programs and projects, involving analysis of requirements for equipment and materials, study of technical feasibility and cost, selection of approach and direction of problem solution.
- D. Interpretation of systems operational requirements in terms of physical facilities and the design and development of standard procedures for efficient operational use or maintenance of such facilities.
- E. Evaluation, investigation, or survey of engineering projects, structures, devices or services.
- F. Such activities as production, construction, regulation and test, when they involve engineering considerations and decisions as important and controlling elements.

Supervisory Experience: For the Engineer V level, supervisory potential rather than actual supervisory experience may be accepted. Supervisory potential or the ability to perform supervisory duties will be considered to have been met when there is strong evidence of the necessary supervisory aptitudes as demonstrated by outstanding performance on special assignments of understudy supervisory activities, self-development programs such as further education or training in supervision, or affirmative appraisals by supervisors as to leadership qualities; and/or Staff Advisory Experience.

Substitutions allowed:

- 1. A master's degree in a pertinent engineering field from a school of engineering in an accredited college or university may be substituted for one year of Engineering Experience.
- 2. Excess Supervisory or Staff Advisory Experience of the type and quality described below may be substituted for Engineering Experience on a year for year basis.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

HOUSING BUILDING ENGINEER IV

The HPHA's Construction Management Branch is seeking a Housing Engineer IV. This incumbent is to plan, design, and implement projects for the repair, maintenance, renovation and/or modernization of the Agency's facilities, statewide, involving the administration of construction contracts and the preparation of cost estimates and complex architectural and engineering designs.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: State of Hawaii certificate of licensure as a professional engineer. Valid Driver's License, Type 3 preferred.

Education: All applicants must meet one of the requirements specified in A, B, or C below:

- A. Graduation from a school of engineering in an accredited college or university.
- B. Administrative, professional or technical experience involving the application and knowledge of the fundamental physical and mathematical sciences underlying professional engineering including physics, chemistry, statics, dynamics, strength of material, thermodynamics, fluid mechanics and engineering drawing and other specialized courses to one of the branches of engineering. Such experience must be substantially equivalent to the knowledge and understanding gained by completion of a college training leading to a bachelor's degree in engineering; or
- C. A combination of college training in engineering and experience mentioned in B above substantively equivalent to completion of a college training leading to a bachelor's degree in engineering.

Experience: Three (3) years of engineering experience. At least one year of the required engineering experience must have been experience comparable to the next lower level. Examples of qualifying professional engineering experience are as follows:

- A. The development and design of machines, equipment, structures or power, water, communication or transportation systems and facilities of the preparation of development, design or construction specifications for such materials or systems, involving the use of theoretical and applied mechanics, a knowledge of the properties of materials and other appropriate engineering and scientific knowledge and skills.
- B. Original research in one of more branches of engineering, developing engineering applications of physical and other scientific principles.
- C. Administration of engineering programs and projects, involving analysis of requirements for equipment and materials, study of technical feasibility and cost, selection of approach and direction of problem solution.
- D. Interpretation of systems operational requirements in terms of physical facilities and the design and development of standard procedures for efficient operational use or maintenance of such facilities.
- E. Evaluation, investigation, or survey of engineering projects, structures, devices or services.
- F. Such activities as production, construction, regulation and test, when they involve engineering considerations and decisions as important and controlling elements.

Substitutions allowed:

- 1. A master's degree in a pertinent engineering field from a school of engineering in an accredited college or university may be substituted for one year of Engineering Experience.
- 2. Excess Supervisory or Staff Advisory Experience of the type and quality described below may be substituted for Engineering Experience on a year for year basis.
 - a. *Supervisory Experience:* Professional engineering experience which included training subordinates, coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas and maintaining high standards of work and timely accomplishment of work objectives.
 - b. *Staff Advisory Experience:* Professional engineering experience as technical expert in a specialized area or program function performing staff advisory, consultative and/or reviewing the work of a staff of specialist assigned to such activities as long-range planning, research and/or development of specific projects, programs, etc.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

DEVELOPMENT SPECIALIST

The HPHA's Construction Management Branch is seeking a Development Specialist. This position will be responsible for all phases of public housing development activities for the agency, including but not limited to, preparing feasibility studies, master planning, processing the required governmental applications and permits, construction of housing units, and coordination for the sales agreement and loan documents for HPHA.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Professional licenses or certificates (law, architectural, engineering, real estate, etc). Valid Class 3, Hawaii State Driver License or equivalent.

Education: Graduation from an accredited college or university with a Bachelor's degree and major preferably in business administration, finance, real estate, engineering or architecture.

Substitution: Excess work experience as described below which provides knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree, may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities. Six (6) years experience infrastructure and/or property/housing development, four (4) of which must be in land development experience, may be substituted for the education and experience cited above. Substitutions are to be reviewed and approved by the agency.

Experience: One (1) year of experience infrastructure and/or property/housing development, such as project management or coordination; construction management; construction superintendence; project and/or warranty inspection; property management; and real estate and/or other property/housing development experience.

HOUSING BUILDING CONSTRUCTION INSPECTOR II

The HPHA's Construction Management Branch is seeking a Housing Building Construction Inspector II. This incumbent is to inspect new construction of buildings for workmanship, use of correct materials, inspection of utility work, grading, paving, landscaping and other related work in compliance with the building code and land use ordinance and to oversee that the work is done according to the approved plans and specifications. Interviews contract journeymen and laborers for Wage and Hour trade classifications and wage rates reports.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Valid Class 3, Hawaii State Driver License or equivalent.

Education: High school graduate or equivalent preferred.

Experience: Total experience: Three (3) years experience as described below.

General Experience: Two (2) years of general experience, which includes journey level experience in the building construction trades which demonstrated knowledge of the full range of specialized knowledge, skills, abilities and practices used in such trades, including knowledge of building construction methods and materials and safety requirements and practices, and the ability to read and interpret blueprints and sketches.

Specialized Experience: One (1) year of specialized experience, which includes:

- A. Building construction inspection work experience; or
- B. Supervisory work experience, over a force of skilled trades workers in the building construction industry that involved responsibility for interpreting plans and specifications and inspecting the quality of workmanship and materials for adherence to such plans and specifications.

Substitutions allowed:

1. Graduation from an accredited college or university with a bachelor's degree in civil engineering or architecture may be substituted for the two (2) years of General Experience required.
2. Excess Specialized Experience may be substituted for the General Experience on a month-for-month basis.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

The above positions are exempt non-civil service and are on continuous recruitment until filled. For consideration, please complete an application and submit to Personnel. You can either download an application from our website, or you can come by our office during normal business hours to pick an application. Business hours are from 8:00am to 4:30pm, Monday through Friday (with the exception of observed holidays). Completed applications can be mailed to the address below:

Competitive compensation package with added benefits with the State of Hawaii.
Salary to commensurate with training and experience.

Hawaii Public Housing Authority
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